

# REQUEST FOR PROPOSAL

**RETURN BIDS TO:**

Parks Canada Agency  
Suite 1300, 635 – 8th Avenue  
S.W.  
Calgary, Alberta T2P 3M3

**Comments:**

Due to the nature of the bid solicitation, bids transmitted by facsimile or email to PCA will not be accepted.

**Proposal to: Parks Canada Agency**

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

**Issuing Office:**

Parks Canada Agency  
Suite 1300, 635 – 8th Avenue  
S.W.  
Calgary, Alberta T2P 3M3

<b>Title:</b> Phase III Environmental Site Assessment (ESA)/Gap Analysis and Preliminary Quantitative Risk Assessment at Elk Island National park Sewage Lagoons – Fort Saskatchewan, AB		
<b>Solicitation No.:</b> 5P420-14-5112	<b>Date:</b> October 31, 2014	
<b>GETS Reference No.:</b> n/a		
<b>Client Reference No.:</b> n/a		
<b>Solicitation Closes:</b>		
<b>At:</b> 02:00 PM	<b>On:</b> November - 18, 2014	<b>Time Zone:</b> Mountain Standard Time (MST)
<b>Address Inquiries to:</b> Joanne Cuthbert		
<b>Telephone No.:</b> (403) 292-4558	<b>Fax No.:</b> (403) 292-4475	<b>Email Address:</b> <a href="mailto:joanne.cuthbert@pc.gc.ca">joanne.cuthbert@pc.gc.ca</a>
<b>Destination of Goods, Services, and/or Construction:</b> See Herein		

<b>TO BE COMPLETED BY THE BIDDER (type or print)</b>	
Vendor/Firm Name	
Address	
Telephone No.	Fax No.
Name of person authorized to sign on behalf of the Vendor/Firm	
Title	
Signature	Date

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

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

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

### **3. Debriefings**

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

## **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](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>) 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 (2011-05-16) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

### **2. Submission of Bids**

Bids must be submitted only to Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile or email to PCA will not be accepted.

### 3. Former Public Servant

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

#### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (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.

### 4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### 5. Applicable Laws

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

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

## **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 (one hard copy)
- Section II: Financial Bid (one hard copy)
- Section III: Certifications (one hard copy)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

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

#### **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.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **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 will evaluate the bids.

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

Bids will be evaluated against the Mandatory Technical Evaluation Criteria at Annex D – Technical Evaluation.

##### **1.1.2 Point Rated Technical Criteria**

Bids will be evaluated against the Point Rated Technical Evaluation Criteria at Annex D – Technical Evaluation.

#### **1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### **2. Basis of Selection**

#### **2.1 Highest Combined Rating of Technical Merit (60%) and Price (40%)**

- 2.1.1.** To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation; and
  - (b) meet all mandatory criteria; and
  - (c) obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 110 points.
- 2.1.2.** Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- 2.1.3.** The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
- 2.1.4.** To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
- 2.1.5.** To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.

2.1.6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

2.1.7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000.

**Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)**

	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Evaluated Bid Price</b>	\$55,000	\$50,000	\$45,000
<b>Technical Merit Score</b>	$(115/135) \times 60 = 51.11$	$(89/135) \times 60 = 39.56$	$(92/135) \times 60 = 40.89$
<b>Pricing Score</b>	$(45,000/55,000) \times 40 = 32.73$	$(45,000/50,000) \times 40 = 36.00$	$(45,000/45,000) \times 40 = 40.00$
<b>Combined Rating</b>	$51.11 + 32.73 = 83.84$	$39.56 + 36.00 = 75.56$	$40.89 + 40.00 = 80.89$
<b>Overall Rating</b>	<b>1<sup>st</sup></b>	<b>3<sup>rd</sup></b>	<b>2<sup>nd</sup></b>



## **PART 5 – CERTIFICATIONS**

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### **1. Mandatory Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

#### **1.1. Federal Contractors Program – Certification**

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

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

### **2. Additional Certifications Required Precedent to Contract Award**

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

#### **2.1. Status and Availability of Resources**

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

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

**Signature:**

**Date:**

## **2.2. Education and Experience**

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

**Signature:**

**Date:**

### **Note:**

Bidder should also include article 3. *Former Public Servant* under *Part 2 – Bidder Instructions* with the *Section III: Certifications* portion of their bid.

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

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

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

### **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) Manual issued by Public Works and Government Services Canada.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

#### **3.1 General Conditions**

2010B (2011-05-16), 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 period of the Contract is from date of Contract to February 15, 2015 inclusive.

### **5. Authorities**

#### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Joanne Cuthbert  
Contracts, Procurement and Material Management Officer  
Parks Canada Agency  
Contracting Operations  
#1300, 635 – 8<sup>th</sup> Avenue SW  
Calgary, AB T2P 3M3

Telephone: (403) 292-4558  
Facsimile: (403) 292-4475  
E-mail address: joanne.cuthbert@pc.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:

*(inserted at contract award)*

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

<b>Vendor/Firm Name:</b>		
<b>Representative's Name:</b>		
<b>Title:</b>		
<b>Mailing Address:</b>		
<b>Telephone No.</b>	<b>Fax No.</b>	<b>Email Address:</b>
<b>Procurement Business Number (PBN):</b>		

### Instruction on how to obtain a Procurement Business Number (PBN)

Canadian Bidders are required to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information service on line at the Business Access Canada Website at: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>. For non- Internet registration, Bidders may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

## 6. Payment

### 6.1. Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B for a cost of \$ *(to be inserted at contract award)*. Customs duties are included and Applicable Taxes are extra.

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

## 6.2. Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- (a) an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
- (c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

## 6.3. Schedule of Milestones

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

Milestone No.	Description	Firm Amount	Due Date
01	Upon completion of field work	<i>(to be inserted at contract award)</i>	December 05, 2014
02	Upon completion and acceptance of the Draft Report(s)	<i>(to be inserted at contract award)</i>	January 30, 2015
03	Upon completion and acceptance of the Final Report(s)	<i>(to be inserted at contract award)</i>	February 15, 2015

## 7. Invoicing Instructions – Progress Payment Claim

7.1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- (a) all information required on form [PWGSC-TPSGC 1111](#);
- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions; and
- (c) the description and value of the milestone claimed as detailed in the Contract.

7.1.1. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

7.1.2. The Contractor must prepare and certify one copy of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the claim for onward submission to the Payment Office for

the remaining certification and payment action.

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

## **8. Certifications**

**8.1** Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **9. Applicable Laws**

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

## **10. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2011-05-16), General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (f) the Contractor's bid dated (*inserted at contract award*).

## **11. SACC Manual Clauses**

A7017C (2008-05-12) Replacement of Specific Individuals  
A9068C (2010-01-11) Government Site Regulations  
B6802C (2007-11-30) Government Property

## **12. Optional Services**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Item 2.3 of Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

### **13. Inspection and Acceptance**

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

### **14. Insurance**

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

**ANNEX A - STATEMENT OF WORK**

**Terms of Reference**

**FOR A**

**PHASE III ENVIRONMENTAL SITE ASSESSMENT/GAP ANALYSIS  
AND PRELIMINARY QUANTITATIVE RISK ASSESSMENT**

**AT**

**THE ADMINISTRATION AREA SEWAGE LAGOON AND ASTOTIN LAKE RECREATION AREA SEWAGE LAGOON  
Elk Island National Park, Alberta**





## 1.0 Introduction

This Terms of Reference (ToR) has been developed by the Parks Canada Agency (PCA or Parks Canada) to solicit environmental professional services from a qualified firm with the capability and expertise to successfully complete the services as outlined in this document. PCA is soliciting private sector technical and cost work plans to complete this project through a competitive bid process.

This ToR describes the requirements of a work program to complete a Phase III Environmental Site Assessment (ESA) and Gap Analysis for the Administration Area Sewage Lagoon and the Astotin Lake Recreation Area Sewage Lagoon, located in Elk Island National Park, Alberta. This ToR also describes the requirements for an optional Preliminary Quantitative Risk Assessment (PQRA), pending federal funding approval under the Federal Contaminated Sites Action Plan (FCSAP).

### 1.1 Background

Elk Island National Park is serviced by two separate sewage systems – the Administration Area Sewage System and the Astotin Lake Recreation Area Sewage System. Both systems operate using treatment lagoons that eventually drain into nearby Astotin Lake. Various historic practices of dumping in the lagoons have led to concerns regarding a variety of contaminants, including inorganics, PAHs – Polycyclic Aromatic Hydrocarbons, PHCs – Petroleum Hydrocarbons, and DD-Dichloropropane-dichloropropene pesticides. Degradation of the lagoons has further resulted in contamination of the lands and water bodies surrounding the sites. At present, recapitalization of the lagoons is required and assessments of the nature and extent of contamination and potential risks to human health and ecological receptors are required. To date, several investigations have been completed at the Site. The most current reports detailing these previous investigations are listed below:

#### *Contamination Assessments*

- Environmental Sciences Group, Royal Military College. 2014. Phase II Environmental Site Assessment of the Recreation Area Sewage Lagoon and the Administration Area Sewage Lagoon at Elk Island National Park. Report for Parks Canada, Kingston, ON.
- O'Connor Associates Ltd. 2001. Phase II Site Assessment Elk Island National Park. Report for PWGSC. Calgary, AB.

#### *Engineering Reports*

- AECOM. 2014. Elk Island National Park Water and Wastewater Systems Upgrades-Final. Report No 60309199 (407). Report for PWGSC. Edmonton, AB.
- UMA Engineering Ltd. 2007. Elk Island Lagoon Infrastructure Study (Project No. 418802). Report for PWGSC. Edmonton, AB. 72 pages.

#### *Supporting Documentation*

- Earth Tech. 2002. Elk Island National Park Environmental Assessments Former Maintenance Compound, Sump Discharge and Mud Lake Abattoir Sites. Report for PWGSC. Edmonton, AB.
- Golder Associates Ltd. 2006. Contaminated Site Assessment and Monitoring Program Elk Island National Park, Alberta. Final Report for Parks Canada (05-1377-0042). Edmonton AB.
- Meridian Environmental Inc. 2010. Groundwater monitoring and sampling report Former Maintenance Compound Elk Island National Park, Alberta. Report for PWGSC. Calgary, AB.



## 1.2 Project Objectives

The primary objective at the Sites is the completion of a Phase III ESA, including a Gap Analysis to delineate the extent of groundwater, surface water, and sediment contamination and impacts to other potential pathways in support of determining updated NCSCS – National Contaminated Sites Classification Score classification scores, human health and ecological risk assessments, and remediation action planning. Specific objectives include:

- 1) Assess and evaluate data gaps from the Phase II ESA.
- 2) Conduct all activities and reporting associated with a Phase III Environmental Site Assessment.
- 3) Complete updated NCSCS Scoring for the sites.

In addition, the objectives for the optional component of the work include:

- 4) Assess and determine human health and ecological risks present at the site in a PQRA – Preliminary Quantitative Risk Assessment.

Each of these objectives is detailed in the following Scope of Work.

## 1.0 Scope of Work

### 2.1 Task 1 (Required): Phase III Environmental Site Assessment including Data Gap Analysis

A Phase III ESA is required in general accordance with the Canadian Standards Association Z769-00 (R2004) standard to delineate the current horizontal and vertical extent of in situ contaminated materials. The Phase III ESA must include all data required to satisfy gap analysis needs as well as sampling along the discharge pathways and outlets to Astotin Lake for contaminants of concern in surface water, sediments, where warranted, soils and groundwater, and any other relevant materials or biota of concern. All data will be collected in support of full horizontal and vertical contaminant delineation and for a human health and ecological risk assessment. The Phase III ESA must be conducted to gather information in support of a PQRA and Remediation Action Planning. All samples required to complete the PQRA for potential exposure pathways must be collected as part of the Phase III ESA.

The gap analysis is required to address known data gaps from the previous Phase II ESAs. In addition, previous reports must be reviewed to identify any additional discrepancies and/or data gaps that should be included as part of the investigation. Any information collected as part of the gap analysis must be included in the Phase III ESA reporting and incorporated into the revised NCSCS site scores. At a minimum, the following items will be included as part of the gap analysis:

- Evaluation of whether elevated Sulfur and Boron levels detected in sediments are naturally-occurring or related to contamination.
- Evaluation of whether inorganic elements and PAHs (Astotin Lake Recreation Lagoon) are naturally-occurring or anthropogenic in nature.
  - Background assessments should be conducted in accordance with the *Federal Contaminated Sites Action Plan (FCSAP) Ecological Risk Assessment Guidance. Module 5: Defining Background Conditions and Using Background Concentrations* (April 2013).
- Assessment of surface water sampling of wetland and discharge areas at the Astotin Lake Recreation Lagoon, including mercury assessment (not taken during the previous Phase II Assessment)
- Determination of DDE contamination at depth at Astotin Lake Recreation Area discharge (not taken during the previous Phase II Assessment)
- Evaluation of mercury and DDT in groundwater samples at low-levels to determine exceedances of applicable guidelines (detection limits exceeded guideline limits in the Phase II ESA).
- Contamination assessment of sediment/surface water at the outlet of the Administration Area Sewage Lagoon discharge pathway where it meets Astotin Lake.
- A benthic survey and habitat assessment to assess if there are benthic organisms that could be a potential aquatic receptor of concern.
- Biological (benthic) sampling along the discharge pathway and at the Astotin Lake outlet in support of a risk assessment.



Further characterization of the site using subsurface geology, hydrology, and hydrogeology of the area, including soil permeability and groundwater flow gradients must also be provided in a conceptual site model (CSM). Both a narrative and a pictorial conceptual site model will be prepared for the site.

The assessment must be conducted in accordance with the following guidance documents:

- CCME's *Subsurface Assessment Handbook for Contaminated Sites*, 1994 (CCME catalogue: [http://www.ccme.ca/pdfs/cat\\_eng.pdf](http://www.ccme.ca/pdfs/cat_eng.pdf));
- CCME's *Guidance Manual on Sampling, Analysis, and Data Management for Contaminated Sites: Volume I: Main Report* [December 1993] (CCME catalogue: [http://www.ccme.ca/pdfs/cat\\_eng.pdf](http://www.ccme.ca/pdfs/cat_eng.pdf)) and *Volume II: Analytical Method Summaries* [December 1993] (CCME catalogue: [http://www.ccme.ca/pdfs/cat\\_eng.pdf](http://www.ccme.ca/pdfs/cat_eng.pdf));
- CCME's *Guidance Manual For Environmental Site Characterization in Support of Human Health Risk Assessment, Volumes I to IV* (drafting in progress);

The Consultant must outline the results of the findings obtained during the Gap Analysis and Phase III ESA in a detailed report. The report will include, but not be limited to the following:

- Executive Summary
- Introduction
- Background
- Objectives and Goals
- Methodology (including QA – Quality Assurance/QC – Quality Control)
- Results
- NCSCS Score
- Discussion of Results (including data analysis, CSM – Conceptual Site Model)
- Conclusions, and
- Recommendations

The report must include a detailed description of the methods employed, results obtained, and interpretation of the findings. The report must provide documentation, including tables, figures, references and photographs to support the findings and conclusions. In addition, the conclusions and recommendations must provide recommended future assessment needs, remediation options or risk management alternatives

Analytical data must be compared to, at a minimum, the applicable Federal guidelines including the Canadian Council of Ministers of the Environment (CCME) Environmental Quality Guidelines and the FCSAP Interim Groundwater Quality Guidelines, as well as any other applicable criteria as required.

Following the completion of the intrusive investigation program and associated analysis of results, the Consultant must clearly identify the impacted area spatially on the property, the associated contaminants of concern and their concentrations, and extent of all impacted media (lateral/vertical distribution of contamination and estimated volume). The identification of impacted areas must be based on the results and analysis of the current intrusive program and the application of environmental quality guidelines/standards on which the numerical comparison of laboratory data is based.

Each site must be classified in accordance with the definitions and methodologies outlined in the most recent CCME National Classification System for Contaminated Sites Guidance Document. The Consultant must update the NCSCS worksheets. A summary score will be provided in the report text and the summary table and the detailed NCSCS forms are to be included in the report appendix. The updated NCSCS scoring selection must include all references and rationale in full detail and sufficient data must be collected to ensure a full classification of the site (i.e. no Class INS – Insufficient).

Complete, comprehensive and fully coordinated, stamped construction drawings and details for the sites must be provided, including locations of any new sample locations and installations. All site plans must be in AutoCAD format and will depict at a minimum, property boundaries, buildings and structures (former and existing), utilities, significant topographical features, sampling locations and the aerial extent of soil and groundwater impacts. All site plans must be to scale.



## 2.3 Task 2: (Optional) Preliminary Quantitative Risk Assessment

An optional human health and ecological PQRA will be conducted, pending funding approval. The PQRA must be conducted using the following protocols and guidance documents and/or the most updated versions:

- Health Canada - Part I: Guidance on Human Health Preliminary Quantitative Risk Assessment (PQRA), Version 2.0 (2012)
- Health Canada - Part II: Health Canada Toxicological Reference Values (TRVs) and Chemical-Specific factors, Version 2.0 (2012)
- Health Canada - Part IV: Spreadsheet Tool for Human Health Preliminary Quantitative Risk Assessment - Draft Oct. 31, 2008
- Canadian Council of Ministers of the Environment (CCME), 1999, Canadian Environmental Quality Guidelines.
- Canadian Council of Ministers of the Environment (CCME), 1996a. A Protocol for the Derivation of Environmental and Human Health Soil Quality Guidelines.
- Canadian Council of Ministers of the Environment (CCME), 1996b. Guidance Manual for Developing Site- Specific Soil Quality Remediation Objectives for Contaminated Sites in Canada.

The Consultant must outline the results of the findings obtained during the P Q R A in a detailed report. The report must include, but not be limited to the following:

- a. Executive Summary
- b. Introduction
- c. Background Information
- d. Objectives and Goals
- e. Scope of Assessment
- f. Problem Formulation
- g. Exposure Assessment
- h. Risk Characterization
- i. Uncertainties and data gaps
- j. Discussion and Conclusion
- k. Recommendations, including remediation options/risk management alternatives and their associated costs (Class C estimates)
- l. References

### 3.0 Project Requirements

#### 3.1 Deliverables

The anticipated deliverables for each task include but are not limited to:

- Monthly progress report updates
- Meeting minute summaries
- 99% complete draft reports, including associated drawings, files, tables, and appendices
- Replies to comments provided by PCA during the review of the 99% draft reports
- 100 % final reports, including all associated drawings, files, tables, and appendices.
- Complete invoicing summary tables as directed by PCA on a monthly basis (or alternate mutually agreed upon time interval) that corresponds to the Government's fiscal year ie. April 1<sup>st</sup> 2014 to March 31<sup>st</sup> 2015.



### 3.2 Reporting Requirements (General)

In all reports, the following guidelines apply:

- The GPS coordinates of well locations and boreholes must be in UTM NAD 83 coordinate system. An estimate of accuracy must be provided. The Consultant will be provided with previous well and sample location data for the sites.
- Figures will be dated and must include a north arrow, a legend, a scale, a title, and other appropriate identification. If figures are based on the work of others, the source must be referenced.
- The metric system must be used for all data representation, calculations, drawings, specifications etc.
- Laboratory certificates and raw data must be included in appendices of reports.
- For draft reports, one (1) copy of the electronic version is to be provided. Electronic copies of the reports will include a copy of the report in its entirety (text, tables, photos, drawings, appendices) in .pdf format. Additionally, a copy of the report text in Microsoft Word (.doc), tables in Microsoft Excel (.xls), photographs in jpeg (.jpg), and drawings in AutoCAD format must also be provided.
  - Two (2) hard copies of the final reports are to be provided. Electronic copies of the final reports will include a copy of the report in its entirety (text, tables, photos, drawings, appendices) in .pdf format. Additionally, a copy of the report text in Microsoft Word (.doc), tables in Microsoft Excel (.xls), photographs in jpeg (.jpg), and drawings in AutoCAD format must also be provided.
  - Final reports and summary documents are to be printed two-sided.

Note: Justification for any draft report comments that cannot or will not be addressed by the Consultant in the final reports must be provided to PCA in writing prior to submission of the final reports.

### 3.3 SCHEDULING

The Consultant must maintain the project schedule that is agreed upon with the PCA Project Manager at the time of project initiation. The project schedule will adhere to the following tentative milestone completion dates for this project which will be finalized at the kick off meeting:

Kick off Meeting	One week following contract award.
Completion of Field Activities	No later than December 5th 2014 (subject to earth moving equipment or driller availability)
Submission of Draft Reports	Within 6 weeks (Phase III ESA) and 8 weeks (PQRA) of completion of field work
Submission of Final Reports	Within 1 week of receipt of comments from PCA on draft reports (before February 1, 2015)

Note: PCA will endeavor to submit draft review comments within two (2) weeks of the draft report submission by the Consultant.

## 4 Budget and Schedule Control

If additional work is necessary due to a change in requirements, the Consultant will notify the PCA Project Manager immediately by telephone and in writing. No work shall be undertaken which is additional or supplemental to or in substitution of the work and budget specified in the Consultants approved work plan, unless approved in advance by the Contracting Authority.



The Consultant will provide a **bi-weekly** update to the PCA Project Manager advising of the project status and any factors that may influence the planned schedule, budget or deliverables. The status reports must be in written form, provided a minimum of three (3) days prior to scheduled monthly project progress meetings. The Consultant must also provide weekly updates either via email or phone during the field activities.

## 5.0 Project Requirements

### 5.1 Meetings

The following meetings are anticipated as part of this project:

- Kick-off Meeting, to be called by the successful consultant within one (1) week following bid award.
- Monthly progress meetings for the duration of the project
- One draft review meeting and
- One final submission meeting

The Consultant will be responsible for scheduling all meetings and preparing the meeting minutes including action items, for distribution to all participants.

### 5.2 Confidentiality

Information, data, photos, drawings, etc. gathered as part of this project must be treated as confidential and made available only to the PCA Project Manager. The use of any data, reports, aerial photographs or site plans submitted by PCA to the Consultant (hard copy or digital) for reference purposes are considered to be the property of PCA and will not be used, shared, or sold to any group for any other project other than that defined herein. Refer any queries regarding this project from the public, news media or other to the PCA Project Manager.

### 5.3 Site Operations

The Consultant's on-site activities must not disrupt the normal function, access, and working environment of the site without prior approval from the PCA Project Manager. Proper signage must be posted surrounding the work area. No on-site activities may be completed without the authorization by the PCA Project Manager.

The site must be maintained in a clean and safe manner during the course of the project. The Consultant is responsible for providing temporary barricades, barriers, and warning signs in locations where work is adjacent to areas used by public or neighbouring properties.

### 5.4 Site Access Logistics and Equipment

The Consultant is responsible for arranging all equipment and machinery required to complete the work and for coordinating any site access prior to mobilizing. Selection of appropriate equipment to manage the following conditions including uneven and sloping terrain, narrow access to potential proposed borehole/test pit locations, and shallow groundwater/ wetland areas is the responsibility of the contractor. Moderately dense vegetation from secondary growth may require consultation with PCA to approve and remove vegetation to facilitate access. The Consultant will be required to coordinate with Elk Island National Park site contacts to discuss potential restrictions regarding all vehicle use, access keys, environmental and safety orientation etc. The Consultant is responsible for completing all utility locates (including private utilities) prior to completing any intrusive investigations at the property to avoid damage to underground electrical, phone, cable, water/storm/sewer, heating/cooling supply lines, or other utilities. Copies of utility plans collected shall be included in the appendices of the report for future reference. The Consultant is responsible for repairing all damaged surfaces (grass, asphalt, culverts, and shoreline areas) to their original condition prior to demobilizing from the site. If the work has the potential to damage other site features, such as fences or other obstructions, prior approval is required from the PCA Project Manager to proceed with the investigation activities to ensure that appropriate remedial measures have been established. Vegetation must not be removed from the investigation area without prior approval from the PCA Project Manager. Disturbance to the project area must be minimized to the greatest extent possible.





The Consultant is responsible for the disposal of all soil cuttings and purge water.

### **5.5 Permits**

It is the responsibility of the Consultant under the scope of the awarded contract, to acquire all necessary permits and permissions needed to complete this project.

### **6.0 Assumptions**

- A minimum of six (6) teleconference call meetings to discuss the project with PCA.
- The kick off meeting is approximately 1.5 hours, three (3) progress meetings to be approximately one (1) hour, and two (2) report review meetings to be one (1) hour.
- One review of the draft reports and a final edit of the 100% complete reports will be conducted by PCA.
- Assume all activities associated with Section 2.0 (Scope of Work) are the responsibility of the contractor.

### **7.0 Closure**

Any deficiencies noted in this ToR or–evaluation items which require clarification should be addressed to the **PCA Contracting** Officer prior to the submission of the proposal.

### **Appendix A Phase II ESA**

RMC ESG Phase 2 ESA.



## ANNEX B – BASIS OF PAYMENT

### 1. Firm Price

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid an all inclusive firm price, including but not limited to all professional, technical, and administrative fees and costs, materials, tools and labour, transportation and shipping costs, meetings, and travel and living expenses as required to fulfill all of the requirements of *Annex A – Statement of Work*.

<b>FIRM PRICE</b>	<b>\$</b>
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### 2. Schedule of Milestones

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

Milestone No.	Description	Firm Percentage of Firm Price	Due Date
01	Upon completion of Field Work	40%	No later than December 05 <sup>th</sup> , 2014 (subject to earth moving equipment or driller availability)
02	Upon completion and acceptance of the Draft Report	30%	Within 6 week (Phase III ESA) and 8 weeks (PQRA) of completion of field work
03	Upon completion and acceptance of the Final Report	30%	Within one week of receipt of comments from Parks Canada Agency on draft reports (February 01, 2015)

#### Notes:

- (a) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (b) Bidders must submit their financial bid in accordance with the Basis of Payment.
- (c) Customs duties are included and Applicable Taxes are extra, if applicable.
- (d) All prices submitted must be in Canadian Currency, FOB destination, Canadian customs duties and excise taxes included.





**ANNEX C – ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)**  
**Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place. The following form must be completed and signed prior to commencing work on Parks Canada Sites.**

**Instructions:**

- (a) Prime contractor must sign this form for all projects undertaken at Parks Canada work places.
- (b) This form is to be administered by the Project Manager and completed by the Prime Contractor **AFTER** contract award.

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

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

<b>Location of Work</b>
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<b>General Description of Work to be Completed</b>
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**Mark “Yes” where applicable.**

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

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

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<b>Name</b>	<b>Signature</b>	<b>Date</b>
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## ANNEX D - TECHNICAL EVALUATION

### ELK ISLAND SEWAGE LAGOON ASSESSMENT TECHNICAL EVALUATION

The technical bid must address clearly and in sufficient depth the points that are subject to the mandatory evaluation criteria. Failure to demonstrate the mandatory technical criteria will result in the bid being declared non-responsive and no further evaluation will be given.

The technical bid should address clearly and in sufficient depth the points that are subject to the point rated evaluation criteria. Failure to achieve the minimum points required for the point rated technical criteria will result in the bid being declared non-responsive and no further evaluation will be given.

**In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings.** To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### 1. Mandatory Technical Criteria

Bids will be evaluated per the Mandatory Technical Criteria below.

Item No.	Evaluation Criteria
1.1.	The personnel to be assigned to the project including name, qualifications and experience and their individual roles and responsibilities within the project ie. Personnel CV's. Please note the field personnel must have at least 2 years of relevant experience and ability to function independently. The project manager must have 5 years of relevant experience.
1.2.	Work to be subcontracted must be specified at the time of the proposal. Experience and Qualifications of selected subcontractors to complete the work.
1.3.	A schedule of activities must be provided in tabular form and a Gantt chart that illustrates the duration of each of the major tasks (major tasks include, but are not limited to, the tasks described in Scope of Work of the Terms of Reference). Each task should be broken down into sufficient subtasks so that the project progress can be easily monitored by the PCA PM. Deliverable dates must be indicated on the schedule



## 2. Point Rated Technical Criteria

Bids will be evaluated per the Point Rated Technical Criteria below.

Item No.	Evaluation Criteria	Point Criteria	Weight (Maximum Points)
2.1.	<ul style="list-style-type: none"> <li>• The proposed methodology to be used to meet the requirements as described in the scope of work section. Proposed methodology must include:               <ul style="list-style-type: none"> <li>○ The recommended design of intrusive investigation and sampling point locations (estimated number, method, depth and location of sampling points), including their specific relationship with known or potential contamination at the site. <b>(10 points);</b></li> <li>○ Procedures for installation of sampling equipment and collection of samples and all field protocols (such as sampling surface water, sediment, biota, and groundwater monitoring wells, decontamination of equipment, on-site screening tests, etc.) <b>(10 points);</b></li> <li>○ Identification of analytical laboratories including their qualifications with respect to the Canadian Association Laboratory Accreditation (CALA). The proposed lab program will include verification that the selected analytical methods will have minimum detection limits that are less than the applicable environmental quality criteria or standard on which the numerical comparison will be based <b>(10 points);</b></li> <li>○ Approximate number of samples to be submitted for analysis and the rationale for their selection (based on identification of contaminants of concern from previous studies), including QC samples, types of analyses to be performed including the standard laboratory reference methods to be followed <b>(10 points);</b></li> <li>○ General outline of the proposed Quality Assurance (QA) and Quality Control (QC) program for the site investigation, including trip blanks, and duplicate/replicate samples <b>(10 points);</b></li> </ul> </li> </ul>	<p><b>8 - 10 = VERY GOOD TO EXCELLENT:</b> Should ensure very good to extremely effective performance.</p> <p><b>5 - 7 = GOOD:</b> Should be more than sufficient for effective performance</p> <p><b>3 - 4 = ACCEPTABLE:</b> Should be sufficient for effective performance.</p> <p><b>1 - 2 = JUST ACCEPTABLE:</b> Should meet minimum performance requirements.</p> <p><b>0 = UNACCEPTABLE:</b> Insufficient for performance requirements;</p>	<p><b>Weight 5.0 (50)</b></p>



Item No.	Evaluation Criteria	Point Criteria	Weight (Maximum Points)
2.2.	<ul style="list-style-type: none"> <li>• Demonstrated ability to properly staff the project and contingency plans to cover off key team members. Provide specific people with CV's who will cover off key personnel scheduled for the project <b>(10 points)</b>;</li> <li>• Potential risks affecting scope, schedule, and budget and planned mitigation measures to address these risks <b>(10 points)</b>.</li> </ul>	<p><b>8 - 10 = VERY GOOD TO EXCELLENT:</b> Should ensure very good to extremely effective performance.</p> <p><b>5 - 7 = GOOD:</b> Should be more than sufficient for effective performance.</p> <p><b>3 - 4 = ACCEPTABLE:</b> Should be sufficient for effective performance.</p> <p><b>1 - 2 = JUST ACCEPTABLE:</b> Should meet minimum performance requirements.</p> <p><b>0 = UNACCEPTABLE:</b> Insufficient for performance requirements.</p>	<p><b>Weight 2.0 (20)</b></p>



Item No.	Evaluation Criteria	Point Criteria	Weight (Maximum Points)
2.3.	<p><b>Understanding of the Project</b></p> <p>Bid demonstrates understanding of the goals of the project, the inspection requirements, the constraints and the issues that will determine the end product.</p> <p>Information related to the understanding of the project should include:</p> <ul style="list-style-type: none"> <li>(a) A description of the Consultant’s overall approach and program design that will ensure the objectives of the project will be satisfied cost effectively <b>(5 points)</b>;</li> <li>(b) Significant issues, challenges and constraints working in a relatively remote location with limited services <b>(5 points)</b>;</li> <li>(c) Project schedule and risk management elements that may affect the project <b>(5 points)</b>; and</li> <li>(d) Occupational Health and Safety requirements <b>(5 points)</b>.</li> </ul>	<p><b>5 = VERY GOOD TO EXCELLENT:</b> Should ensure very good to extremely effective performance. Bid clearly demonstrates Proponent has a very good understanding of project requirements.</p> <p><b>4 = GOOD:</b> Should be more than sufficient for effective performance. Bid demonstrates Proponent has a good understanding of project requirements.</p> <p><b>3 = ACCEPTABLE:</b> Should be sufficient for effective performance.</p> <p><b>2 = JUST ACCEPTABLE:</b> Should meet minimum performance requirements.</p> <p><b>1 = UNACCEPTABLE:</b> Insufficient for performance requirements.</p>	<p><b>Weight 2.0 (20)</b></p>



Item No.	Evaluation Criteria	Point Criteria	Weight (Maximum Points)
2.5.	<p><b>Philosophy, Approach and Methodology</b></p> <p>Bid elaborates on those aspects of the project considered being a major challenge to illustrate philosophy, approach, and methodology. This is the opportunity to state the overall philosophy of the team as well as its approach for resolving issues and, in particular, to focus on the unique aspects of the current project.</p> <p>Information related to the philosophy, approach and methodology should include:</p> <p>(a) Innovative solutions and/or options that improve upon the project efficiency and outcomes <b>(10 points)</b>; and</p> <p>(b) The major challenges and how the team approach will be applied to those particular challenges <b>(10 points)</b>.</p>	<p><b>8 - 10 = VERY GOOD TO EXCELLENT:</b> Should ensure very good to extremely effective performance. The Bid demonstrate the Proponent’s thorough understanding of the project requirements and challenges resulting in proposals that will improve upon the original planned project outcomes.</p> <p><b>5 - 7 = GOOD:</b> Should be more than sufficient for effective performance. The Bid demonstrate the Proponent’s understanding of the project requirements and challenges resulting in proposals that are likely to improve upon the original planned project outcomes.</p> <p><b>3 - 4 = ACCEPTABLE:</b> Should be sufficient for effective performance.</p> <p><b>1 - 2 = JUST ACCEPTABLE:</b> Should meet minimum performance requirements.</p> <p><b>0 = UNACCEPTABLE:</b> Insufficient for performance requirements.</p>	<p><b>Weight 2.0 (20)</b></p>
<b>Total Weighted Points Available</b>			<b>110</b>
<b>Minimum Weighted Points Required</b>			<b>70</b>