

Solicitation No. - N° de l'invitation

EQ447-141528/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-3-36210

Buyer ID - Id de l'acheteur

tor304

CCC No./N° CCC - FMS No/ N° VME

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

EQ447-141528

SEE ATTACHED DOCUMENT (56 PAGES)

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Statement of Work, Basis of Payment, Security Requirement Checklist, Forms, Sample Calculation of Aggregate Charge-out Rate, Best Value Selection - Example, and Sample Claim Form.

2. Summary

This requirement is for Regional Individual Standing Offers (RISOs) for the provision of professional and technical services for various types of environmental services in Ontario Region for Public Works & Government Services Canada. The projects are grouped into six streams:

- 1 - Ecological and Environmental Assessments
- 2 - Environmental Audits
- 3 - Environmental Site Assessments, Risk Assessments and Site Remediation/Risk Management Measures
- 4 - Assessment, Abatement and Disposal of Hazardous Materials
- 5 - Water Assessment
- 6 - Sustainability and Greening Government Operations

Details of the Statement of Work for each of the Streams are contained in Annex "A".

The number of Regional Individual Standing Offers (RISOs) which are anticipated for each Stream are as follows:

Stream	# of RISOs	Expected Expenditure (HSTI) for the period to 31 March 2016
1	3	\$ 750,000.00
2	5	\$ 1,500,000.00
3	8	\$15,000,000.00
4	3	\$ 1,200,000.00
5	2	\$ 500,000.00
6	2	\$ 300,000.00

The dollar value of the resulting RISOs in each Stream will be proportional to the total best scores achieved. In the event that there are fewer responsive offers than anticipated, the dollar value of the RISOs in each Stream will still be proportional to the best value scores. An example of how the funding will be allocated can be found in Annex "F".

The Statement of Work for each of the Streams is contained in Annex "A", attached hereto. Offerors may submit an Offer for any or all Streams, however a separate AND complete offer is required for each Stream. Offers for parts of Streams are not acceptable. However, it is possible for Offerors to Joint Venture. The same subcontractor may be included in more than one Offer. If a subcontractor is proposed as one of the team members, both personnel and company security clearances must be met. An organization can receive more than one Standing Offer, but not for the same Stream.

The period of the RISOs is from date of issue to 31 March 2016 with the right to request two additional one year extension periods.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer. For more information on personnel and organization security screening or security clauses, Offerors should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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

The requirement is subject to the provisions the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

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

3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

4. Debriefings

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

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PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2006 (2014-03-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

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

2. Submission of Offers

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

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (four (4) hard copies)

Section II: Financial Offer (one (1) hard copy)

Section III: Certifications (one (1) hard copy)

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

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

- (a) use maximum 1 page, 8.5 x 11 inch (216 mm x 279 mm) paper, one side of page on all forms;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

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

To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) IF OFFERORS ARE BIDDING ON MORE THAN ONE STREAM, A SEPARATE OFFER MUST BE SUBMITTED FOR EACH. EACH STREAM WILL BE EVALUATED SEPARATELY.

- (b) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (c) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Technical Evaluation

Each offer will be reviewed for compliance with the mandatory requirements of the Request for Standing Offer. Offers that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified.

Each responsive offer will be rated by assigning a score to the rated requirements, which are identified in the Request for Standing Offer by reference to a score. Offerors who fail to submit complete offers with all the information requested by this Request for Standing Offer will be rated accordingly. There is a mandatory overall pass mark of 315 points; any offer that receives less than 315 points will be excluded from further consideration.

1.1.1 Mandatory Technical Criteria

1. The Offeror must submit with their Offer either a completed Annex "D" or a technical offer in the same format and with the same information requested. The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements is specified on each form in Annex D. Consequence of noncompliance: any pages which extend beyond the page limitation as specified and any other attachments will be extracted from the offer and will not be forwarded to the PWGSC Evaluation Team members for evaluation.
2. Past Relevant Experience of the Firm:

The Offeror must describe 10 relevant projects completed by the _____ firm to substantiate its ability to meet this requirement (only the first 10 will be evaluated). (See Annex D, Form 2.)
3. Corporate Capability Table:
 - a. Individual's names must be provided for all twenty-five (25) categories/specializations. Individuals must only be listed under a maximum of two categories/ specializations (i.e. only listed twice in the table). All individuals must be in-house. Four (4) of the twenty-five (25) categories/ specializations selected per stream, will be evaluated in greater depth in section 4. They must consist of four different individuals.
 - b. For Forms 3A(1), 3A(2), 3A(3), 3A(4), 3A(5) and 3A(6) all information requested in paragraphs 3 (a), (b), (c) and (d) detailed below must be provided.

1.1.2 Point Rated Technical Criteria

1. Team Approach and Management of Services

Maximum Points

100 points

How the team will be organized in its approach and methodology in the delivery of the required services.

The firm is required to provide roles and responsibilities of key personnel, back-up plan, approach to call-ups, quality control techniques, budget and schedule control Techniques. (See Annex D, Forms 1A, 1B, and 1C.)

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(Offerors should demonstrate that they have the capability to provide all of the required services as specified in the Statement of Work "ANNEX "A" for the applicable Stream in a well managed manner. The team approach is to ensure services meet agreed quality standards in a cost effective and timely manner.)

2. Past Relevant Experience of the Firm

Maximum Points

100 points

Identifies past environmental projects, range of services and provision of services to federal government clients. The Offeror must describe 10 relevant projects completed by the firm to substantiate its ability to meet this requirement (only the first 10 will be evaluated). (See Annex D, Form 2.)

(Offerors must demonstrate that they have participated in a range of relevant projects (maximum ten (10) demonstrating the full range of services described in the Statement of Work "ANNEX "A" for the applicable Stream. Projects should vary in size, complexity, dollar value, etc.)

3. Corporate Capability Table

Maximum Points

126 points

Minimum Points

63 points

A compilation of essential roles/ specializations unique to each stream. The intent is for the Offeror to demonstrate its in-house corporate capability to provide appropriate service to PWGSC Environmental Services for the diverse types of projects anticipated in the Stream. A breadth of specializations and depth of numbers of individuals are required to provide proper service to PWGSC.

Individuals may only be listed under a maximum of two categories/ specializations (i.e. only listed twice in the table). Four (4) of the twenty-five (25) categories/ specializations selected per stream, will be evaluated in greater depth in section 4. They must consist of four different individuals.

Offerors must complete the Corporate Capability Table for the applicable stream (see Forms 3A(1), 3A(2), 3A(3), 3A(4), 3A(5), 3A(6) and Form 3B) providing details as described below.

For Forms 3A(1), 3A(2), 3A(3), 3A(4), 3A(5) and 3A(6), provide the following:

- (a) Name of Individual: Individual's names must be provided for all 25 Specializations in the following categories:
 - a. Senior Contact Representing the Firm (for the Stream)
 - b. Senior Professional
 - c. Intermediate Professional
 - d. Junior Professional
 - e. Senior Technologist
 - f. Technologist
- (b) Education: highest level of degrees, diplomas or certificates must be provided.
- (c) Accreditation: Professional associations, for example (but not limited to) PGeo, PEng, PAg, RPBio, RPP, PMP must be provided, along with the jurisdiction the accreditation applies to (e.g. Ontario). Full accreditation is expected for Senior and Intermediate Professionals. "In Training" will be accepted for "Junior Professional" and "Technologist" categories only.
- (d) Experience: Years experience refers to the number of years the individual has worked in the discipline relevant to the Category Specialization, and does not include time at school or time working in a different discipline. To be considered for a Specialization, the individual must have the following minimum years of experience:

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- (i) Minimum of 15 years experience for the individual listed in the following category: Senior Contact Representing the Firm
- (ii) Minimum 10 years experience for each individual listed in each of the following categories: Senior Professional, Senior Technologist
- (iii) Minimum of 5 years experience for each individual listed in the following category: Intermediate Professional
- (iv) Minimum of 1 year experience for each individual listed in each of the following categories: Junior Professional and Technologist

If an individual proposed for the specialization has experience less than the minimum number of years as outlined above, a mark of zero (0) will be assigned for experience for that individual.

4. Detailed Qualifications of Key Personnel

Maximum Points
124 points

Minimum Points
62 points

The Offeror will have identified four unique individuals in section 3 (Corporate Capability Table) as requiring further evaluation in this section. The four individuals must be in-house employees of the Offeror. The four roles may be different depending on the stream. The four specialized roles must consist of four different individuals. Although these individuals may be repeated in other areas of the Corporate Capability Table, they may only be evaluated once in the "Detailed Qualifications of Key Personnel" section. In this section, individuals' education, accreditation, experience, relevant project experience, as well as program management responsibilities or technical expertise will be evaluated (see Annex D, Form 4.)

(Offerors should demonstrate that they have the range of personnel in-house with the capability, capacity, expertise and experience to provide the full range of required services and deliverables listed in the Statement of Work ANNEX "A" for the applicable Stream. The expectation is that these personnel are available in order to deliver the required services for/to PWGSC.)

TOTAL AVAILABLE POINTS: 450 points

MANDATORY PASS MARK: 315 points

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

The Offeror must submit pricing in accordance with Annex "B", Basis of Payment for the standing offer period and the two extension periods.

The Offeror must submit a fixed hourly rate, in Canadian funds, for each of the seven categories of personnel. Each of these fixed hourly rates will be weighted to reflect the expected level of involvement normal in the type of work to be performed. The weighted rates will then be aggregated to arrive at an evaluation price for each Offeror. The following weighting will be used:

Senior Contact Representing Firm	5%
Senior Professional	20%
Intermediate Professional	20%
Junior Professional	10%
Senior Technologist	20%
Technologist	20%
Admin. Support	5%

A sample calculation is attached as Annex "E".

2. Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, an offer must:
 - a. comply with all the requirements of the Request for Standing Offers;
 - b. meet all mandatory technical evaluation criteria (1.1.1); and
 - c. obtain the required minimum points specified for criterion 3 and 4 for the technical evaluation; and
 - d. obtain the required minimum of 315 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 450 points.
2. Offers not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 50% for the technical merit and 50% for the price.
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 50%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 50%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.
8. The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 50/50 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (50%) and Price (50%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 50 = 42.59$	$89/135 \times 50 = 32.96$	$92/135 \times 50 = 34.07$
	Pricing Score	$45/55 \times 50 = 40.91$	$45/50 \times 50 = 45$	$45/45 \times 50 = 50.00$
	Combined Rating	83.5	77.96	84.07
	Overall Rating	2nd	3rd	1st

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

1. Certifications Required Precedent to Issuance of a Standing Offer

1.1 Integrity Provisions- Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions- Offer of Standard Instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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) available from Employment and Social Development Canada-[Labour's](#) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive..

2.1 Status and Availability of Resources

SACC Manual clause M3020T (2010-01-11) Status and Availability of Resources

PART 6 - SECURITY AND FINANCIAL REQUIREMENTS

1. Security Requirement

1. At the Request for Standing Offers closing date, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, offerors should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

2. Financial Capability

SACC Manual clause M033T (2011-05-16) Financial Capability

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

- 1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

2. Security Requirement

- 2.1 The following security requirement (SRCL and related clauses) applies and forms part of the Standing Offer.
- 2.2 Security Requirement for Canadian Supplier:
- 1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
 - 2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
 - 3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
 - 4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";
 - (b) Industrial Security Manual (Latest Edition).

3. Standard Clauses and Conditions

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

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3.1 General Conditions

2005 (2014-03-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance to 31 March 2016.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one (1) year periods, from 1 April 2016 to 31 March 2017 and 1 April 2017 to 31 March 2018 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Marian Shaw
Public Works and Government Services Canada
Acquisitions Branch
33 City Centre Drive, Suite 480C
Mississauga, Ontario
L5B 2N5

Telephone: (905) 615-2065
Facsimile: (905) 615-2060
E-mail address: marian.shaw@pwgsc-tpsgc.gc.ca

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

5.2 Technical Authority

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

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

5.3 Offeror's Representative

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Name: _____

Title: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is a Representative of Environmental Services, PWGSC, Toronto, Ontario.

7. Call-up Procedures

The Technical Authority will establish the scope of work to be performed and will use a rotational distribution system to select an offeror to be assigned a call-up. This system will track all call-ups assigned and will maintain a running total of the Value of Business Distribution. For requirements under \$25,000.00 (including GST), the Technical Authority will elect to either use the system-recommended firm or another firm based on location and technical expertise required for the assignment. For all requirements between \$25,000.00 and less than \$400,000.00 (including GST), the system will identify the firm who will be selected for the next call-up. The firm selected will be the one which is furthest from achieving its' ideal business volume distribution in relation to the other firms. For requirements that are follow-on work to a call-up that has been completed, the Technical Authority will have the option to either use the system-recommended firm or select the firm that performed the original work.

An estimate of the value of the required services will be used in the system when selecting firms. This estimate will be adjusted in the system to reflect actual costs. An example is shown in Annex "F".

The Technical Authority will provide the Offeror selected in accordance with the system with a description of each task to be performed, in sufficient detail to enable the Offeror to establish one of the following for the work: a firm price, a ceiling price or an estimated cost. Firm price is the most desirable and must be used whenever possible. Ceiling price will be permitted only in cases where the work to be performed is not in sufficient detail to accurately determine a reasonable firm price. Estimated costs will only be permitted in cases where the nature of the task is such that unknown developments are anticipated which could change the level of effort required to obtain the desired results.

The Offeror must submit its price and supporting details to the Technical Authority's representatives including personnel to perform the work and time required to perform the work in a "proposal".

If the Offeror's submission is acceptable to Canada, a call-up document will be issued to authorize the start of the work and outline the work requirements, providing deliverable milestone dates and any interim reports that will be required.

If Canada considers the Offeror's submission to be unacceptable in some way, Canada will provide the Offeror an opportunity to revise the submission. If Canada and the Offeror are unable to agree on the scope of work or other particulars, Canada may proceed to another Offeror.

If, at any time during the work, it becomes evident that the authorized level of expenditure will be exceeded, the Offeror must immediately advise the Technical Authority and await instruction. Under no circumstances is the authorized level of expenditure to be exceeded by the Offeror.

All authority for travel must be obtained from the Technical Authority.

8. Call-up Instrument

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

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$400,000.00 (applicable taxes included).

10. Financial Limitation

10.1 Financial Limitation - Total

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

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

11. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-03-01), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2035 (2014-03-01), General Conditions - High Complexiy - Services
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List
- j) Annex D, Claim for Progress Payment Form;
- k) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

12. Certifications

12.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

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12.2 Status and Availability of Resources

SACC Manual clause M3020C (2010-01-11) Status and Availability of Resources

13. Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

2035 (2014-03-01), General Conditions - High Complexity Services apply to and form part of the Contract.

3. Term of Contract

3.1 Period of the Contract

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

4. Payment

4.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified on the Call-up document. Customs duties are included and Applicable Taxes are extra.

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

OR

4.1 Basis of Payment- Ceiling Price

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a ceiling price as specified on Call-up document. Customs duties are included and Applicable Taxes are extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably

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incurred in the performance of the Work and computed in accordance with the Basis of Payment.

OR

4.1 Basis of Payment- Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure as specified on Call-up document. Customs duties are included and Applicable Taxes are extra.

4.2 Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

4.3 Limitation of Price

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

OR

4.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed amount specified on Call-up document. Customs duties are included) and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. 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.

3. 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.

4.4 Milestone Payments

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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 100 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 95 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.

4.4.1 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 or "Delivery Date"

OR

4.4 Progress Payments

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 100 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 amount claimed is in accordance with the basis of payment;
 - c. the total amount for all progress payments paid by Canada does not exceed 95 percent of the total amount to be paid under the Contract;
 - d. all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
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.

3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

4.5 **SACC Manual Clauses**

SACC Manual clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department

5. **Invoicing Instructions - Progress Payment Claim**

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment. Each claim must show:
 - a. all information required on form PWGSC-TPSGC 1111;
 - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - c. a list of all expenses;
 - d. the description and value of the milestone claimed as detailed in the Contract.

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. The Contractor must prepare and certify one original and one electronic copy of the claim on form PWGSC-TPSGC 1111, and forward it to the Technical Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place. The Technical Authority will then forward to Payment Office for the remaining certification and payment action.
 3. The Contractor must not submit claims until all work identified in the claim is completed.

6. **Progress Reports**

1. The Contractor must submit monthly reports, in electronic format, on the progress of the Work, to both the Technical Authority.
2. The progress report must contain two parts:
 - a. PART 1: The Contractor must answer the following three questions:
 - i. Is the project on schedule?
 - ii. Is the project within budget?

- iii. Is the project free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.

- b. PART 2: A narrative report, brief, yet sufficiently detailed to enable the Technical Authority to evaluate the progress of the Work, containing as a minimum:
 - i. A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
 - ii. An explanation of any variation from the work plan.
 - iii. A description of trips or conferences connected with the Contract during the period of the report.

A description of any major equipment purchased or constructed during the period of the report.

7. Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified below. 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 fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. 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.

7.1 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 \$5,000,000 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.

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- 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. 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.

7.2 Environmental Impairment Liability Insurance

1. The Contractor must obtain Type 4: "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 Type 4: "Contractors Professional 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 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.
 - 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 acknowledgement of receipt.

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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.

7.3 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.

ANNEX "A"**STATEMENT OF WORK****STREAM 1: ECOLOGICAL AND ENVIRONMENTAL ASSESSMENTS****Background**

This package is intended to address the evaluation and assessment of the environment either to better understand potential environmental impacts of various undertakings on federal properties or to document existing environmental conditions. Adherence to the *Species at Risk Act (SARA)* and the *Canadian Environmental Assessment Act (CEAA 2012)* are the two primary legislative drivers for this stream of work.

Scope of Work

The types of projects in this package include: biological surveys, ecological land classifications, assessments of projects in compliance with *CEAA 2012*, development of mitigation measures and/or monitoring plans for the protection of land, plants, wildlife, and water, as well as on site supervisory function for monitoring adherence with environmental protection measures.

The following tasks would typically be included:

1. Conducting a variety of field surveys to gather baseline information and comparative data prior to assessments, and/or during and after project activities including biological inventories, ecological land classification, habitat assessments, fish and fish habitat surveys, benthic studies, wildlife (aquatic, terrestrial and avian) surveys, species at risk assessments, water quality surveys, air quality surveys (including noise) and other studies that are related to the natural environment.
2. Conducting archeological assessments as well as other heritage/cultural assessments. Socio-economic assessments related to proposed project activities may also be requested.
3. Developing management plans including forest management plans, wildlife management plans and others as required related to the natural environment.
4. Developing and/or reviewing species-at-risk management plans and recovery plans.
5. Preparing and/or reviewing reports pursuant to *CEAA 2012* requirements.
6. Undertaking or reviewing project specific environmental studies related to project activities including, but not limited to sediment and erosion control plans, environmental protection plans, storm water management plans, spill response plans, and fish habitat compensation plans.
7. Preparing and implementing environmental effects/mitigation monitoring plans and follow-up programs for reporting and/or inclusion in specifications.
8. Providing advice and recommendations regarding *CEAA 2012*, *SARA*, *Canadian Environmental Protection Act (CEPA) 1999*, *Fisheries Act* and other federal environmental legislation and/or regulations.
9. Undertaking consultation and coordination with federal, provincial, regional/local jurisdictions, aboriginal groups and other stakeholders with regard to information gathering and anticipating the potential impacts of proposed projects and/or required studies.
10. Preparing communication materials and conducting stakeholder/public/aboriginal consultation/communication. This will normally consist of liaising with stakeholders, Public Advisory Committees, preparing and holding public information sessions and meetings to solicit comments and address any public concerns regarding proposed projects and/or required studies.
11. Undertaking peer review of reports/studies undertaken by others.

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12. Undertaking Strategic Environmental Assessments.
13. Preparing training and presentation materials that pertain to environmental assessment and related environmental legislation including but not limited to *CEAA 2012*, *SARA*, *the Canadian Environmental Protection Act (CEPA) 1999*, *Fisheries Act* for delivery to federal employees and/or for information purposes.
14. Delivering training.
15. Other related work as required.
16. Providing expert advice and support related, but not limited to, litigation, negotiations, compensation and similar matters.

All work must be completed using the most recent, applicable federal and provincial legislation including Regulations, by-laws, Guidelines, Standards, or best practices and using PWGSC Standards such as the National Master Specifications NMS-Edit format.

All laboratories used for performing analysis must be members of the Canadian Association for Laboratory Accreditation (CALA). If CALA accreditation for a specific parameter is not available, equivalent accreditation bodies will be accepted.

STREAM 2: ENVIRONMENTAL AUDITS

Background

PWGSC requires consulting services to conduct general facility audits/environmental baseline studies, detailed environmental audits, provision of design drawings and specifications to upgrade non-compliance items highlighted in audits, and supervision of upgrades (as per design drawings and specification), all for federal facilities in the Region. Federal facilities typically consist of buildings such as offices, military bases, residential properties, airports, correctional institutions, schools, hospitals, and research laboratories. The work is to be carried out to ascertain the current environmental status of the facilities, and to ensure compliance with federal, provincial and municipal environmental legislation and with policy commitments.

Additionally PWGSC may require Professional Development and Technical Training to educate federal employees on regulatory requirements associated with facility operations.

The basic goals of the audits and associated follow-up works are:

1. To identify and document significant environmental aspects and/or operations which are regulated or affected by applicable environmental legislation and federal government Policies, Guidelines, Codes and Best Management Practices.
2. To assess the degree of compliance with the established legal requirements and policies.
3. To provide recommendations that could be incorporated into action plans, design drawings and specifications designed to ensure that the facility operates in compliance with applicable legislation, standards, and policies.
4. To provide written procedures, design drawings, and specifications for bringing non-compliance findings into compliance with applicable legislation, standards, and policies (Design drawings and specifications to also meet facility operational requirements).
5. To supervise construction as per the requirements of the design drawings and specifications.

The basic goal of professional development and technical training is to:

1. Familiarize federal employees on regulatory requirements associated with environmental issues typical of federal facilities.

Scope of Work

Work Includes preparing Statements of Work/Work Plans for and/or conducting environmental audits, including both general facility audits/environmental baseline studies (covering the range of environmental issues) and detailed audits (specific to only one or a few environmental issues), undertaking peer reviews of environmental audits or reports prepared by others, preparation of detailed procedures to bring a facility into compliance (including cost estimates), providing design drawings and specifications as required to upgrade compliance at facilities, and site supervision of contractors hired to install compliance upgrades at facilities, as well as other related work as required. Work also includes providing expert advice and support related, but not limited to, litigation, negotiations, compensation, and similar matters.

The following environmental issues/categories are typically covered as part of the audit/assessment process or later phases to implement corrective measures, all issues may not be applicable to all situations, some situations may require detailed audits specific to only one, or a few, of the issues:

1. Air Emissions
2. Indoor Working Environment/Air Quality
3. Halocarbon and Ozone-Depleting Substances
4. Asbestos Containing Materials and Designated Substances or Hazardous Materials
5. Non Hazardous Waste Management
6. Energy Management
7. Environmental Management Systems
8. Environmental Emergency Response Plans
9. Storage Tanks and Storage Tank Systems: Aboveground and Underground
10. Water Management
11. Wastewater Management
12. PCB-Containing Equipment
13. Chlorinated Solvents
14. Integrated Pest Management

The scope of work will vary according to the specific needs of a project, in most cases (particularly for general facility audits) a thorough assessment or investigation of property history including past and present operations is to be conducted to identify potential significant environmental aspects and to achieve the goals and objectives of the specific project. The need for certified auditors or technical specialists in one particular aspect will be determined on a project by project basis. General audits/environmental baseline studies are to be conducted by Certified Environmental Auditors (ISO or CSA certified) or other registered professionals as the case may require, in keeping with national and international auditing standards and protocols. Detailed audits, preparation of design drawings and specifications, and site supervision during implementation of design drawing and specifications requirements, are to be completed by appropriately accredited auditors or other registered professionals specific to the environmental issue being audited or brought into compliance.

All criteria will be in accordance with the current edition of Canadian Codes and Standards, and any other relevant Codes as applicable. If direction or decisions are provided by authorities having jurisdiction they will be observed and complied with.

Provision of Professional Development and Technical Training includes development, update, modification, and delivery of training courses specific to the range of regulatory requirements associated with the list of environmental issues/categories provided above as they apply to federal facilities.

Provision of Design drawings to be completed/reviewed by a senior technologist with experience with AutoCAD or equivalent design program (all files to be compatible with Microsoft® Operating Systems, the CADD drawing format required for drawings is the AutoCAD® native format DWG fileCADD format – See PWGSC National CADD Standard for more details at <http://www.tpsgc-pwgsc.gc.ca/biens-property/cdao-cadd/index-eng.html>).

Provision of specifications will require specification writing/review from an individual who has completed the three Construction Specifications Canada (CSC) courses (Principles of Construction Documentation, Specifier 1, and Specifier 2 - minimum requirement), or who carries a RSW or CSP certification as provided by CSC.

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All laboratories used for performing analysis must be members of the Canadian Association for Laboratory Accreditation (CALA). If CALA accreditation for a specific parameter is not available, equivalent accreditation bodies will be accepted.

STREAM 3: ENVIRONMENTAL SITE ASSESSMENTS, RISK ASSESSMENTS AND SITE REMEDIATION/ RISK MANAGEMENT MEASURES

Background

PWGSC requires the consulting services of qualified persons to conduct environmental site assessments, risk assessments, supervision for site remediation projects and other services related with the management of Contaminated Sites on federal real properties. This Statement of Work (SOW) describes the various type of work which the Contractor may be requested to perform during the Contract.

Scope of Work

Depending on the site-specific considerations and environmental issues in hand, Consultants may be retained to carry out all or part of the following studies and services.

1. Screening Level Reviews

- i. Review reports for the site to identify historical environmental issues previously identified
- ii. Conducted limited interviews with people with present knowledge of the site operations;
- iii. If required, conduct an inspection of the exterior of the property for evidence of possible environmental concerns such as staining, debris, tanks etc. as well as environmental issues identified previously (if accessible from the exterior of the buildings) to determine whether these issues remain, have been remedied or have become a more significant concern;
- iv. Compile a summary of findings and recommend whether a full Phase I ESA is required.

Full historical reviews, tenant interviews and interior building inspections are not included in the work plan.

2. Phase I Environmental Site Assessment

- i. 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:
 - a. Information related to any past or present potential environmental issues (storage tanks, fire training areas, waste disposal areas, etc.).
 - b. The site characteristics (i.e., site geology, surface and groundwater, soils, sediments, utilities, services, setting and adjacent land use).
 - c. The historical background of the site (including land title search, aerial photos, etc.).
- ii. 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 Technical authority.
- iii. Portions of the project requirements may be modified at the discretion of the Technical 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.)
- iv. A report outlining the findings of the Phase I ESA with recommendations and cost estimate for further work (if required) will be produced.

3. Phase II Environmental Site Assessment

- i. A Phase II ESA confirms the absence, or presence and nature of contamination, usually through a sampling, and laboratory analysis program.
- ii. 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 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.
- iii. 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.
- iv. 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.
- v. Consideration should be given to such factors as potential for migration and off-site contamination, background levels, magnitude and number of exceedences.
- vi. 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.
- vii. Site plans and subsurface profiles would be produced to assist in characterizing and possibly delineating the contamination and migration patterns, if applicable. Conceptual site models may also be required to emphasize the type and extent of subsurface contamination, define the pathways for contaminant migration and identify potential receptors. Narrative and/or cross-section conceptual site models should be prepared for the sites investigated.
- viii. A report outlining the findings of the Phase II ESA and recommendations for further work (if required) will be produced. A substantive cost estimate for any additional site assessment work required is to be included with recommendations.
- ix. 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.
- x. 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.

4. Phase III Environmental Site Assessment

- i. 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.
- ii. 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.
- iii. The detailed investigation will delineate boundaries of contamination found during the Phase II ESA.
- iv. 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.
- v. 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.
- vi. 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.
- vii. 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 at the discretion of the Technical authority. A substantive cost estimate for additional investigation and/or preparation of remedial options evaluation and/or remedial action plan must be included.

5. Human Health and Ecological Risk Assessment

- i. Work required may include assessing the risks to human health, ecological components and may take the following:
 - a. Preliminary Quantitative Risk Assessment for Human Health (PQRA)
 - b. Screening Level Ecological Risk Assessment (SLERA)
 - c. Sediment Toxicity Study
 - d. Site Specific Risk Assessment (SSRA)
 - e. Human Health and Ecological Risk Assessment (HHREA) under O.Reg. 153/04

Depending on the site-specific considerations and environmental issues at hand, Consultants may be retained to perform all or part of the following tasks but not limited to:

- ii. Review all previous site information and reports
- iii. Conduct a site reconnaissance to determine, understand and/or verify relevant risk information including such characteristics as site access, site usage, potential human and ecological receptors, additional pathways and visible signs of ecological stress
- iv. Identify appropriate human and ecological receptors through available information, relevant literature and/or field observations
- v. Develop a conceptual site model
- vi. Analyze existing information and identify any significant gaps in data required for use in the risk assessment
- vii. Design and implement a sampling plan to collect additional samples (soils, sediment, benthic, invertebrates, groundwater and surface water, indoor air, etc) to eliminate data gaps from previous assessments and/or provide additional data to reduce assumptions
- viii. Collect ecological samples of plants, animals, fish, insects, etc. as required
- ix. Conduct numerical modelling for various pathways in order to eliminate data gaps from previous assessments and / or provide additional data to reduce assumptions
- x. Carry out both screening level and site specific assessments considering both the human health and ecological implications of identified contamination. Where possible, most risk assessments are required to follow the most current available federal risk assessment protocols developed by Health Canada and CCME. For risk assessments involving sediments or for sediment toxicity studies the work shall follow the Canada-Ontario Agreement: Contaminated Sediment Assessment Decision-Making Framework
- xi. In selected cases where federal property transactions, a Record of Site Condition (RSC) may be required. In these cases the risk assessment and supporting documentation would need to meet the requirements of O.Reg. 153/04 – Record of Site Condition Regulation as amended from time to time. The consultant may be expected to submit the resulting RSC on behalf of PWGSC or the federal client department
- xii. Develop and / or assist in implementing remedial action plans, risk management measures and remediation strategies
- xiii. Provide a NCSCS 2008 score for the site
- xiv. Peer review risk assessments or related reports prepared by others
- xv. Other related work as required

6. Remediation / Risk Management Measures

Consultants may be required to assist in developing and implementing environmental remedial options including including site investigation, identification of significant aspects, preparation of detailed procedures, preparation of plans and drawings, specifications briefs, options and recommendations, tendering documentation as per PWGSC approved National Master Specifications (NMS) standards and remedial

cost estimates (indicative and substantive).

In some cases, Consultants may also be required to coordinate, supervise, monitor and verify site conditions during environmental remedial activities. Furthermore, the consultant may be required to undertake minor remedial projects, such as removal of debris and removal of leaking underground storage tanks.

Consultants may be retained to complete all or parts of the following tasks:

- i. Identifying significant gaps in the delineation of contaminants at a site prior to remediation.
- ii. Provide or review indicative cost estimates of proposed remediation projects including estimates of volumes of media impacted by a contaminant of concern.
- iii. Design project specification briefs and associated tendering documentation for use by PWGSC, using PWGSC established NMS standards in the approved NMS-Edit Professional software format.
- iv. Ensuring any risk mitigation measures required or recommended from CEAA section 67 requirements are included in the project tendering documentation.
- v. Providing assistance to PWGSC during the tendering process of remediation/risk management measures projects, for example when responding to requests for clarification and issuing addenda.
- vi. Providing oversight and monitoring of remediation activities.
- vii. Planning and conducting appropriate confirmatory sampling prior to and during the completion stage of remediation or after risk management measures have been put in place.
- viii. Prepare a closure report upon completion of the remedial work documenting and certifying the remediation activities and or risk management measures implemented and to outline current conditions of the site.
- ix. Make recommendations for long and short-term monitoring post-remediation or post-risk management measures implementation.
- x. Process a Record of Site Condition following remediation /Risk Management under O.Reg. 153/04 as amended by time to time.

7. Other Work

Other studies and services may be required in order to facilitate or undertake work related to ESAs, Risk Assessment and/or Remediation such as (but not limited to):

- i. Sediment characterization
- ii. Designated Substances Survey
- iii. Biological Studies and Investigations
- iv. Geotechnical and Geophysical Assessments
- v. Demolition Assessment and Waste Survey
- vi. Archeological Assessments
- vii. Litigation Support related to contaminated site work
- viii. Peer Review of various contaminated sites projects
- ix. Contaminated Sites Program coordination
- x. Preparing guidance, training and presentation materials that pertain to contaminated sites for delivery to federal employees and/or for information purposes.
- xi. Delivering training
- xii. Federal Contaminated Site Action Plan (FCSAP) related program and process studies and project reviews
- xiii. Public Consultation and stakeholder engagement

8. Federal Reporting Requirements

- i. The consultant may be responsible for completing or updating a National Classification System for Contaminated Sites (NCSCS) site classification for each identified Area of Potential

- Environmental Concern or Area of Environmental Concern. Procedures for performing a National Classification System for Contaminated Sites site classification are provided in Canadian Council of Ministers of the Environment National Classification System for Contaminated Sites, Guidance Document, 2008 (http://www.ccme.ca/assets/pdf/pn_1403_ncscs_guidance_e.pdf).
- ii. If a site is located in or near a water body, then the Federal Contaminated Sites Action Plan (FCSAP) Aquatic Sites Classification System (ASCS) should be used instead of the National Classification System for Contaminated Sites (to be provided upon request).
 - iii. The consultant may be required to complete the FCSAP site closure tool (SCT) which consists of mandatory requirements for documenting the closure of remediated or risk managed federally contaminated sites funded by the FCSAP program. It provides consistent evaluation criteria or conditions that determine when a site can be considered closed.
 - iv. The consultant may be responsible for completing or updating the Federal Contaminated Sites Inventory (FCSI) database. Procedures for entering information into the Federal Contaminated Sites Inventory database are provided in Treasury Board Federal Contaminated Sites Inventory (FCSI) Input Guide, April 2009 (<http://www.tbs-sct.gc.ca/rpm-gbi/doc/fcsiig-gedisfc/fcsiig-gedisfc-eng.aspx>).
 - v. The consultant may be responsible for developing or updating an indicative estimate of liability or contingent liability for all sites on the property. These liability estimates must use the following:
 - a) Treasury Board policy 2010 *Remediation Liabilities related to Contaminated Sites; A Supplement to the Financial Information Strategy (FIS) Manual* (<http://www.tbs-sct.gc.ca/pol/doceng.aspx?evttoo=X&id=20888§ion=text> and TBS Accounting Standard 3.6 Contingencies (March 2006) (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12181§ion=text>)
 - b) Treasury Board Guidance on accounting for environmental liabilities (<http://www.tbs-sct.gc.ca/rpm-gbi/doc/liabilities-passifs/liabilities-passifseng.aspx>).
 - c) Canadian Council of Ministers of the Environment Recommended
 - d) Principles on Contaminated Sites Liability (http://www.ccme.ca/assets/pdf/csl_14_principles_e.pdf).

Provision of specifications under this stream will require specification writing/review from an individual who has completed the three Construction Specifications Canada (CSC) courses listed below (minimum requirement), or who carries or is eligible for a RSW or CSP certification:

- Principles of Construction Documentation
- Specifier 1
- Specifier 2

Provision of Design drawings to be completed/reviewed by a Senior Technologist with experience with AutoCAD or equivalent design program (all files to be compatible with Microsoft® Operating Systems, the CADD drawing format required for drawings is the AutoCAD® native format DWG file CADD format – See PWGSC National CADD Standard for more details at <http://www.tpsgc-pwgsc.gc.ca/biens-property/cdao-cadd/index-eng.html>

All laboratories used for performing analysis must be members of the Canadian Association for Laboratory Accreditation (CALA). If CALA accreditation for a specific parameter is not available, equivalent

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STREAM 4: ASSESSMENT, ABATEMENT AND DISPOSAL OF HAZARDOUS MATERIALS

Background

This package is intended to cover assessment, abatement, and disposal services associated with the following environmental issues:

1. Asbestos containing materials
2. Lead (e.g. paint and plumbing fixtures)
3. Mould in indoor environments
4. Polychlorinated biphenyls (PCBs)
5. Designated Substances under Ontario's Occupational Health and Safety Act (O. Reg 490/09 as amended)
6. Other Hazardous and non-hazardous wastes/materials

PWGSC requires the services of a qualified consultant to undertake surveys and prepare specifications for abatement and monitoring related to asbestos, lead, mould in indoor environments, PCBs and managing other hazardous and non-hazardous wastes/materials.

Scope of Work

The types of projects in this category may include pre-abatement assessments, development of the scope of work for abatement/disposal projects and conducting, supervising, coordinating and documenting abatement/disposal activities.

All work must be completed using the most recent, applicable federal and provincial legislation including Regulations, by-laws, Guidelines, Standards, or best practices. PWGSC Departmental Policies and Standards must also be adhered to including, but not limited to, the Department Policy 057 for Asbestos Management and the National Master Specifications NMS-Edit format. When these departmental documents are updated or modified, the updated versions must be followed.

The following tasks would typically be included:

1. Timely assessment of the nature and extent of work related to asbestos, lead, PCB, mould and/or other hazardous and non-hazardous waste/materials requiring visual investigations, collection of samples and analysis, and recommendations for abatement or remediation and disposal.
2. Development of recommendations on courses of action to be taken, to prevent re-occurrence or correction of the sources with associated cost estimates.
3. Preparation of a scope of work for abatement and detailed work procedures based on industry approved best practices and incorporation into standard PWGSC specifications for the required work.
4. Arrange for and contract abatement/remediation services, or assist in the tendering and selection of contractors for the required work.
5. Coordinate work with regulatory requirements such as permitting and notifications.
6. Supervise work practices and procedures to ensure that specification requirements, regulatory requirements, industry standards, and proper health and safety procedures are followed.
7. Where appropriate, provide environmental monitoring, such as surface wipe sampling, clearance testing and air monitoring as required at all times of the day (regular daytime work hours, after hours and weekends).
8. Documentation of abatement activities including work performed, location, nature and extent of work, work practices followed, contractor performance, and monitoring results.
9. Preparing and delivering guidance, training and presentation material pertaining to the assessment and abatement of hazardous materials and designated substances, for delivery to federal employees and/or for other information purposes.
10. Expert advice and support related, but not limited, to litigation, negotiations and compensation and similar matters.

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Provision of services will require specification writing/ review from an individual who has completed the three Construction Specifications Canada (CSC) courses (Principles of Construction Documentation, Specifier 1, and Specifier 2 minimum requirement), or who carries an RSW or CSP certification as provided by CSC.

All laboratories used for performing analysis must be members of the Canadian Association for Laboratory Accreditation (CALA). If CALA accreditation for a specific parameter is not available, equivalent accreditation bodies will be accepted.

RISO STREAM 5: WATER ASSESSMENT

Background

PWGSC requires consulting services to assess water quality and quantity, water sources, and water systems at federally-owned properties. Projects will generally aim to determine if water sources, systems, and quality, as well as water usage (i.e. quantity) and water discharge parameters, are in compliance with the applicable provincial and federal policies, codes, guidelines, and regulations.

Scope of Work

Consultants will generally be required to assess the quality and quantity of potable, non-potable, raw, treated, and waste water streams at project sites, and to assess water systems (source to end-user; including treatment devices and distribution systems). Consultants will be required to provide recommendations for improvements in current operating systems and sources. This could include assessing and providing recommendations for a wide variety of water and waste water scenarios including those involving limited quality/quantity groundwater resources.

The assessments generally will consist of scheduling appointments with residential, commercial, and/or institutional tenants, completing site visits (including water system surveys and inspections, identifying treatment devices, collecting water samples), conducting laboratory analysis, reviewing and interpreting the analytical results (in comparison to specific criteria), and preparing reports which document the methodology, findings and recommendations of the projects. Reports will generally include a description of the findings of the investigations, issues/problems identified on site, analysis of laboratory results, and recommendations of measures intended to remedy site specific issues.

Project sites are expected to be varied in nature/size/complexity and may include rural residences, large shared-accommodation office buildings, institutional facilities, and in some cases small-scale industrial operations. Water sources are expected to include both municipal, communal, shared, and individual private well systems. Project locations are also expected to vary but will generally include rural residential areas, major urban areas throughout Ontario, and remote communities in Northern Ontario. Site specific security clearances may occasionally be required for project consultants.

Potable water quality assessments are typically conducted in accordance with a sampling protocol (proposed by the Consultant or as provided to the Consultant by PWGSC). In general, the Consultant is required to test for microbiological (*E.Coli* or Fecal Coliforms, Total Coliforms, Background Colony Counts), chemical (e.g. nitrates and nitrites, metals, etc.) and physical (e.g. turbidity) parameters. Testing for other water quality parameters may occasionally be required as well.

Water quantity assessments generally include installation of wells, and pump tests to assess aquifer supply capacity, but could also include water audits at federal sites, in support of the measuring progress towards the goals outlined in the Federal Sustainable Development Strategy (FSDS).

Waste water assessments may include the characterization and analysis of waste water discharge (quality and quantity) from federal assets including buildings (offices and institutions), small operations (e.g. abattoirs) and from engineering assets (e.g. dams).

Water sample parameters are generally to be compared against current federal and provincial guidelines and applicable criteria such as, but not limited to, the Federal Interim Groundwater Quality Guidelines, Ontario Drinking Water Quality Standards (ODWQS), Health Canada Drinking Water Guidelines (GCDWQ), and the Canadian Council of Ministers of the Environment (CCME) Environmental Quality Standards.

Water assessment projects will generally include the following elements:

1. Review of project objectives as required by PWGSC

2. Development of project specific proposals and cost estimates
3. Review of existing documentation of water sources and systems
4. Review of hydrological, geological, and hydrogeological conditions which may influence available water quality/quantity
5. Development of work plans
6. Development of health and safety plans for site work
7. Development and submission of required applications, permits, etc.
8. Interviews with knowledgeable site staff including residences or property managers
9. Site work including:
 - i. Inspections (of wells, treatments systems, etc.)
 - ii. Interviews
 - iii. Documentation (photos, GPS marking, checklists)
 - iv. Water sampling
 - v. Sample transportation
10. Laboratory analysis of samples (by accredited laboratories) using appropriate detection levels
11. Review of analytical laboratory data and comparisons against appropriate guidelines
12. Summary of water quality issues as derived from site visit inspections, interviews, and analytical data results
13. Exploration and/or supply well installations
14. Hydraulic characterizations
15. Ground-water Under Direct Influence of Surface Water (GUDI) investigations
16. Analysis of building water usage
17. Preparing remedial options, recommendations, and cost estimates
18. Reporting of the foregoing
19. Providing training associated with water quality and quantity, water sources, and water systems.
This could include developing training materials as well as delivery.

All laboratories used for performing analysis must be members of the Canadian Association for Laboratory Accreditation (CALA). If CALA accreditation for a specific parameter is not available, equivalent accreditation bodies will be accepted.

STREAM 6: SUSTAINABILITY AND GREENING GOVERNMENT OPERATIONS

Background

The Government of Canada has committed to reducing its environmental footprint, and PWGSC is an active participant in achieving this goal. In passing the *Federal Sustainable Development Act* in 2008, the government established a new and innovative sustainable development approach. The Act called for a Federal Sustainable Development Strategy (FSDS), to be updated every three years, as well as regular progress reports. The second cycle of the FSDS, covering the period 2013–2016, expands the strategy's whole-of-government picture, more closely aligning sustainable development commitments with departmental performance reporting, and providing a broader range of environmental sustainability indicators to measure progress.

PWGSC promotes an integrated approach from the earliest stages of a building project and requires consulting services to assist with meeting Sustainable Development Strategy (SDS) Targets and federal government policy requirements with respect to Greening Government Operations.

Scope of Work

Work includes conducting various activities in support of sustainable measures or programs, greening government operations, sustainable design and certifications (using third party tools) of federal facilities as well as other related work as required. Federal facilities that would require these services typically consist of office buildings, military bases and training areas, residential properties, airports, correctional institutions, schools, hospitals and research laboratories.

Services under this stream may include:

- conducting energy efficiency and renewable energy studies
- conducting greenhouse gas (GHG) emissions/carbon inventory, audits and/or studies
- conducting water efficiency studies
- conducting indoor working environment and indoor air quality audits/assessments
- undertaking sustainability assessments of federal facilities and/or programs including life cycle analysis
- assessing, developing, implementing and/or auditing of environmental management or sustainability systems
- recommending options for environmentally preferable or sustainable materials and resource selection and specifications
- providing recommendations for construction, renovation and demolition waste reduction
- undertaking 3rd party verifications using specified evaluation tools such as: Athena, Green Globes, BOMA BEST, BREEAM, Leadership in Energy and Environmental Design (LEED) of interior fit-ups, new construction, or building operation and maintenance
- providing environmental and energy footprints benchmarking, reporting and recommendations for improved energy efficiency and/or other areas of improvement
- undertaking stakeholder engagement
- assessing and providing recommendations regarding climate change impacts and adaptation of projects
- conducting life cycle assessment and green supply chain studies
- contributing to sustainable policy development and planning
- developing training material and providing training on any of the topics listed above

The consultant is expected to be current in their knowledge and use of applicable legislation, policies and guidelines.

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ANNEX "B"

BASIS OF PAYMENT

(Submit one (1) copy)

Stream: _____

Offeror: _____

- A. **LABOUR** will be charged at **firm hourly rates**, inclusive of overhead and profit, in accordance with the following:

	Period from date of Issue to 31 March 2015		Year 2	
1. Senior Contact Representing the Firm (for the Stream)	\$ _____	/hr	\$ _____	/hr
2. Senior Professional	\$ _____	/hr	\$ _____	/hr
3. Intermediate Professional	\$ _____	/hr	\$ _____	/hr
4. Junior Professional	\$ _____	/hr	\$ _____	/hr
5. Senior Technologist	\$ _____	/hr	\$ _____	/hr
6. Technologist	\$ _____	/hr	\$ _____	/hr
7. Administrative Support	\$ _____	/hr	\$ _____	/hr
	Extension Period 1:		Extension Period 2:	
	_____		_____	
1. Senior Contact Representing the Firm (for the Stream)	\$ _____	/hr	\$ _____	/hr
2. Senior Professional	\$ _____	/hr	\$ _____	/hr
3. Intermediate Professional	\$ _____	/hr	\$ _____	/hr
4. Junior Professional	\$ _____	/hr	\$ _____	/hr
5. Senior Technologist	\$ _____	/hr	\$ _____	/hr
6. Technologist	\$ _____	/hr	\$ _____	/hr
7. Administrative Support	\$ _____	/hr	\$ _____	/hr

Note: Even if several individuals are proposed by an Offeror for a category, a single charge-out rate must be offered for each category (i.e., each person in that category will be charged out at the same

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B. **DIRECT CHARGES** will be charged at actual cost with no mark-up and no provision for profit. **Allowable direct charges are shown in Appendix "1" to Annex "B" entitled, "Standard Disbursement Table"**. Offerors are **not** expected to provide an estimate of these costs at this time. The amount of allowable direct charges will be determined at the time of each call-up.

1. Equipment
2. Rentals
3. Materials, Supplies, Instrumentation, Components
4. Subcontracts
5. Authorized Travel and Living expenses: at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council (NJC) Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". The current rates are posted on:
<http://www.njc-cnm.gc.ca/directive/index.php?sid=98&lang=eng>
(Note: travel and living expenses quoted by NJC include HST. Need to separate when submitting invoices to Environmental Services/).

NOTE: The Technical Authority reserves the right to deduct payment from the claim in lieu of deficiencies. Once deficiencies have been rectified, the Offeror must submit a new claim for the amount that has been deducted.

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APPENDIX 1 TO ANNEX "B"

DISBURSEMENT STANDARDIZATION

(INCLUDED AS A SEPARTE ATTACHMENT TO THIS DOCUMENT)

(2 PAGES)

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ANNEX "C"

Security Requirements Check List

(INCLUDED AS A SEPARATE ATTACHMENT TO THIS DOCUMENT)

(4 pages)

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ANNEX "D" - FORMS

NOTE TO OFFERERS: Please use the forms provided or submit your technical offer in the **same** format **and** with all the information requested. Three (3) copies are required for each stream for which you are submitting a bid.

BASIC INFORMATION

Project:

1. Offeror's Procurement Business Number:

2. Firm's Legal Name:

3. Is this the () Head Office OR () Branch Office? (DO NOT use both)

4. Street Address:

5. Mailing Address:

City:

Prov./Terr./State:

Postal/ZIP Code:

City:

Prov./Terr./State:

Postal/ZIP Code:

6. Telephone Number:

7. Fax Number:

8. Provide the following information about the Firm:

9. List Office Locations in the Province of Ontario (by city, town, etc.):

Type of Organization:

Number of Employees:

() Sole Proprietorship

Graduate Scientists/Prof. Engineers:

() Partnership

Other Professionals:

() Corporation

Technical Support:

Year Established:

Other:

9. Preferred Language of Correspondence: () English () French

10. Please indicate the Stream number that your Firm is interested in:
(Please complete a separate submission for each stream)

11. Senior Contact representing the Firm: (PRINT)

NAME:

CAPACITY:

TELEPHONE NUMBER:

FAX NUMBER:

E-mail:

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ANNEX "D" - FORMS

Form 1A - TEAM APPROACH AND MANAGEMENT OF SERVICES

Name of Firm:

PROVIDE AN ORGANIZATION CHART ***(On one sheet of paper, single-sided 8.5"x11")***

- Demonstrate the management and organization (including reporting structure for the key personnel)
- Identify office location for the key personnel

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ANNEX "D" - FORMS

Form 1B - TEAM APPROACH AND MANAGEMENT OF SERVICES

Name of Firm:

PROVIDE (*On one sheet of paper, single-sided 8.5"x11"*):

- the roles and responsibilities of key personnel;
- the firm's capability of providing required services. If sub-contractors are used, a description of the management plan to address roles and responsibilities and quality, schedule, and budget control;
- the assignment of the resources and availability of back-up personnel;

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ANNEX "D" - FORMS

Form 1C - TEAM APPROACH AND MANAGEMENT OF SERVICES

Name of Firm:

PROVIDE (***On one sheet of paper, single-sided 8.5"x11"***):

- the firm's approach to responding to the individual call-ups;
- the firm's depth of resources;
- quality assurance and quality control techniques;
- budget control techniques;
- schedule control techniques; and
- how the team intends to meet the 'Project Response Time Requirements' defined in RS 1.4 of the Required Services

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ANNEX "D" - FORMS

Form 2 - PAST RELEVANT EXPERIENCE OF THE FIRM

Name of Firm:

List 10 Projects demonstrating the full range of services described in the Statement of Work "ANNEX "A" for the applicable Stream.

(Maximum 10 Projects; Maximum 1 page per project, single-sided 8.5"x11")

References may be contacted to assist in the evaluation of performance based on past Projects, with respect to budgets, schedules and quality of work

<ul style="list-style-type: none"> - Project Title, - Location (include Province), - Dollar Value, - Completion Year - List Federal / Provincial Departments / Ministries / Agencies involved - Name and Phone No. of Client Contact 	<ul style="list-style-type: none"> - Brief Description of Project - Names of personnel involved and their respective responsibilities - Indicate success in providing project deliverables within stated quality, budget, and schedule requirements 	Responsibility of Firm/Services Provided (State if Project Carried Out in Joint Venture and respective responsibilities of each firm)

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ANNEX "D" - FORMS

Forms 3A(1), 3A(2), 3A(3), 3A(4), 3A(5) and 3A(6) "Corporate Capability Table" are included as separate attachments to this document.

(12 Pages)

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ANNEX "D" - FORMS

Form 3B – QUALIFICATIONS OF PERSONNEL from CORPORATE CAPABILITY TABLE

(INCLUDED AS A SEPARATE ATTACHMENT TO THIS DOCUMENT)

(1 page)

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ANNEX "D" - FORMS

Form 4 "Qualifications of Key Personnel " is included as a separate attachment to this document.

(1 page)

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ANNEX "E"

SAMPLE CALCULATION OF AGGREGATE CHARGE-OUT RATE

Category	Weighting Assigned	Hourly Charge-out Rate Year 1	Weighted Hourly Rate
Senior Contact Representing Firm	5%	\$100.00	\$ 5.00
Senior Professional	20%	\$ 80.00	\$16.00
Intermediate Professional	20%	\$ 60.00	\$12.00
Junior Professional	10%	\$ 50.00	\$ 5.00
Senior Technologist	20%	\$ 65.00	\$13.00
Technologist	20%	\$ 55.00	\$11.00
Admin. Support	5%	\$30.00	<u>\$ 1.50</u>

Year 1 Total Weighted Hourly Rate

\$63.50

An aggregate of the total weighted hourly rates for the first 2 years plus the 2 additional extensions (totalling 4 years) will be used to determine the rate that will be used in the best value calculation.

Example:

Year 1 - \$ 63.50

Year 2 - \$ 64.13

Ext. 1 - \$ 64.77

Ext. 2 - \$ 65.42

\$257.82

The aggregate charge-out rate for evaluation purposes is \$257.82.

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ALLOCATION OF FUNDING - EXAMPLE

of RISO's to be issued: 3

Total funding available: \$900,000.00

Bidder: Rating

1	92.11
2	94.19
3	89.71

Bidder 1 would receive 33.4% of funding (\$300,600.00)

Bidder 2 would receive 34.1% of funding (\$306,900.00)

Bidder 3 would receive 32.5% of funding (\$292,500.00)

BUSINESS VOLUME DISTRIBUTION - EXAMPLE

Bidder	Ideal Business Distribution	Value of Business Distribution	Actual Business Distribution	Actual Minus Ideal
Top Ranked Firm (Bidder 2)	34.1%	\$107K	46.5%	12.4%
2nd Ranked Firm (Bidder 1)	33.4%	\$70K	30.4%	-3.0%
3rd Ranked Firm (Bidder 3)	32.5%	\$53K	23%	-9.5%

Total Value of business distribution to date: \$230K

The actual business distribution is the percentage of the total value of all business distributed, that a firm has received. The actual minus ideal is the difference between the actual business distribution and the total business distribution representing how much the firm is over or under their ideal business distribution. A positive number indicates a firm has received more business (relative to the current business volume) than it should, and a negative number indicates a firm has received less business than they should have.

In this example, the firm with the largest negative difference will be the firm approached for the next call-up. In this example, the 3rd ranked firm will be approached next.

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ANNEX "F"
CLAIM FOR PROGRESS PAYMENT
FORM 1111
(INCLUDED AS A SEPARATE ATTACHMENT TO THIS DOCUMENT)
(2 PAGES)

APPENDIX 1 TO ANNEX B - STANDARD DISBURSEMENT TABLE

Equipment & Rentals

Disbursement Items	Examples of Inclusionary items	Maximum Allowable Unit Rate	Variations	Remarks
Air Sampling Equipment		Negotiable: Daily or Weekly	-	-
Sampling Equipment	duct tape, gloves, axe, crowbar, drill, hammer, knife, measuring tape, screwdrivers, pails, stakes, shovel, trowel, hand auger	No charge	No charge	Items that are not project specific (i.e. Are not solely required for this job, and that will be used by the consultant for future projects) should not be charged to PWGSC projects. Considered as overhead. Project specific and/or specialized field equipment must be pre-negotiated with PWGSC project manager
Field Equipment / Health and Safety	boot covers, cartridges, coveralls, 1/2 face masks, gloves, goggles, sunscreen, rain jackets, bug jackets, life jackets, etc	No charge	No charge	Overhead Project specific or specialized H&S equipment required on a project specific basis must be pre-negotiated with PWGSC project manager
Camera		No charge	No charge	Overhead
Combustible Gas Meter	Gastech, etc.	\$50/day	\$200/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the consultants firm can be recovered with receipts.

Photoionization Detector		\$65/day	\$260/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the consultants firm can be recovered with receipts.
Oil/Water Interface Probe		\$40/day	\$160/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the consultants firm can be recovered with receipts.
Water Level Meter		\$30/day	\$120/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the consultants firm can be recovered with receipts.
Sampling Containers		No charge	No charge	If laboratory fee applies for specialized sampling containers for specific analysis, this must be pre-identified in the consultant's proposal and the receipt submitted from the lab for cost recovery.
Survey Equipment	Laser level	\$50/day	\$200/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the consultants firm can be recovered with receipts.
Water Quality Meter with flow through cell	Horiba U-22; Horiba U-52; Hanna 9828; YSI 556 MPS	\$100/day	\$300/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the consultants firm can be recovered with receipts.

Submersible Pump		\$100/day	\$300/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the consultants firm can be recovered with receipts.
Peristaltic Pump		\$30/day	\$120/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the consultants firm can be recovered with receipts.

Materials and Supplies

Disbursement Items	Examples of Inclusionary items	Maximum Allowable Unit Rate	Variations	Remarks
Computer use, report PDF		no charge	no charge	Overhead
Faxes		no charge	no charge	Overhead
Final Reports - >5 copies of final report; black and white		\$0.15/pg		Regardless if printed in house or subcontracted
Final Reports - >5 copies of final report; colour		\$1.00/pg		Regardless if printed in house or subcontracted
Final Reports Drawings and Plans - >5 copies & plans greater than 11 x 17		At Cost		
Final Reports – CDs		no charge	no charge	Overhead
Final Reports - USB Keys		\$7/each		
Pager, mobile phones (including long distance)		no charge	no charge	Overhead
Courier/ Mail		no charge	no charge	Overhead



Government of Canada / Gouvernement du Canada

Annex C

Contract Number / Numéro du contrat EQ44720141528
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction RP&TS/ES
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail ENVIRONMENTAL SERVICES		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, Indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(les) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) ROSENBERG, ANDREA	Title - Titre AMIN OFFICER	Signature
Telephone No. - N° de téléphone 416-512-5848	Facsimile No. - N° de télécopieur 416-590-8271	E-mail address - Adresse courriel andrea.rosenberg@pwgsc.gc.ca
		Date 2013/11/07

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) von Zuben, John	Title - Titre SO	Signature
Telephone No. - N° de téléphone 416-512-5988	Facsimile No. - N° de télécopieur 416-952-6481	E-mail address - Adresse courriel John.vonZuben@pwgsc.gc.ca
		Date 2013-11-09

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? No Yes
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) MARIA DITELLA	Title - Titre SUPPLY TEAM LEADER	Signature
Telephone No. - N° de téléphone 905-615-2069	Facsimile No. - N° de télécopieur 905-615-2060	E-mail address - Adresse courriel maria.ditella@pwgsc.gc.ca
		Date 4 Feb 2014

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Anna Kulycka Contract Security Officer, Contract Security Division Anna.Kulycka@tpsgc-pwgsc.gc.ca Tel/Tél - 613-957-1258 / Fax/Télc - 613-954-4171	Title Contract Security Division	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date Nov 13, 2013

Form 3A(1)

RISO STREAM 1: ECOLOGICAL AND ENVIRONMENTAL ASSESSMENTS

3. CORPORATE CAPABILITY TABLE (Form 3A(1))

#	Specialization	Name of Individual	Education	Accreditation	Experience (# of years)	Selected for detailed review in Part 4
Senior Contact Representing the Firm (for the stream)						
1	Senior Contact					No
Senior Professional						
2	Senior Project Manager*					Yes
3	Senior Project Manager					No
4	Senior Terrestrial Biologist					No
5	Senior Aquatic Biologist*					Yes
6	Senior Species At Risk Specialist					No
7	Senior Environmental Assessment Specialist*					Yes
8	Senior Consultation Specialist					No
Intermediate Professional						
9	Project Manager*					Yes
10	Project Manager					No
11	Wildlife Specialist					No
12	Terrestrial Biologist					No
13	Aquatic Biologist					No
14	Environmental Assessment specialist					No
14	Avian Specialist					No
16	Consultation Specialist					No

Junior Professional						
17	Terrestrial Biologist					No
18	Aquatic Biologist					No
19	Environmental Assessment specialist					No
Senior Technologist						
20	Senior Field Technician					No
21	Senior CADD/GIS					No
Technologist						
22	Field Technician					No
23	Field Technician					No
24	CADD					No
25	GIS					No
Maximum Points						/150

*selected for further evaluation as per Form 4: *Detailed Qualifications of Key Personnel*

Form 3A(2)

RISO STREAM 2: ENVIRONMENTAL AUDITS

3. CORPORATE CAPABILITY TABLE (FORM 3A(2))

#	Specialization	Name of Individual	Education	Accreditation	Experience (# of years)	Selected for detailed review in Part 4
Senior Contact representing the Firm (for the stream)						
1	Senior Contact					No
Senior Professional						
2	Senior Project Manager*	<i>Include name only</i>				Yes
3	Senior Project Manager					No
4	Senior Environmental Audit Scientist/ Analyst/ Engineer*	<i>Include name only</i>				Yes
5	Certified Environmental Auditor (ISO or CSA certified)*	<i>Include name only</i>				Yes
6	Certified Environmental Auditor (ISO or CSA certified)					No
7	Expert on air emissions (chemical)					No
8	Expert on air emissions (mechanical)					No
9	Indoor working environment/ air quality (chemical)					No
10	Indoor working environment/ air quality (mechanical)					No
11	Halocarbons, ozone depleting substances and HVAC systems expert					No
12	Storage tank and storage tank systems expert*	<i>Include name only</i>				Yes
13	Wastewater management expert					No
14	Senior Health and safety coordinator					No
15	Senior <i>specification</i> writer					No
Intermediate Professional						

16	General Scientist/ Analyst/ Engineer					No
Junior Professional						
17	Health and safety coordinator					No
18	General Scientist/ Analyst/ Engineer					No
19	Data analyst					No
Senior Technologist						
20	Senior CADD/ GIS					No
21	Field Technician					No
Technologist						
22	Field Technician					No
23	Field Technician					No
24	CADD					No
25	GIS					No
Maximum Points						/126

*selected for further evaluation. See Form 4: *Detailed Qualifications of Key Personnel*

Form 3A(3)

RISO STREAM 3: ENVIRONMENTAL SITE ASSESSMENTS, RISK ASSESSMENTS & SITE REMEDIATION/RISK MANAGEMENT MEASURES

3. CORPORATE CAPABILITY TABLE (Form 3A(3))

#	Specialization	Name of Individual	Education	Accreditation	Experience (# of years)	Selected for detailed review in Part 4
Senior Contact representing the firm (for the stream)						
1	Senior Contact					No
Senior Professional						
2	Senior Project Manager*	<i>Include name only</i>				Yes
3	Senior Project Manager					No
4	Senior Risk Assessor/ Toxicologist*	<i>Include name only</i>				Yes
5	Senior Risk Assessor/ Terrestrial or Wildlife					No
6	Senior Environmental Engineer/Scientist*	<i>Include name only</i>				Yes
7	Senior Environmental Engineer/Scientist					No
Intermediate Professional						
8	Project Manager*	<i>Include name only</i>				Yes
9	Project Manager					No
10	Project Manager					No
11	Risk Assessor					No
12	Scientist/ Engineer					No
13	Scientist/ Engineer					No
14	Hydrogeologist					No
15	Specification Writer					No

Junior Professional						
16	Scientist/Analyst/ Engineer					No
17	Scientist/Analyst/ Engineer					No
18	Scientist/Analyst/ Engineer					No
19	Scientist/Analyst/ Engineer					No
Senior Technologist						
20	Senior CADD/GIS					No
21	Senior Field Technician					No
22	Senior Field Technician					No
Technologist						
23	CADD/GIS Technician					No
24	Field Technician					No
25	Field Technician					No
Maximum Points						/126

*selected for further evaluation. See Form 4: *Detailed Qualifications of Key Personnel*

Form 3A(4)

RISO STREAM 4: ASSESSMENT, ABATEMENT AND DISPOSAL OF HAZARDOUS MATERIALS

3. CORPORATE CAPABILITY TABLE (Form 3A(4))

#	Specialization	Name of Individual	Education	Accreditation	Experience (# of years)	Selected for detailed review in Part 4
Senior Contact Representing the Firm (for the stream)						
1	Senior Contact*	<i>Include name only</i>				Yes
Senior Professional						
2	Senior Environmental Consultant - Certified Industrial Hygienist*	<i>Include name only</i>				Yes
3	Senior Environmental Consultant					No
4	Senior Environmental Consultant					No
Intermediate Professional						
5	Environmental Consultant*	<i>Include name only</i>				Yes
6	Environmental Consultant					No
7	Environmental Consultant - Certified Industrial Hygienist					No
8	Environmental Consultant					No
9	Environmental Consultant					No
10	Environmental Consultant - Specification Writer					No
Junior Professional						
11	Environmental Consultant					No
12	Environmental Consultant					No
13	Environmental Consultant					No
14	Environmental Consultant					No
Senior Technologist						
15	Senior Environmental Technologist*	<i>Include name only</i>				Yes

16	Senior Environmental Technologist					No
17	Senior Environmental Technologist					No
18	Senior Environmental Technologist					No
Technologist						
19	Environmental Technologist					No
20	Environmental Technologist					No
21	Environmental Technologist					No
22	Environmental Technologist					No
23	Environmental Technologist					No
24	CADD					No
25	CADD					No
Maximum Points						/126

*selected for further evaluation. See Form 4: Detailed Qualifications of Key personnel

Form 3A(5)

RISO STREAM 5: WATER ASSESSMENT

3. CORPORATE CAPABILITY TABLE (Form 3A(5))

#	Specialization	Name of Individual	Education	Accreditation	Experience (# of years)	Selected for detailed review in Part 4
Senior Contact representing the firm (for the stream)						
1	Senior Contact					No
Senior Professional						
2	Senior Project Manager*	<i>Include name only</i>				Yes
3	Senior Project Manager					No
4	Senior Environmental Scientist/ Engineer*	<i>Include name only</i>				Yes
5	Senior Environmental Scientist/ Engineer					No
6	Hydrogeologist*	<i>Include name only</i>				Yes
7	Hydrogeologist					No
Intermediate Professional						
8	Project Manager					No
9	Project Manager					No
10	Scientist/Analyst/ Engineer					No
11	Scientist/Analyst/ Engineer					No
12	Hydrogeologist					No
13	Hydrogeologist					No
Junior Professional						
14	Scientist/Analyst/ Engineer					No
15	Scientist/Analyst/ Engineer					No

16	Scientist/Analyst/ Engineer					No
17	Hydrogeologist					No
Senior Technologist						
18	Field Technician*	<i>Include name only</i>				Yes
19	Field Technician					No
Technologist						
20	Field Technician					No
21	Field Technician					No
22	Field Technician					No
23	Field Technician					No
24	CADD					No
25	GIS					No
Maximum Points						/126

*selected for further evaluation. See Form 4: *Detailed Qualifications of Key Personnel*

Form 3A(6)

RISO STREAM 6: SUSTAINABILITY AND GREENING GOVERNMENT OPERATIONS

3. CORPORATE CAPABILITY TABLE (Form 3A(6))

#	Specialization	Name of Individual	Education	Accreditation	Experience (# of years)	Selected for detailed review in Part 4
Senior Contact representing the firm (for the stream)						
1	Senior Contact					No
Senior Professional						
2	Senior Project Manager*	<i>Include name only</i>				Yes
3	Senior Project Manager					No
4	Senior LEED Certified professional					No
5	Senior Certified Environmental Auditor (ISO or CSA certified)					No
6	Senior Sustainable Building Specialist*	<i>Include name only</i>				Yes
7	Senior Energy Assessor					No
8	Senior Indoor Working Environment/ Air Quality					No
Intermediate Professional						
9	Project Manager*	<i>Include name only</i>				Yes
10	Project Manager					No
11	LEED Certified professional					No
12	LEED Certified professional*	<i>Include name only</i>				Yes
13	Energy assessor					No
14	Indoor Working Environment/ Air Quality					No
15	Sustainable Building Specialist					No

16	Sustainable Building Specialist					No
17	Certified Environmental Auditor (ISO or CSA certified)					No
18	Certified Environmental Auditor (ISO or CSA certified)					No
Junior Professional						
19	LEED Specialist					No
20	Sustainable Building Specialist					No
21	Energy assessor					No
Senior Technologist						
22	Senior Technician					No
23	CADD/GIS					No
Technologist						
24	Field Technician					No
25	CADD					No
Maximum Points						/126

*selected for further evaluation. See Form 4: *Detailed Qualifications of Key Personnel*

Form 3B – Qualifications of Personnel (from 3A Corporate Capability Table)

Name of Firm: _____

Stream: _____

One form is to be used per specialization (as identified in 3A Corporate Capability Table), i.e., 21 forms (4 key personnel to be evaluated in Form 4).

Specialization	<i>(Identify specialization as per the Corporate Capability Table)</i>
Name, Title	<i>(First and last name, title at the firm)</i>
Education	<i>(Credentials, post-secondary education institution, dates attended)</i>
Accreditation	<i>(Accreditation, organization, date accreditation obtained, current status)</i> Note: all acronyms must be spelt out and relevance of all professional accreditations must be clearly identified.
Experience	<i>(Total years of relevant experience to the stream, work history with employers' name, dates employed, job title, responsibilities (beginning with the most recent). Experience refers to the number of years the individual has worked in the discipline relevant to the category specialization, and does not include time at school or time working in a different discipline.)</i>

ANNEX “D” - Form 4 – Detailed Qualifications of Key Personnel

Name of Firm: _____
 Stream: _____

**Each firm must include the 4 unique key personnel as identified on Form 3A as follows:
 (Note: personnel cannot be repeated in this section)**

Stream 1

- 1) Senior Project Manager
- 2) Senior Aquatic Biologist
- 3) Senior Environmental Assessment Specialist
- 4) Intermediate Project Manager

Stream 2

- 1) Senior Project Manager
- 2) Senior Environmental Audit Scientist/ Analyst/ Engineer
- 3) Certified Environmental Auditor (ISO or CSA certified)
- 4) Storage tank and storage tank systems expert

Stream 3

- 1) Senior Project Manager
- 2) Senior Risk Assessor/ Toxicologist
- 3) Senior Environmental Engineer/ Scientist
- 4) Intermediate Project Manager

Stream 4

- 1) Senior Contact Representing the Firm
- 2) Senior Environmental Consultant- Certified Industrial Hygienist
- 3) Intermediate Environmental Consultant
- 4) Senior Environmental Technologist

Stream 5

- 1) Senior Project Manager
- 2) Senior Environmental Scientist/ Engineer
- 3) Senior Hydrogeologist
- 4) Senior Field Technician

Stream 6

- 1) Senior Project Manager
- 2) Senior Sustainable Building Specialist
- 3) Intermediate Project Manager
- 4) Intermediate LEED Certified professional

**One form per person/specialization. Maximum 2 pages (8.5” x 11”) one side of page.
 4 pages total per stream.**

Specialization	<i>(Identify specialization as per the Corporate Capability Table)</i>
Name, Title	<i>(First and last name, title at the firm)</i>
Education	<i>(Credentials, post-secondary education institution, dates attended)</i>
Accreditation	<i>(Accreditation, organization, date accreditation obtained, current status)</i> Note: all acronyms must be spelt out and relevance of all professional accreditations must be clearly identified.
Experience	<i>(Total years of relevant experience to the stream, work history with employers' name, dates employed, job title, responsibilities (beginning with the most recent). Experience refers to the number of years the individual has worked in the discipline relevant to the category specialization, and does not include time at school or time working in a different discipline.)</i> <i>Must include 5 relevant projects (only the first five projects will be considered). Include title, location (province), involvement, role, federal and provincial agencies involved, employers' name, dates employed, responsibilities (beginning with the most recent).</i>



Claim for Progress Payment Demande de paiement progressif

If necessary, use form PWGSC-TPSGC 1112 to record detail costs
Si nécessaire, utiliser le formulaire PWGSC-TPSGC 1112 pour inscrire les coûts détaillés

Contractor's Name and Address Nom et adresse de l'entrepreneur	Claim No. N° de la demande	Date (YY-MM-DD - AA-MM-JJ)	Contract Price - Prix contractuel
	File No. - N° du dossier		Contract Serial No. N° de série du contrat
Contractor's Procurement Business Number (PBN) Numéro d'entreprise-approvisionnement (NEA) de l'entrepreneur		Financial Code(s) - Code(s) financier(s)	

Contractor's Report of Work Progress (if needed, use additional sheets)
Compte rendu de l'avancement des travaux par l'entrepreneur (si nécessaire, utiliser des feuilles supplémentaires)

Period of work covered by the claim Période des travaux visée par la demande ▶	Current Claim Demande courante		Previous Claims Demandes précédentes		Total to Date Total à date (A + B)
	(A)	Tax Rate Taux de taxe	(B)	Tax Rate Taux de taxe	
Description: (Expenditures must be claimed in accordance with the basis and/or method of payment of the contract) Description : (Les dépenses doivent être réclamées conformément à la base de paiement et (ou) à la méthode de paiement du contrat).		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
Contractor's GST/HST No. N° de TPS/TVH de l'entrepreneur	Subtotal Sous-total				
Contractor's QST No. N° de TVQ de l'entrepreneur	Applicable taxes Taxes applicables				
	Total				
	Less holdbacks on expenditures only (Applicable taxes excluded) Moins les retenues sur les dépenses uniquement (Taxes applicables en sus)				

Total Amount of Claim (including applicable taxes)
Montant total de la demande (incluant les taxes applicables)

Percentage of the work completed Pourcentage des travaux achevés	%	Current Claim Demande courante	▶	Amount due Montant dû
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Claim No.
N° de la demande

Contract Serial No.
N° de série du contrat

CERTIFICATE OF CONTRACTOR

I certify that:

- All authorizations required under the contract have been obtained. The claim is consistent with the progress of the work and is in accordance with the contract.
- Indirect costs have been paid for or accrued in the accounts.
- Direct materials and the subcontracted work have been received, accepted and either paid for or accrued in the accounts following receipt of invoice from supplier/subcontractor, and have been or will be used exclusively for the purpose of the contract.
- All direct labour costs have been paid for or accrued in the accounts and all such costs were incurred exclusively for the purpose of the contract;
- All other direct costs have been paid for or accrued in the accounts following receipt of applicable invoice or expense voucher and all such costs were incurred exclusively for the purpose of the contract; and
- No liens, encumbrances, charges or other claims exist against the work except those which may arise by operation of law such as a lien in the nature of an unpaid contractor's lien and in respect of which a progress payment and/or advance payment has been or will be made by Canada.

Contractor 's Signature - Signature de l'entrepreneur

Check the box if the claim is being made with respect to advance payment provisions included in the basis of payment of the contract.

This claim, or a portion of this claim, is for an advance payment.

I certify that:

- The funds received will be used solely for the purpose of the contract and attached is a complete description of the purpose to which the advance payment will be applied.
- The amount of the payment is established in accordance with the conditions of the contract.
- The contractor is not in default of its obligations under the contract.
- The payment is related to an identifiable part of the contractual work.

Contractor 's Signature - Signature de l'entrepreneur

CERTIFICATES OF DEPARTMENTAL REPRESENTATIVES

Scientific/Project/Inspection Authority: I certify that the work meets the quality standards required under the contract, and its progress is in accordance with the conditions of the contract.

Inspection Authority (all other contracts): I certify that the quality of the work performed is in accordance with the standards required under the contract.

Signature of Scientific / Project / Inspection Authority
Signature de l'autorité scientifique ou responsable du projet / de l'inspection

PWGSC Contracting Authority: I certify that, to the best of my knowledge, the claim is consistent with the progress of the work and is in accordance with the contract. This claim, however, may be subject to further verification and any necessary adjustment before final settlement.

Contracting Authority Signature de l'autorité contractante

Client's Authorized Signing Officer - (must sign the interim claim): I certify that the claim is in accordance with the contract.

Client Signature du client

Client's Authorized Signing Officer - (must sign the final claim): I certify that all goods have been received and all services have been rendered, that the work has been properly performed and that the claim is in accordance with the contract.

Client Signature du client

ATTESTATION DE L'ENTREPRENEUR

J'atteste que :

- Toutes les autorisations exigées en vertu du contrat ont été obtenues. La demande correspond à l'avancement des travaux et est conforme au contrat.
- Les coûts indirects ont été réglés ou portés aux livres.
- Les matières directes et les travaux de sous-traitance ont été reçus, et le tout a été accepté et payé, ou encore porté aux livres après réception de factures envoyées par le fournisseur ou le sous-traitant; ces matières et ces travaux ont été ou seront utilisés exclusivement aux fins du contrat.
- Tous les coûts de la main-d'oeuvre directe ont été réglés ou portés aux livres et tous ces coûts ont été engagés exclusivement aux fins du contrat.
- Tous les autres coûts indirects ont été réglés ou portés aux livres après réception des factures ou pièces justificatives pertinentes et tous ces coûts ont été engagés exclusivement aux fins du contrat.
- Il n'existe aucun privilège ni demande ou imputation à l'égard de ces travaux sauf ceux qui pourraient survenir par effet de la loi, notamment le privilège d'un entrepreneur non payé à l'égard duquel un paiement progressif et/ou un paiement anticipé a été ou sera effectué par le Canada.

Title - Titre

Date

Cocher la case si la demande est faite en rapport avec les dispositions relatives aux paiements anticipés qui se trouvent dans la base de paiement du contrat.

Cette demande, ou une partie de cette demande, est pour un paiement anticipé.

J'atteste que :

- Les fonds reçus ne serviront uniquement qu'aux fins du contrat; ci-joint est une description complète des fins auxquelles le paiement anticipé sera utilisé.
- Le montant du paiement est établi conformément aux conditions du contrat.
- L'entrepreneur n'a pas manqué à ses obligations en vertu du contrat.
- Le paiement porte sur une partie identifiable des travaux précisés dans le contrat.

Title - Titre

Date

ATTESTATIONS DES REPRÉSENTANTS DU MINISTÈRE

Autorité scientifique ou responsable du projet / de l'inspection : J'atteste que les travaux sont conformes aux normes de qualité exigées en vertu du contrat et que leur avancement est conforme aux conditions du contrat.

Responsable de l'inspection (tous les autres contrats) : J'atteste que la qualité des travaux exécutés est conforme aux normes exigées en vertu du contrat.

Autorité contractante de TPSGC : J'atteste, au meilleur de ma connaissance, que la demande correspond à l'avancement des travaux et est conforme au contrat. Toutefois, cette demande pourrait faire l'objet d'une autre vérification et de tout rajustement nécessaire avant le règlement final.

Title - Titre

Date

Signataire autorisé du client - (doit signer la demande provisoire) : J'atteste que la demande est conforme au contrat.

Title - Titre

Date

Signataire autorisé du client - (doit signer la demande finale) : J'atteste que tous les biens ont été reçus, que tous les services ont été rendus, que tous les travaux ont été exécutés convenablement, et que la demande est conforme au contrat.

Title - Titre

Date