

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Réception des soumissions - TPSGC / Bid
Receiving - PWGSC
1550 Avenue d'Estimauville
1550 D'Estimauville Avenue
Québec
Québec
G1J 0C7

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Archéologie site Leber	
Solicitation No. - N° de l'invitation EE520-142901/A	Date 2014-04-28
Client Reference No. - N° de référence du client EE520-14-2901	
GETS Reference No. - N° de référence de SEAG PW-\$QCW-024-15919	
File No. - N° de dossier QCW-4-37002 (024)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-06-09	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Jean, Serge	Buyer Id - Id de l'acheteur qcw024
Telephone No. - N° de téléphone (418) 649-2882 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA Site Leber Montréal Québec Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

TPSGC - PWGSC
601 - 1550 Avenue d'Estimauville
Québec
Québec
G1J 0C7

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

Solicitation No. - N° de l'invitation

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

EE520-14-2901

Amd. No. - N° de la modif.

File No. - N° du dossier

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Buyer ID - Id de l'acheteur

qcw024

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ARCHAEOLOGICAL SURVEY, NUN'S ISLAND

PART 1 - GENERAL INFORMATION

1. Security Requirement

This request for proposal has no security clearance requirement.

2. Statement of Work

See annex 1: Statement of Work.

3. Debriefings

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

4. Trade Agreements

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2014-03-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

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

Bid receiving Unit:

Public Works & Gouvernement Services Canada
1550 avenue D'Estimauville
Québec (Québec)
G1J 0C7

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC **will not be** accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory

specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

5. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on May 13, 2014 at 13h30. The visit will be in two parts:

- 1) 13h30 – Briefing. This briefing will be held at PWGSC office at the following address :
 - Place Bonaventure; Place Bonaventure, Office 7300, 800, De La Gauchetière West Street, Montreal (Quebec) H5A 1K6
- 2) 15h00 – Visit of site. Following the briefing, the group will move to Zone H-7, Nun's Island.

Bidders are requested to communicate with the Contracting Authority 4 day(s) before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (1 original and 5 hard copies)

Section II: Financial Bid and Certifications (1 hard copy)

2. Specific Requirements for Proposal Format

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- Paper size should be: 216mm x 279mm (8.5" x 11")
- Use a numerical system similar to the request
- Minimum font size - 11 point Times or equal
- Minimum margins - 12 mm left, top, and bottom
- Double-sided submissions are preferred
- One (1) 'page' means one side of a sheet of paper
- 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts
- The order of the proposal should follow the order established in the Request for Proposal

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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- a. 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
- b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

Note that the maximum number of pages for the Technical Bid is forty (40) pages. All exceeding pages will be removed from the proposal and won't be evaluated.

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QCW-4-37002

Buyer ID – id de l'acheteur
qcw024

Section II: Financial Bid and Certifications

Bid must be presented in a separate envelop and sealed on which you should type the name of Bidder, name of project, the PWGSC invitation number and the mention "FINANCIAL BID AND CERTIFICATIONS".

Bidders must submit their financial bid in accordance with the Basis of Payment and the price table at annex 3. The total amount of Applicable Taxes must be shown separately.

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

Certifications requested in part 5 should be submitted with the financial bid in one (1) original hard copy.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Mandatory Criteria

Failure to meet the mandatory requirements will render the proposal as non-responsive and no further evaluation will be carried out.

1.1.1 Licensing, Certification or Authorization

The bidder shall be a professional services firm specializing in archaeology in the field of Euro Canadian historical archeology and paleohistory in the province of Québec.

The archaeologist in charge of the project must be eligible to receive the archaeological research permit issued by the Minister of Culture and Communications of Québec (MCCQ).

1.2 Technical Evaluation

1.2.1 Basic Information

Please note that no weight is granted to basic information required below in the technical criteria evaluation.

1.2.1.1 Presentation and Identification of bidder

Please describe bidder please describe the profile of the bidder according to his staff, the services it offers and its fields of activity. Specifically, please provide the following information (and, for each of the members of the joint venture, if applicable):

1. Social denomination
2. Name social member of a joint venture (yes/no)
3. Address and coordinates of the place (s) of business where is prepared the submission (including the city, country, postal code, telephone and fax numbers, and electronic mail)
4. Name and function of the representative
5. A description of the profile of the bidder or of each of the members of the joint venture based on its staff, the services it offers and its fields of activity (Awards, patents, awards, accreditations and associations)

1.2.1.2 Identification and presentation of the members of the consultant team

Consultant to identify team members are the following:

- a. bidder (senior consultant) - Archaeology

- b. major sub-consultants / specialists - archaeologist in paleoanthropology (physical anthropology), specialist in zooarchaeology, specialist in archaeobotany and specialist in 3D scanning.

If the bidder proposes to provide multidisciplinary services that would normally be provided by a Sub-Consultant, this should be indicated here.

Required information: name of the company and the key individuals to be assigned to the project. With regard to the senior consultant, indicate accreditations, certifications, or existing authorisations and/or means that it intends to take to comply with the licensing and permit the province or territory where the project will be carried out.

1.2.1.3 Bidder Organisation

Submit an organization chart of the organization functional and hierarchical of the bidder.

Describe the administrative structure overall and sectoral of the bidder.

1.2.2 Technical Evaluation Criteria

1.2.2.1 Achievements of Bidder on Projects

Describe the Bidder's accomplishments, achievements and experience as prime consultant on projects.

Select a **maximum** of three (3) projects undertaken within the last six (6) years preceding the closing date of the RFP. Joint venture submissions are not to exceed the maximum number of projects. Only the first 3 projects listed in sequence will receive consideration and any others will receive none as though not included.

Information that should be supplied:

- Clearly indicate how this project is comparable/relevant to the requested project.
- Brief project description and intent; narratives should include a discussion of design philosophy/approach to meet the intent, design challenges, and resolutions.
- Budget control and management, i.e., contract price and final construction cost—explain variation
- Project schedule control and management, i.e., initial schedule and revised schedule—explain variation.
- Client references—name, address, phone and fax of client contact at working level; references may be checked.
- Names of key personnel responsible for project delivery.

The Bidder must possess the knowledge on the above projects. Past project experience from entities other than the Bidder will not be considered in the evaluation unless these entities form part of a joint venture Bidder.

Please indicate those projects which were carried out in joint venture and the responsibilities of each of the involved entities in each project.

Achievements of Key Sub-consultants and Specialists on Projects

Describe the accomplishments, achievements and experience either as prime consultant or in a sub-consultant capacity on projects. If the Bidder proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

Select two (2) projects undertaken within the last 6 years preceding the closing date of the RFP per key sub-consultant or specialist. A project for each speciality required to the team. Only the first 2 projects listed in sequence (per key sub-consultant or specialist) will receive consideration and any others will receive none as though not included.

Information that should be supplied:

- Clearly indicate how this project is comparable/relevant to the requested project.
- Brief project description and intent; narratives should include a discussion of design philosophy/approach to meet the intent, design challenges and resolutions.
- Budget control and management.
- Project schedule control and management.
- Client references—name, address, phone and fax of client contact at working level; references may be checked.
- Names of key personnel responsible for project delivery.

1.2.2.2 Achievements of key personal in projects

Describe the experience and performance of key personnel to be assigned to this project regardless of their past association with the current bidder firm. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements.

Achievements should be supplied for the following key personnel:

- Coordinator
- Project leader
- Two (2) Assistant archaeologist
- Material culture specialist
- Paleoanthropologist archaeologist
- 3D scanning project leader

Training and experience of key people

Coordinator: Coordinator shall master the necessary skills and have sufficient experience to perform the duties of its function of coordination of North American historical archaeology project, with a potential component in prehistory.

Project leader: The archeologist project leader should possess one of the two profiles of combination education/experience described below:

1. Profile 1. Senior archaeologist (more than 10 years of experience in archaeology):
 - a. Individual with a graduate degree in the field of North American historical archaeology
 - b. Individual with a minimum of 5 years of experience in management of archaeological projects in the specific field of the Euro Quebecois historical archaeology
 - c. Individual who coached at least 3 projects similar to this project where he exercised the functions of a team with more than 5 technicians and at least an archaeologist-assistant. The

bidder should describe these 3 projects to demonstrate the similarity of nature and describe the roles and responsibilities assumed in the course of direction of project team; or

2. **Profile 2.** Senior archaeologist (more than 10 years of experience in archaeology):
 - a. Individual with a university degree to graduate in the field of the prehistory of Quebec;
 - b. Individual who coached at least 5 projects in Euro-Quebecois historical archaeology. The bidder should describe these projects to demonstrate:
 - the nature of the services rendered,
 - roles and responsibilities assumed as project leader
 - mastery of methods and techniques of excavation and recording recognized in Euro-Quebecois historical archaeology
 - mastery material culture in the historic archaeological field Euro-Quebecois

Archaeologists-assistants: Archaeologists-assistants offered (a minimum of two archaeologists-assistants must be proposed) should have relevant experience of the leading teams in a search area restricted in data recording and field note-taking. Archaeologists-assistants should also have experience in the field of the Euro Quebecois historical archaeology.

The bidder should provide in his team an Assistant archaeologist specializing in prehistoric times and with experience in this area in Quebec, in order to apply, where applicable, the methods and techniques of search adequate or required for this area of expertise. In the event of the discovery of levels cultural paleohistoric, this Assistant should take the direction of recording data and participate in the analysis of these and the drafting of the report.

Specialist in material culture: The specialist in material culture should possess at least 5 years of experience in the field of material culture of the Euro Quebecois historic period. It should have the required qualifications and have the ability to inventory archaeological collections from the 17th and 18th centuries.

Paleoanthropologist archaeologist: The chosen specialist must be qualified and experienced. He must have a good expertise in the field of the paleo-anthropology in Quebec.

Expert in digital survey 3D: Specialist in realization of digital records of archaeological remains. This expert should have relevant achievements in this field. (Minimum 3)

Information that should be provided for each key personal: relevant experience, competence and number of years of experience, role, responsibility and other information to demonstrate that the proposed resources have the training, experience and knowledge required to meet the need of this project.

1.2.2.3 Project Comprehension:

The bidder should demonstrate understanding of the goals of the project, the functional/technical requirements, the constraints and the issues that will shape the end product.

Information that should be supplied:

- The functional and technical requirements.
- Broader goals (federal image, sustainable development, sensitivities).

-
- The relationship between this commission and any earlier studies.
 - Significant issues, challenges and constraints.
 - Project schedule and cost. Review schedule and cost information and assess risk management elements that may affect the project.

1.2.2.4 Extent of Services:

The bidder should demonstrate capability to perform the services and meet project challenges and to provide a plan of action.

Information that should be supplied:

- Scope of Services—detailed list of services.
- Estimated cubic volume to excavate.
- Size of team (the number of assistant archaeologists based on the number of technicians required to meet the objectives).
- Work Plan—detailed breakdown of the tasks and deliverables.
- Project schedule—proposed major milestone schedule.
- Risk management strategy.

1.2.2.5 Service management

The Bidder should describe how he/she proposes to perform the services and operate within the constraints; how the services will be managed to ensure continuing and consistent control as well as production and communication efficiency; how the team will be organized and how it will fit in the existing structure of the firms; how the team will be managed. The bidder is also to identify sub-consultant disciplines and specialists required to complete the consultant team.

Should the Bidder offer to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

Information that should be supplied:

- Confirm the makeup of the full project team including the names of the consultant, sub-consultants, and specialists and their role on the project.
- Organization chart with position titles and names (consultant team). Joint Venture business plan, team structure and responsibilities, where applicable.
- What back-up will be committed.
- Profiles of the key positions (specific assignments and responsibilities).
- Outline of an action plan of the services with implementation strategies and sequence of main activities.
- Reporting relationships.
- Communication strategies.
- Response time—demonstrate how response time requirements will be met.

1.2.2.6 Principles/Approach/Methodology

The bidder should elaborate on aspects of the project research problem likely to shape or determine the approach to the project, the procedures, field intervention strategies, and data analysis methodology.

The bidder must describe the key positions of his team in keeping with the approach thus designed.

The bidder must also describe the approach he intends to use to solve unexpected field issues with respect to archaeological potential, which will come into focus as work progresses in the different phases of the commission. In particular, the bidder must provide detailed information about the solutions and adjustments that need to be foreseen.

Information that should be supplied:

- Research problem and objectives.
- Approach.
- Process.
- Intervention strategy with respect to current knowledge, project objectives, and estimated cubic volume.
- Method of data analysis.
- Key challenges and how your team approach will apply to these challenges.

2. Method of evaluation and selection

As a first step, the envelopes containing the quotations will not be opened and only the technical aspects of the bids received before the date and closing time will be reviewed, evaluated and rated by a Committee evaluation consisting of members from public works and Government services Canada, Infrastructure Canada, Parks Canada and the city of Montreal.

2.1 Technical Rating

The Committee will assess the criteria in paragraph 1.2.2 above according to the weighting detailed below to establish the technical side:

Criteria	Weight Factor	rating	Weighted rating
Achievements of Bidder	2.0	0-10	0-20
Réalisations des principaux sous experts/spécialiste	0.5	0-10	0-5
Achievements of Key Personnel on Projects (See weight below)			
Coordinator	0.7	0-10	7
Project Leader	1.2	0-10	12
Assistant archaeologist	0.2	0-10	2
Assistant archaeologist	0.2	0-10	2
Material culture specialist	0.3	0-10	3
Paleoanthropologist archaeologist	0.2	0-10	2
3D scanning project leader	0.2	0-10	2
Understanding of the Project	1.0	0-10	0-10
Scope of Services	1.0	0-10	0-10
Managements of Services	1.0	0-10	0-10
Design Philosophy, Approach, Methodology	1.5	0-10	0-15
Technical rating	0-10		0-100

Generic Evaluation Table

PWGSC Evaluation Board members will evaluate the strengths and weaknesses of the Bidder's response to the evaluation criteria and will rate each criterion with even numbers of 0, 2, 4, 6, 8 or 10 using the generic evaluation table below.

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 point	2 points	4 points	6 points	8 points	10 points
Did not submit information which could be evaluated	Little or no understanding of the requirements	Some understanding of the requirements but lacks understanding of some aspects of the requirements	Demonstrates good understanding of the requirements	Demonstrates very good understanding of the requirements	Demonstrates excellent understanding of the requirements
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Bidder does not have the qualifications and experience	Bidder lacks qualifications and experience	Bidder has an acceptable level of qualifications and experience	Bidder is qualified and experienced	Bidder is highly qualified and experienced
	Team proposed unlikely to meet the requirements	Team does not cover all components, or their overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - members worked successfully together on comparable projects
	Sample projects not related to current requirements	Sample projects generally not related to current requirements	Sample projects generally related to current requirements	Sample projects directly related to current requirements	Lead in sample projects directly related to current requirements
	Very poor, will not meet performance requirements	Little capability to meet performance requirements	Acceptable capability to ensure adequate results	Satisfactory capability to ensure effective results	Superior capability to ensure very effective results

To be considered further, bidders **must** achieve a minimum Technical Rating of fifty (50) points out of the hundred (100) points available as specified above.

No further consideration will be given to bidders not achieving the pass mark of fifty (50) points.

Price

All envelopes price proposal corresponding to eligible proposals that achieved the passage of fifty (50) points are open following the technical evaluation.

For the remaining price proposals, the amount of the proposal will be obtained from the sum of subtotals appearing in tables 1 to 3 of Annex 3.

The amounts of each of the remaining price proposals are subsequently rated as follows: a 100 rating is issued at the lowest price proposal. A rating of 80, 60, 40 and 20, respectively, is issued for the second, third, fourth and fifth lowest price proposals. The rating of 0 will be assigned to all other price proposals. In the rare cases where two (or more) quotations are identical, they will be given the same rating and we will skip the corresponding number of the following rate.

The Price Rating is multiplied by the applicable percentage to establish the Price Score.

2.2 Total score and Selection method

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Technical Rating	0-100	80	0-80
Price Rating	0-100	20	0-20
Total rating		100	0-100

The Bidder receiving the highest Total Score is the first entity that the Evaluation Board will recommend for the provision of the required services. In the case of a tie, the bidder submitting the lower price for the services will be selected.

PART 5 - CERTIFICATIONS

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

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

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions (2003). 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 - Bid Certification

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

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

1.3 Status and availability of personal

The Bidder certifies that, if he gets the contract arising from the bid solicitation, every individual proposed in its bid will be available to perform the work, as required by the Canada representatives, at the time specified in the bid solicitation or agreed with the latter. If for reasons beyond its control, the bidder is unable to provide the services of an individual identified in its bid, the bidder may propose a replacement with similar qualifications and experience. The bidder must notify the contracting authority of the reason for the replacement and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as being beyond the control of the bidder: deaths, illness, maternity and parental leave retirement, resignation, justified dismissal or termination by breach of an agreement.

If the bidder has proposed an individual who is not an employee of the bidder, the Bidder certifies that it has the permission of the individual to offer its services for the execution of the work and submit his curriculum vitae to the Canada. The bidder must, upon request of the contracting authority, provide a written confirmation signed by the individual, the permission given to the bidder as well as its availability. Failure to respond to the request may result in the bid being declared non-responsive.

1.4 Education and experience

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

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

2. Additional Certifications Required Precedent to Contract Award

2.1 Public servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, «former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

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

- a. Name of former public servant;
- b. Date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

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

Yes () No ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Statement of Work

See anexe1 – Statement of Work.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](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.

3.1 General Conditions

2010B (2014-03-01), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The contract is for a period of forty-eight (48) weeks from the date of award of the contract. For execution and delivery schedules, please refer to section 2.2 of annex 1.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Serge Jean
Title: Supply Specialist
Organisation: Public Works and Government Services Canada
Address: 1550 avenue D'Estimauville
Québec (QC)
G1J 0C7
Telephone: 418-649-2882
Facsimile: 418-648-2209
E-mail address: serge.jean@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is (Will be announced at contract award):

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

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

5.3 Contractor's Representative

Name : _____
Title: _____
Organisation: _____
Address: _____
Telephone: _____
FAX: _____
E-Mail address: _____

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1 Basis of Payment

7.1.1 Basis of Payment – lots (s) firm (s) price

1. For the work related to the content of Table 1 and 3 of annex 3, provided that they satisfactorily fulfil its obligations under the contract, the contractor will be paid firm lot prices, according to a total of _____ \$ (insert amount at the time of the award of the contract). Customs duties are included, and applicable taxes are extra.

2. For the portion of the work subject to a firm price only, the Canada will not pay the contractor for any change to the design, any modification or interpretation of the work, unless these changes to the design, these modifications or interpretations have been approved in writing by the contracting authority prior to their incorporation in the work.

7.1.2 Basis of Payment – Limitation of Expenditure

1. For the work related to the content of Table 2 of annex 3, the contractor will be paid its costs reasonably and properly incurred in the performance of the work, to a limitation of expenditure _____ \$ (insert amount at the time of the award of the contract). Customs duties are included and applicable taxes are extra.

7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. 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.

7.3 Progress Payment

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 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 100 percent of the total amount to be paid under the Contract;
2. 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.

8. Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;

2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

9. Certifications

9.1 Conformity

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions General Conditions - Professional Services (Medium Complexity) (2014-03-01) 2010B ;
- (c) Annexes in order of apparition;
- (d) the contractor's bid dated _____

12. Assurances

12.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in paragraph 12.2 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.

12.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than **\$2,000,000** per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- q. 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.

ANNEX 1 - STATEMENT OF WORK

1. PROJECT INFORMATION

1.1 PWGSC Project Title: Archaeological survey, Zone H-7, Nun's Island
New bridge over the St Lawrence River

1.2 PWGSC Project Number: R.064926.946

2. PROJECT IDENTIFICATION

2.1 Description

This project consists of an archaeological intervention on Nun's Island in the context of a larger project: a New Bridge over the St Lawrence River. The area concerned by the present commission is located just north of the Champlain Bridge where significant known and inferred archaeological resources exist, among which the LeBer site (BiFj-1, hereinafter 'Site LeBer') and a paleohistoric site where a burial was found (BiFj-49), and where a large area potentially holds archaeological resources that remain unknown to this date (cf. appended drawing).

This archaeological intervention follows recommendations issued during the environmental assessment conducted by Dessau in 2012-2013 as part of the same project (Arkéos, 2013). Given the known and inferred archaeological resources, Infrastructure Canada wishes to conduct archaeological interventions to release the area of any archaeological constraint in a zone possibly affected by construction work.

The properties in question are owned by the City of Montréal and by a private individual (cf. appended plan).

Land owned by the City of Montréal:

- The area located within the perimeter of LeBer's fortified enclosure (BiFj-1) which still displays remains and/or an in situ archaeological stream will be searched fully.
- The portion of land west of the alleged scope of the fortified enclosure and owned by the City of Montreal should be an inventory beforehand. If the remains are present, this portion must also be a full search.
- The paleohistoric site referred to under code name 'Borden BiFj-49' that borders the existing bike trail, must not be subject of any archaeological excavation and is not directly concerned by this project. Since archaeological resources related to the latter might be found in the perimeter of the adjoining site (LeBer, BiFj-1), that other location must be integral to the research problem of this commission.
- It should be kept in mind that to this date the western boundary of site BiFj-49 is not specified.

Property owned by a private individual (Nuntip Inc):

- A Portion of LeBer site, as well as to the area outside the boundaries of the latter belong to a particular. An archaeological survey must also be done on this property. If archaeological features are found, an exploratory dig should be done.
- Canada will gain an understanding of different land use affected by this demand for services for all the duration of the planned work in site.les rights of way for the land site

2.2 Schedule

The final completion date for delivery of the global professional services of this request for proposals is May 2015.

The timeline is as follows:

Key milestones

- | | |
|--|---------------|
| • Preliminary work | July 2014 |
| • Work in situ (fieldwork) | November 2014 |
| • Executive report, summary of the results | February 2015 |
| • Final report | May 2015 |

3. PROJECT BACKGROUND

3.1 General historical context

Site LeBer (BiFj-1) on Nun's Island was identified in the 1960s. It was the farm of Jacques LeBer, a merchant and fur dealer under the French Régime. The known and inferred remains that are found there are witness to paleohistorical occupations and to LeBer's walled estate erected to resist Iroquois raids at the end of the 17th century in New France. Apart from traces of paleohistorical occupation possibly dating from the Archaic to the Late Woodland period, the remains include residual foundations of LeBer's walled seigniorial manor and that of adjoining ancillary buildings. Other potential occupation traces could evidence occupation of the Sainte-Famille farm after the seigniorial manor was abandoned in 1788 (Arkéos, 1993).

3.2 Previous archaeological interventions

Following the opening of Champlain Bridge in 1962, a first archaeological intervention was carried out on site by the Royal Ontario Museum of Toronto (Webster, undated, 1969, 1970). The fieldwork performed by Donald B. Webster in 1969 aimed at collecting any archaeological remains belonging to the seigniorial domain (Arkéocène, 1993, 4). Although it was noted that a part of the establishment's vestiges had been destroyed during the construction of Champlain Bridge, the manor's residual remains were partly uncovered, including a portion of the walled enclosure and that of an adjoining bakery. An important collection of artefacts was gathered, part of which is now conserved at the *Laboratoire du MCCQ* in Québec City.

Following the results of this first excavation campaign, other archaeological interventions were carried out on site in order to provide a better record of the occupation and to identify the potential of further archaeological resources.

In the framework of an environmental impact assessment commissioned by Transports Québec in 1990, Ethnoscop Inc. identified Site LeBer as "one of the areas to assess in priority on Nun's Island before any development project is undertaken" (Ethnoscop, 1990; Arkéos and Archéocène, 1994: 4).

Two successive commissions were granted to Archéocène in 1990 and 1991 in order to produce a synthesis of known archaeological and historical data, to determine the importance of the site from an archaeological and historical point of view, and to analyse the collection of artefacts gathered by Webster in 1969. The report resulting from this analysis led to multiple recommendations (i) pertaining to the protection and enhancement of the vestiges and (ii) in view of future interventions. There is no question as to the importance of this site as a testimony of the history of Greater Montréal during the French colonial era. More specifically, Site LeBer is among the few examples of an insular and walled farm involving fur trade activities during the last quarter of the 17th century (Archéocène, 1993: 62). The report recommended that the site be subject to an intervention aimed at ascertaining the presence of vestiges and verifying their current condition. It was also recommended that sectors not examined by Webster should be investigated to advance our understanding of the local stratigraphy and to verify any connections with the identified vestiges.

In 1993 Arkéos Inc. was commissioned to prepare an archaeological assessment of Site LeBer in seven mechanical trenches (Arkéos, 1994: 5). The intervention confirmed the presence of vestiges discovered by Webster; it yielded a first geo-referenced record and estimated the extent of the archaeological site. Five (5) manual soundings inside the trenches allowed the verification of stratigraphic data related to the remains of the enclosure wall, the manor and its bakery, thus validating the presence of a well-established *in situ* archaeological stream. In light of this intervention, it appears that the site bears traces of three successive occupations, that is, traces of paleohistorical occupation dating from the Late Woodland period, traces of occupation from the LeBer farm dating back to the French Regime, and possible traces of occupation from the Sainte-Famille farm dating to the turn of the 20th century. Among the recommendations issued in this study and given the importance of the site for the advancement of knowledge on Native paleohistoric and Euro-Québécois occupations around Montréal, Arkéos suggested that an archaeological intervention be carried out in this sector before the extension of René-Lévesque Boulevard and ahead of any building project.

The most recent field intervention carried out in this sector was performed Ethnoscop Inc. who further explored Site LeBer (BiFj-1) as well as the river banks of the peninsula north-east of the walled domain and its vestiges (northern tip: BiFj-49). In this process, the natural profile of the former bank was assessed and a substantial portion of the various ancillary buildings of the LeBer Estate were mechanically uncovered to establish their surface area and layout. At the same time, the vestiges of a stable and pigpen were updated, including the elevation of the courtyard inside the enclosure and outside. Important traces of paleohistorical occupation dating to several periods were further uncovered on site BiFj-49, including the remains of a child's gravesite dating back to almost 700 years (1300 AD. Ethnoscop, 1997: 89 and Appendix 5).

In this study, it appears that the features of Site LeBer were still in relatively in good condition in spite of the disruptions that affected the site since the domain's dereliction in 1788. Although the remains of the manor and ancillary buildings in the northern part of the enclosure still exist, the southern part of the domain has disappeared completely (Ethnoscop, 1997: 85). The occupation levels, however, are deeply disturbed, at least the sectors that were explored. The poor quality of residual evidence still holds great importance with respect to research and confers scientific interest to the site for the advancement of knowledge. The remaining stratigraphy is an "important corpus from which to document the occupation of

the site and to enable research in other sites in Québec" (Ethnoscop, 1997: 86). Finally, Site LeBer is definitely of historic interest and is worth developing.

The archaeological value of the site was emphasized in the archaeological potential study produced by Arkéos in the framework of the environmental assessment commissioned by Transport Canada in 2012 in preparation of the construction of a new bridge over the St. Lawrence: "The new layout of René-Lévesque Boulevard (east side of the island) towards the traffic circle of the island's north sector crosses Site LeBer (BiFj-1). The paleohistoric archaeological potential of this sector was verified during the 1995 fieldwork (Ethnoscop, 1997). Native paleohistoric features were located in the north-east sector of LeBer Estate, as well as in the eastern part (BiFj-49) of the island towards the northern tip" (Arkéos, 2013: 56).

With respect to the sector containing LeBer's walled seigniorial estate "there are still new elements to document which are not necessarily shown on the old plans or mentioned in the archive (level of occupation outside the courtyard, the gardens and the orchard, chalk pits, latrines, etc.)" (Arkéos, 2013: 62). Some of these facilities were not found during the previous field interventions. The area occupied by LeBer Estate remains a sensitive archaeological area.

In this context, Infrastructure Canada wishes that an archaeological survey be performed on the sites involved in the redevelopment of René-Lévesque Boulevard for the construction of a new bridge.

4. EXISTING DOCUMENTATION

4.1 Documentation - available for all bidders

- Location plan of proposed interventions.

4.2 Existing documentation - to be made available for successful Bidder

- Webster, D.B., The Nun's Island Project – An interim report. (BiFj-1), 1969.
- Webster, D.B., Excavations at Nuns Island (BiFj-1), 1970.
- Arkéos, Nouveau pont sur le Saint-Laurent, étude de potentiel archéologique, DESSAU, Ministère de la Culture et des Communications du Québec, 2013.
- Ethnoscop, Inventaire et fouille archéologique du site LeBer (BiFj-1) et inventaire archéologique de la pointe nord (BiFj-49): île des Sœurs, Verdun, Ville de Verdun, Ministère de la Culture et des Communications du Québec, 1997.
- Arkéos et Archéocène, Site LeBer (BiFj-1), île des Sœurs, Verdun. Inventaire et évaluation archéologiques, Ville de Verdun, Ministère de la Culture et des Communications du Québec, 1994.
- Archéocène, Le site LeBer, île des Sœurs; BiFj-1 : synthèse archéologique et historique, Ministère de la Culture et des Communications du Québec, Direction générale du patrimoine, Direction de Montréal, 1991.

5. PROGRAM

The objective of this commission is (i) to survey the H-7 area (the zone includes Site LeBer and a neighboring area) indicated in the appended location drawing and (ii) to release the property of any constraint concerning the preservation of the archaeological site. In order to achieve this, a consultant must be granted an archaeological intervention mandate to accomplish the following:

- Determine the sectors where excavations were carried out in the past.
- Proceed to a mechanical stripping of recent soils in the H-7 zone in order to speed up work and assess the residual integrity of the archaeological stream and remaining vestiges.

- Proceed to a mechanical clearing of the surface vestiges in order to outline the footprint of LeBer's walled estate, to obtain a complete picture of its facilities, and to better determine the research objectives and prioritize the excavation sectors.
- Conduct exploratory probes in the west part of the H area and in the BiFj-1 archaeological zone (outside the walls) to assess their archaeological potential.
- Identify and layout the sectors inside the walls that require complete investigation (open pit excavation).
- Complete the full search of other sectors where archaeological stream and vestiges are still in place, in accordance with the pre-established objectives.
- Collect data in accordance with the requirements of the *Regulation respecting archaeological research* (Chapter P-9.002, r. 2.) and the *Cultural Heritage Act*. This include a comprehensive georeferenced survey of all excavation trenches and all *in situ* vestiges testifying of the different occupation periods of the site, as well as the production of a drawing that combines all the archaeological data since the earliest field interventions.
- Gather the all artefacts and process the archaeological collection in accordance with the applicable standards (cleaning, numbering/tagging, inventory, and cataloguing).
- Finalize the technical project file of the archaeological intervention.
- Gather the relevant historical and scientific documentation (intervention reports, written sources, old maps and drawings).
- Analyse the data and express a complete site occupation picture since paleohistory comparing the different components with those of comparable sites on the territory, particularly for Site LeBer.
- Perform relevant specialized analyses (zooarchaeology, macroremains, pollinics, bioarchaeology, dating, etc.).
- Produce a bilingual executive report (summary) providing a synthesis of the outcomes.
- Produce an analysis and activity report under the *Cultural Heritage Act of Québec*, taking into account all data gathered on site since the very first intervention by Webster (1969) and including an assessment of the archaeological value of the site.
- Issue recommendations concerning the enhancement of the archaeological resources with respect to the overall discoveries and namely the restoration of any significant artefacts.

6. PROJECT OBJECTIVES

6.1 Quality

6.1.1 Design Principles - General

The Department expects the Consultant to maintain high standard of archaeological discrimination based upon successful survey principles, methods and techniques recognized by the Québec archaeological community of knowledge (cf. RS2.2.2):

- Recording of data using Tikal system: e.g., the Borden code - operation (number) - number of sub operation (letter) - plot (number).
- Batch record on plot summary sheets for soil: sketch, soil description, ties over/under with neighbouring plots, elevation, thickness, archaeological context, diagnostic artefacts, dating and interpretation, reference photographs, etc.
- Recording of vestiges on plot summary sheets adapted for vestiges: sketch, description of feature/structure, ties over/under with neighbouring plots, elevation, archaeological context, dating and interpretation, reference photographs, etc.
- Recording of elevations in land-surveying notebooks (numbering of notebooks as follows: Borden code - year - drawing number).
- Stratigraphic surveys.

-
- Scale drawing of the vestiges, where necessary (numbering of surveys as follows: Borden code - year - drawing number).
 - Georeferenced surveys.
 - Photography (numbering of pictures as follows: Borden code - year - film number - frame number).
 - Perusal of old maps and plans.
 - Perusal of historical written sources where available.
 - Perusal of previous studies.
 - Inventory of artefacts classified by material in accordance with Parks Canada standards and recognized by the City of Montréal.
 - Production of georeferenced plans illustrating the sub-operations and vestiges (general plan and plan by phase or occupation period).
 - Event/Timeline analysis of the plots/layers/vestiges (in table or list form).
 - Production of a report analysing the outcomes.

All the components of this commission, i.e., planning, field work, data analysis and production of the activity report, must be fully coordinated and must invariably follow the principles, methods, and techniques tested and recognized by the City of Montréal and the Ministry of Culture and Communications.

The level of quality must be compatible with that of archaeological projects carried out on the lands of the Government of Canada.

6.2 Sustainable Development

The Canadian Federal Government has implemented a series of initiatives to ensure that sustainable development principles are built-in to policy in all federal organizations. Public Works and Government Services Canada (PWGSC) like all federal departments, is required to have a Sustainable Development Strategy (SDS). Real Property Services Branch of PWGSC has developed their Strategy Plan, that sets out principles, goals and actions for integrating sustainable development principles into its policies and operations. The Branch has established the following sustainable development goals under the issues of management, leadership and operation.

6.3 Waste Management

The Construction, Renovation, and Demolition (CRD) Non-hazardous Solid Waste Management Protocol to which Real Property Services (RPS) is bound, provides directions on the undertaking of non-hazardous solid waste management actions for CRD projects. The protocol is designed to meet the requirements of federal and provincial policies and the objectives of the RPS Sustainable Development Strategy (SDS) as these relate to non-hazardous solid waste generated in CRD projects.

6.4 Code Compliance

Codes, regulations, by laws and decisions of "authorities having jurisdiction" (AHJ) will be observed. In cases of overlap, the most stringent requirement shall apply. The Consultant will identify other jurisdictions appropriate to the project.

6.5 Risk Management

A risk management strategy is crucial for PWGSC Project Management and integrates project planning into procurement planning. All the stakeholders of a project will be integral to the risk management strategy, culminating in an integrated product team. The Consultant shall contribute to the preparation of the Risk Management Plan in collaboration with PWGSC.

6.6 Health and Safety

Public Works and Government Services Canada (PWGSC), recognizes the responsibility to ensure the health and safety of all persons on Crown construction projects and the entitlement of both federal employees and private sector workers to the full protection afforded them by occupational health and safety regulations.

In keeping with the responsibility and in order to enhance health and safety protection for all individuals on federal construction sites, PWGSC will voluntarily comply with the applicable provincial/territorial construction health and safety acts and regulations, in addition to the related Canada Occupational Safety and Health Regulations.

The Consultant will act as the site Project Manager and will take charge of health and safety matters. The Consultant is the Project Manager under *An Act Respecting Occupational Health and Safety* and must act as such before the *Commission de la santé et de la sécurité du travail du Québec* (C.S.S.T.) and carry out the obligations that are incumbent upon him.

The Consultant must comply with the following requirements:

- Submit to the Departmental Representative an occupational safety program (prevention) for fieldwork activities in which she/he is involved.
- Ensure that workers receive the training and information to perform work safely and that all required protection equipment and devices are available, in compliance with standards, laws and regulations, and that they are used.
- Comply at all times with the provisions of *An Act Respecting Occupational Health and Safety* and the *Safety Code for the construction industry*.
- Notify workers of their right to refuse dangerous work.
- Fence off and control access to the work site.

The Consultant must take all necessary measures in case of incident/event or a potentially dangerous situation, including work interruption to protect the health and safety of workers and the public. She/he must notify without delay the PWGSC Project Manager.

All field personnel must have followed the training course on Health and Safety on construction sites. The on-site supervisory personnel, i.e., the leading archaeologist, the field archaeologist and his assistants must have in their possession a certificate attesting to that fact (card).

The Consultant must comply with all occupational health and safety constraints that are required by the land owners.

7. CONSULTANT SERVICES

7.1 General

The selected firm shall be specialized in the field of North American historical archaeology and Québec paleohistory.

The Consultant's team shall be able to provide services in the following fields:

- Archaeological project management
- Euro-Québec historical archaeology
- Paleohistory of Québec territory (prehistorian)
- Paleoanthropology or physical anthropology
- Land surveying
- Geomatics
- Editing
- Translation

8. PROJECT ADMINISTRATION

The following administrative requirements apply during all phases of project delivery.

8.1 PWGSC Project Management

The Project Manager assigned to the project is the Departmental Representative.

The Project Manager is the Departmental officer directly concerned with the project and responsible for its progress. The Project Manager is the liaison between the Consultant, Public Works and Government Services Canada and the Client Departments.

Public Works and Government Services Canada administers the project and exercises continuing control over the Consultant's work during all phases of development. Unless directed otherwise by the Project Manager, the Consultant obtains all Federal and Provincial requirements and approvals necessary for the work.

8.2 Lines of Communication

Unless otherwise arranged with Project Manager, the Consultant shall communicate with the Project Manager only. Management instructions of administrative or technical concerns will come from the Project Manager. The Client Department will receive copies of all communications between the Consultant and the Project Manager.

Provide Departmental Representative with a 72-hour notice if a meeting is required.

During construction tender call, Public Works and Government Services Canada conducts all correspondence with bidders and makes the contract award.

8.3 Media

The consultant shall not respond to requests for project related information or questions from the media. Such inquiries are to be directed to the Departmental Representative.

8.4 Meetings

The Project Manager shall arrange on-site meetings periodically, for all members of project team, including representatives from:

- Public Works and Government Services Canada
- Client Department(s)
- Consultants.

Representatives from the following entities may also be invited, if necessary:

- City of Montréal
- Ministry of Culture and Communications of Québec
- Private owner
- Parks Canada.

The Consultant must attend all meetings or appoint a representative to record the issues and decisions and prepare and distribute minutes within 72 hours of the meeting.

Minimum frequency of meetings shall be as follows:

- Start-up meeting after contract award;
- Site mobilization;
- After clearing/stripping;
- After the preliminary inventory in the zone of unknown archaeological potential;
- Meetings every other week during excavation;
- Site closeout ;
- As needed depending on contingencies.

8.5 Project Response Time

It is a requirement of this project that the key personnel of the successful bidder and sub consultant or specialist firms be personally available to attend meeting or respond to inquiries within 3 days.

8.6 Submissions, Reviews and Approvals

Work in progress is to be reviewed by the Project Manager. PWGSC in-house services will be involved in different phases as mentioned in the description of required services.

The Consultant should allow two weeks between each presentation for comments by PWGSC. A longer delay should be allowed for the reception of comments on the preliminary report.

8.7 OFFICIAL LANGUAGES

Since the properties involved are owned by the City of Montréal and by a private land owner, the language of work shall be French as governed by the Charter of the French Language under the Ministry of Culture and Communications of Québec. All documents shall be produced in French, including the forms required to record field data, the technical corpus, the survey and cataloguing of artefacts, progress reports and archaeological activity report.

The selected Consultant shall provide an executive summary in both official languages, French and English.

The report shall be written in good French and a draft submitted for review and approval by the Departmental Representative.

The English version of the intervention summary shall also be written in good English and drafted in French and translated by a qualified person.

9. REQUIRED SERVICES

9.1 SPECIFIC OBJECTIVES OF THE FIELD INTERVENTION

This archaeological project aims at completing the documentation about Site LeBer (BiFj-1). Archaeological soils will be excavated within the inferred perimeter of the walled estate (cf. appended location drawing) in order to better establish the nature of paleohistorical occupations.

The potential footprint includes two zones located on Site LeBer (BiFj-1), as well as another zone of unknown potential beyond the archaeological site (cf. appended location drawing).

In the right-of-way of site BiFj-1, the three zones where archaeological potential could need to be assessed before excavation are located east and west of the walled estate:

- To the north, the first zone displays potential of LeBer's occupation features and also, of palohistoric features
- to the east, the second zone displays potential remains of the former river bank of the St. Lawrence (mooring installation and slipway).
- to the west, the third zone displays potential traces or features of an orchard and garden dating back to the LeBer occupation

Finally, towards the end of this commission, the archaeological intervention carried out in the wake of this project must ensure that no other burial site remains in project area.

9.1.1 Paleohistorical occupation

For the paleohistorical occupation phase, research objectives are as follow:

- Better delineate the extent of the paleohistoric site north of the walled estate (BiFj-49)
- Where possible, better document the activity areas identified
- Compare data with that of relevant sites in the region

-
- Better date and determine the different occupation periods
 - Ensure that no burial site exists or is allowed remain in the project area
 - Document the former river bank of the St. Lawrence.

9.1.2 LeBer occupation

For the LeBer occupation phase, research objectives are as follows:

- Locate and determine the western boundary of the walled estate;
- Determine the existence of other buildings or extensions than those already identified (e.g., ice room, cellar, lumber shed, latrines, wells, etc.);
- Check for the existence of paddocks outside the secondary buildings (e.g., hen, rabbit, pig paddocks or vegetable garden, etc.);
- Document the levels of occupation, construction or destruction layers, etc., that compose the local sequence of events;
- Document the orchard and the use of the area located outside the walled estate;
- Determine any functions found in the occupation layer of the courtyard.

9.1.3 Sainte-Famille farm occupation

For the occupation phase that followed the abandonment of LeBer Estate in 1788:

- Determine if signs of occupation of the Sainte-Famille farm can be found on the premises.

9.2 GENERAL

This commission is divided in two (2) field assignments:

- a. Survey of sectors where the archaeological potential is unknown (beyond the walls of LeBer Estate);
- b. Complete excavation of archaeological soils inside the perimeter of the walled estate.

Survey and exploratory dig should be conducted outside the perimeter of the LeBer Estate walled area, as shown on the appended location drawing. The complete excavation in open areas should be carried out within the scope of the alleged Estate walled area, as illustrated in the same drawing

9.2.2 Methodology

In the execution of the two components of this mandate, the selected firm shall proceed as follows.

A) Preparatory work:

- Preparation of project file
- Submission of an application for an archaeological research permit to MCCQ
- Form the field and laboratory teams
- Initiate field logistics (site trailer, chemical toilets, fencing, materials and equipment, etc.).

B) Field work:

1-Site preparation

- Under the supervision of an archaeologist, first making mechanical removal of fill soil and stones stored on the portion of the site LeBer;
- Ensure archaeological monitoring during mechanical removal of the fill soil and stone stored on private land outside the site LeBer
- Under the supervision of an archaeologist, mechanical stripping of recent soils in order to speed up work and assess the residual integrity of the archaeological stream and of remaining vestiges;
- Cut down trees that are dangerous or that interfere with the archaeological intervention.
- Determine and establish the sectors where excavations were conducted in the past;
- Under the supervision of an archaeologist, mechanical clearing of upper layer over the vestiges to:
 - determine the boundaries of the LeBer farm yard
 - generate a complete picture of this establishment,
 - better determine the research objectives,
 - prioritize the excavation sectors.

2- Inventory and exploratory dig

- In the perimeter of walled enclosure: outline the intact sectors that require complete open area manual dig;
- North and West of the walled enclosure and to the north-west of site BiFj-1: mechanical exploratory sounding to assess the archaeological potential and to outline the sectors to be excavated;
- East of the fortified enclosure of site BiFj-1: two or three mechanical exploratory soundings to assess the archaeological potential, to document the former river bank of the St. Lawrence and the possible existence of a wharf or slipway.

3- Archaeological dig

- Manually complete the full excavation and dig of sectors where vestiges and archaeological stream are still in place in accordance with the specified objectives;
- Gather data in accordance with the recording standards applicable in Québec and in Canada:
 - Use of the Tikal system is mandatory, recording on plot summary forms for soils and for structural vestiges;
 - Systematic recording of elevations;
 - Stratigraphic surveys to scale;
 - Digital photographs;
 - Plan view surveys and scale drawings of architectural vestiges, where necessary;
 - Georeferenced surveys of all trenches and all structural vestiges uncovered;
 - Gather all artefacts and ecofacts;

- Collect relevant samples to enhance knowledge on and understanding of the archaeological site (wood, soils, coal, macroremains).

C) Laboratory work:

- Process the archaeological collection in accordance with City of Montréal standards (washing, numbering, inventory, and cataloguing). Use the inventory guide required by the City of Montréal (Parks Canada Guide) and the coding of materials and related functions;
- Analyze relevant samples (e.g., wood species, macroremains, C14);
- Perform relevant osteologic analyses (zooarchaeology).

D) Data analysis and production report:

- Produce a georeferenced plan displaying all data from the beginning of archaeological interventions in this site;
- Produce georeferenced plans demonstrating the multiphase evolution of the site;
- Finalize the technical corpus of the archaeological intervention;
- Produce a real estate directory in accordance with the City of Montréal requirements;
- Gather the relevant historical and scientific documentation (intervention reports, written sources, old maps and drawings);
- Analyze data and establish a complete record of the site occupation since paleohistoric times;
 - Establish the list of equivalents by plot/layer
 - Produce a timeline or table of events reporting each plot and layer
- Produce a progress report containing a summary of the intervention outcomes;
- Produce an analysis and activity report under *Cultural Heritage Act of Québec*;
- Produce an analysis in the light of new and older data collected during previous interventions (incorporate all structural vestiges since Webster, 1969);
- Issue recommendations concerning the enhancement of the archaeological resources based on the overall portrait. Recommendations concerning archaeological development projects shall be in accordance with the intentions of the City of Montréal. Organize a meeting with the City of Montréal and the Departmental Representative to clarify intentions in this regard.

Data analysis of the Euro-Québécois period shall take into consideration the available historical documents perused in prior studies. It shall include old maps, drawings, and dating provided by the artefacts. It shall situate the occupation of Site LeBer in a general historical context and that of Montréal.

The paleohistorical segment shall situate the interpretation of the results in a general paleohistorical context of the region in light of the lithic and ceramic material uncovered.

9.2.3 Work schedule

The selected Consultant shall produce a schedule displaying the dates of the various work phases and site inspections. The different steps in the calendar shall be the following:

- 1) Preparation work
- 2) Field work:

-
- Preparatory activities (mechanical stripping and sounding in open areas)
 - Inventory of unknown areas
 - Systematic dig
- 3) Production of a post-dig report
 - 4) Laboratory work
 - 5) Data analysis
 - 6) Production of an activity report
 - Filing of a preliminary report
 - Filing of the final version.

Submit the project schedule to the Departmental Representative for approval.

Note that the date of removal of the large embankment soil stored on private land will be made by the owner during the summer season. The period of archaeological monitoring of this work will be determined by starting construction. It is the same for the date of the completion of the archaeological survey in this field. The proposer shall provide that the duration of this activity is estimated at two weeks.

9.2.4 Project documents

- Activity report
- Final technical corpus
- Photographic documentary catalogue
- Inventory of artefacts (in accordance with City of Montréal requirements)
- Real estate directory (in accordance with City of Montréal requirements)
- Various drawings (cf. content of report).

Submit a preliminary report in five (5) hard copies and one (1) PDF copy for review and approval.

The final report will also be filed in five (5) hard copies, in colour, comb bound, and one (1) PDF copy.

An electronic version of the drawings in Autocad format (version 2010) shall also be submitted to PWGSC.

9.2.5 Contents of the report

- Bilingual executive brief
- Credits
- Table of Contents
- List of illustrations, plans, and photographs
- Commission and intervention context
- Review of past interventions
- Historical background of occupation in the sector
- Description and interpretation of relevant data
- Recommendations
- Location drawing of soundings since 1969
- Detailed drawings of sectors where vestiges were uncovered
- Multiphase evolution drawings of all vestiges uncovered on the site
- Relevant stratigraphic cross sections
- Figures: location drawing, maps and old plans, photographs

-
- Appendices: table or sequence of events, outcomes of specialized studies where necessary (e.g.: C14), inventory and catalogue of artefacts.

Submit the report outline to Departmental Representative's approval.

9.3 GENERAL

9.3.1 Work team and equipment

The Consultant shall provide all necessary and required personnel, equipment and material in this request for proposals and carry out the following work phases: mechanical stripping, archaeological inventory of sectors of unknown potential, excavation and dig of Site LeBer (inside the walled enclosure), packaging material, laboratory work, data analysis, production and editing of the report, and translation.

Use the appropriate packaging material to ensure the preservation of objects and organic artefacts (wood, leather, fabric). Perform packaging and shipping in a way that maintains the integrity of fragile objects.

The team presented by the selected consultant may not be replaced. If a change of personnel is required in one of the key positions, this team member must be replaced by a substitute member presented in the service offer (section Management of Services), with the same skill level. However, the Project Leader in his/her capacity of permit holder for this archaeological project cannot be substituted. The Project Leader must necessarily attend field work and lead the team.

The Consultant shall provide all necessary equipment for site security and personnel safety.

The consultant shall provide the necessary equipment to protect the vestiges (geotextiles and polyethylene sheets).

The consultant will call upon paleoanthropology expertise (physical anthropology) as provided in section for all discovery of burial sites.

9.3.2 Archaeological research permit and responsibility

The selected Consultant shall obtain an archaeological research permit issued by the Ministry of Culture and Communications of Québec (MCCQ) in accordance with the *Regulation respecting archaeological research* under the *Cultural Heritage Act of Québec*. The Consultant shall obtain all the documents required to apply for the permit (forms, written agreements signed by the owners of the properties involved).

The archaeological permit holder is responsible for acquiring knowledge of the various regulations that govern archaeological research and licensing, and shall comply all applicable provisions.

He will also take on the responsibility of producing and submitting all required documents to the MCCQ in accordance with his permit (archaeological discovery declaration, submittal of report, and technical file to the MCCQ, etc.). ... In addition, the archaeological permit holder shall prepare and file all required documents with MCCQ under the archaeological research permit that was issued (statement of archaeological discovery, filing of the report and the technical corpus with MCCQ, etc.).

The archaeological collection and copy of the technical corpus shall be filed with the City of Montréal at work completion.

9.3.3 Logistics

The selected Consultant shall provide logistical support for the implementation and execution of his commission and ensure the health and safety of his personnel (construction trailer, chemical toilets, waste container, shelters, bracing and shoring, protection membranes and other measures).

Erect around the site a temporary fence 1.8 m high. Provide a locking access gate for trucks. The fence shall be steel with wire mesh with a maximum aperture such that a spherical object 100 mm Ø cannot pass through the fence.

Stockpiling of soils may be located outside the fenced area. The location and design of site development stack must be submitted and approved by the Departmental Representative before the engagement starts. The location and surface area reserved for stockpiling shall be submitted to the Departmental Representative for review and approval before mobilization.

During field work, the mechanical excavation spoils and debris generated by the archaeological dig will be temporarily stockpiled on the City of Montréal property or on the adjoining property indicated on the appended location plan.

A layout plan comprised of the temporary measures shall be submitted for approval to PWGSC at least ten (10) days prior to the installation of equipment.

9.3.4 Site restoration

The Consultant shall mechanically backfill the excavated trenches using the same equipment and level the surface by light compaction. Restore the site to original condition.

9.3.5 Soils management

Quebec has a process to make a soil characterization to determine the level of soil contamination which must be the subject of archaeological excavations. The level of soil contamination established at less than B in accordance with the *Regulation respecting contaminated soil storage and contaminated soil transfer stations* (MDDEFP) according to the Regulation on the protection and rehabilitation of land (Q-2, R.37).

The Consultant shall establish a prevention program on occupational Health and Safety aimed at the worksite personnel against the risks related to the handling of potentially contaminated soils.

The stockpiling of contaminated soils will be managed in accordance with the *Regulation respecting contaminated soil storage and contaminated soil transfer stations* (MDDEFP). The Consultant shall cover the ground where the soils will be stockpiled and use waterproof membranes to prevent any contact with the contaminated soils.

9.4 SERVICES SUBJECT TO A LIMITATION OF EXPENDITURE

9.4.1 PALEOANTHROPOLOGY SERVICES

Should burial sites be uncovered, the Consultant will immediately contact the Departmental Representative who will notify Infrastructure Canada. Infrastructure Canada will in turn promptly inform the City of Montréal, MCCQ and the Mohawks of Kahnawake.

The Consultant must then hire a specialist in paleoanthropology or physical anthropology to excavate the burial site in due form. In addition to the excavation of burial sites, the specialist shall analyze the data collected and prepare a report that will be appended to the archaeological intervention report by the selected firm. The interventions proposed above will be carried out after consultation with the Mohawks. Further, the mitigation measures in the New Bridge environmental assessment did mention communications with the Mohawks of Kahnawake in the framework of the archaeological excavations and those measures shall be observed and applied.

The selected specialist shall be skilled, experienced, and shall possess expertise of paleoanthropology in Québec.

The report analysing the burial sites uncovered shall take into account and integrate data collected in previous interventions.

The selected firm shall produce an inventory of the artefacts collected by the specialist in paleoanthropology. The inventory shall be in Excel format and incorporated with the rest of the collection.

9.4.2 Moving of the existing bicycle path

In the framework of the archaeological dig of Site LeBer, the bicycle path running along the east side of Site LeBer shall be reconfigured for the duration of work.

The Consultant is responsible for assigning a general contractor to coordinate the process and execute the work as directed by the Departmental Representative. The Consultant will be informed of the requirements pertaining to this work at the start-up meeting following the award of the contract.

9.4.3 Felling of trees

Mature trees stand in the archaeological intervention area. Their felling is required before the stripping phase under this request for services.

The Consultant shall hire an arboriculture specialist to cut down, haul and dispose of the ligneous debris. The arborist will be responsible for seeking, obtaining and paying the required authorisation certificate in the District of Verdun in accordance with the City of Montréal town planning regulations. Fees for the review of the application file by the Municipality shall also be borne by the arboriculture specialist.
http://ville.montreal.qc.ca/portal/page?_pageid=7357,75803622&_dad=portal&_schema=PORTAL

9.4.4 DEPOSIT OF EXISTING SOIL

The deposition of existing embankment present within the site boundary LeBer will be displaced by proposing instead identified as shown in Response Plan Annex.

Given the uncertainty about the volume of material to be moved during this work, a limitation of expenditure is expressed on the bid. It does not require the consultant to accurately assess the costs of necessary statement, but it provides an amount that takes into account the need for this work and some flexibility in the negotiations work in a timely manner.

The Consultant shall proceed with hiring a general contractor to perform the movement of materials and make the stockpiling of soils permanent site for this purpose

10. OPTIONAL SERVICES

10.1 3D LASER SCAN SURVEY

Objective

This item of the additional services consists in making a laser survey and produce a 3D model or mock-up of the LeBer Estate vestiges for eventual showcasing.

Perform the survey so that the model allows 3D reconstruction of the vestiges from all sides, inside and outside the walled enclosure, and inside and outside the buildings identified during the archaeological dig.

The 3D scan surveys shall be performed by a team of professionals specialized in the scanning of objects in their existing conditions. The professionals hired shall possess experience in archaeological and cultural heritage conservation projects.

The Consultant shall proceed to a laser scan survey of all archaeological vestiges associated with the LeBer walled farm estate. Survey to include:

- scale digital drawings of each inner face of the vestiges, in 2D files
- black and white photographic quality pictures of each excavated face, in JGP files. These photographs must be embedded in Autocad files, adjusted to scale, and annotated to clearly identify and describe the composition of the vestiges
- the survey shall be accurate enough to allow the identification, numbering, and sizing of all surveyed elements, namely by type of work, masonry practice or construction phase. The texture of all surveyed elements must be clearly visible and the materials recognizable.
-

The Consultant shall provide safe means of access to the survey site.

Submit to Departmental Representative for review and approval the relevant survey information (methods, elements of the survey, etc.) prior to the survey campaign.

Making digital records of archaeological remains should be part of the fields of expertise of the expert proposed. This expert should have relevant experience (at least 3 projects).

Deliverables

The survey in electronic format:

- Files of the acquisition points in their original format
- Files of the acquisition points processed for interpretation (in original format)
- Autocad format
- PDF format.

Hard copy of digital survey:

- Five (5) reproducible copies of the submitted survey, A1 format.

10.2 RECOVERY OF STONES IN THE LEBER ESTATE

At the end of field work, the selected firm shall dismantle the masonry vestiges of LeBer Estate to recover stones for an eventual showcasing. The Consultant shall hire the services of a subcontractor in excavation who will take charge of the mechanical and manual handling of masonry stones under the supervision of the Archaeologist. Only stones in good condition will be recovered and loaded onto wooden platforms for delivery to a yet undetermined site in a 25 km maximum radius. Foresee the recovery of approximately 48 m³ of stones.

Recovery work to proceed as follows:

- dismantle the vestiges one structure or main building at a time under the supervision of an archaeologist;
- store the stones one pile per structure or building;
- manually sort out the stone (retain only stone that can be reused) and load them onto wooden platforms with reference to original structure or building;
- tag or number each platform to secure follow-up on origin;
- haul the stones to the designated site.

It is worth nothing that where feasible the stones may be sorted out at once and loaded on palettes as dismantling progresses, without prior stockpiling.

Solicitation No – N° de l'invitation
EE520-142901/A
Client Ref No. – N° de réf. du client
EE520-14-2901

Amd. No. – N° de la modif.
File No. – N° du dossier
QCW-4-37002

Buyer ID – id de l'acheteur
qcw024

ANNEX 2 – SITE PLAN ZONE H-7, NUN'S ISLAND

ANNEX 3

PRICE PROPOSAL FORM

INSTRUCTIONS: Please complete this price proposal form and submit in a **separate sealed envelope** on which you have typed the name of the bidder, the name of the project, the issue of the invitation of PWGSC and the words "PRICE QUOTATION FORM". The price proposals should not include applicable taxes.

TABLE 1 - Prices for the required SERVICES (see section 9 - SERVICES required by the statement of work annex 1)

Description	Firm price
Archaeological dig zone H - 7	
Preparatory work	_____ \$
Preparatory work for the field	_____ \$
Inventory and exploratory search	_____ \$
Fine and systematic search	_____ \$
Laboratory work	_____ \$
Data analysis and report production	_____ \$
Subtotal for the SERVICES required to firm price – Taxes not included:	_____ \$

TABLE 2 - PRICES FOR THE REQUIRED SERVICES SUBJECT TO A LIMITATION OF EXPENDITURE:

Description	Estimated quantity	Firm Hourly rates	Estimative cast
Paleo anthropologist service	80 hours	_____ \$	_____ \$
Movement of the bicycle	Global	-----	35 000,00\$
Trees cut	Global	-----	15 000,00\$
Existing soil deposit to move	Global		10 000,00\$
Subtotal for the required SERVICES subject to a limitation of expenditure - Taxes not included			_____ \$

TABLE 3 - PRICE FOR OPTIONAL SERVICES:

Description	Firm price
Laser 3D Survey	_____ \$
Recovery of the stones of the field LeBer	_____ \$
Subtotal (optional SERVICES) - Taxes not included	_____ \$