

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
**800 Burrard Street, Room 219
800, rue Burrard, pièce 219
Vancouver
British Columbia
V6Z 0B9
Bid Fax: (604) 775-9381**

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 Marine Sediment Task Authorization	
Solicitation No. - N° de l'invitation EZ899-150978/A	Date 2014-12-01
Client Reference No. - N° de référence du client EZ899-150978	
GETS Reference No. - N° de référence de SEAG PW-\$PWY-026-7384	
File No. - N° de dossier PWY-4-37222 (026)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-01-12	Time Zone Fuseau horaire Pacific Standard Time PST
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: Liu (PWY), Patty	Buyer Id - Id de l'acheteur pwy026
Telephone No. - N° de téléphone (604) 775-6227 ()	FAX No. - N° de FAX (604) 775-6633
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC - Various Locations - Various, BC & Yukon	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region
800 Burrard Street, Room 219
800, rue Burrard, pièce 219
Vancouver
British C
V6Z 0B9

Delivery Required - Livraison exigée See Herein	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

EZ899-150978/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pw026

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

EZ899-150978

File No. - N° du dossier

PWY-4-37222

CCC No./N° CCC - FMS No/ N° VME

NOTE TO TENDERERS: Use the mailing label below and affix it securely to the outside of the envelope or package containing your tender. For tenders and revisions to tenders submitted by facsimile (fax # (604) 775-9381), use this sheet as the cover sheet. Always ensure your company name, return address, tender number and closing date appear legibly on the outside of your bid submission.

REAL PROPERTY CONTRACTING
Public Works & Government Services Canada
Room 219 - 800 Burrard Street
Vancouver, B.C. V6Z 0B9

Requisition No.: EZ899-150978/A
Tender Closing Date & Time: **January 15, 2015 @ 1400 P.S.T.**
Project Description: MARINE SEDIMENT CONSULTING AND REMEDIATION
SERVICES (Task Authorisation)
Pacific Region - BC & YT

TECHNICAL BID

PL

REAL PROPERTY CONTRACTING
Public Works & Government Services Canada
Room 219 - 800 Burrard Street
Vancouver, B.C. V6Z 0B9

Requisition No.: EZ899-150978/A
Tender Closing Date & Time: **January 15, 2015 @ 1400 P.S.T.**
Project Description: MARINE SEDIMENT CONSULTING AND REMEDIATION
SERVICES (Task Authorisation)
Pacific Region - BC & YT

FINANCIAL BID

PL

REQUEST FOR PROPOSAL
MARINE SEDIMENT CONSULTING AND REMEDIATION SERVICES
PACIFIC REGION - BC & YT

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Solicitation No. - N° de l'invitation
EZ899-150978/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy026

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EZ899-150978

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PWY-4-37222

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PART 1- GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, and the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form 572 and any other annexes.

2. Summary

Public Works and Government Services Canada (PWGSC), Environmental Services, has a requirement for Contaminated Marine Sediment Consulting and Remediation Services, on an "as and when requested" basis, on behalf of PWGSC and other client departments. These services include the following:

Studies and Modelling: marine contaminated sediment data review and gap analysis assessments, sediment investigations, sediment geochemistry and contaminant fate / transport studies, surface water investigations, recontamination and source control investigations, toxicological and biological characterization, oceanography, hydrology, bathymetric and coastal studies, hydrodynamic and sediment transport modeling, and data management.

Planning, Evaluation, and Design: Marine sediment remedial options analysis, project permitting and regulatory support, sustainable remediation design, coastal engineering for contaminated sediment projects, marine geotechnical engineering for contaminated sediment projects, dredging design for contaminated sediments, cap design for contaminated sediments, and structural engineering of marine structures for sediment remediation.

Remediation Supervision: Preparation of project management documentation, constructability review and quality assurance of design documents, construction contract administration, materials testing, construction surveys and characterization, record drawings, compliance monitoring, post-remediation sediment / water / tissue monitoring, preparation of site closure reports.

The Contractor is responsible for performing or providing expert advice and support of all activities relating to the above noted services in the Pacific Region (British Columbia and Yukon) in and around federally owned facilities and properties.

It is expected that PWGSC will award up to **two (2) Contracts** as a result of this Request For Proposal. The overall estimated volume of work to be distributed amongst successful bidders is up to \$20,000,000.00 (including applicable taxes). The period of the Contracts will be three (3) years from contract award.

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

Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

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

The Comprehensive Land Claims Agreements of up to eleven (11) Yukon First Nations may apply to this procurement, depending on where the services will be provided.

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 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(s).

The 2003 2014-09-25 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: ninety (90) days

2. Submission of Bids

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

Due to the nature of the bid solicitation, bids transmission by facsimile or by electronic mail to PWGSC will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **ten (10)** 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 RFP 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 bidders 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.

4. Applicable Laws

Any resulting task authorization must be interpreted and governed by the laws in force in **British Columbia and/or Yukon**.

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. Improvement of requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

6. Bidder's Conference

A bidder's conference will be held at PWGSC Vancouver Office - Room 1902, 800 Burrard Street, Vancouver, BC on December 8, 2014. The conference will begin at 1:00pm PST. The scope of the requirement outlined in the solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the names of the person(s) who will be attending and a list of issues they wish to table at least three (3) working days before the scheduled conference.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

7. Basis for Canada's Ownership of Intellectual Property

Public Works and Government Services Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- 7.1 where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.
8. **Performance Evaluation**
- 8.1 Bidders shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

PART 3 - BIDDER PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests the Bidders must provide their bid in separately bound sections as follows:

Section I: Technical Bid: Submit one (1) bound original plus three (3) copies of the proposal.

Section II: Financial Bid: Submit one (1) original.

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

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

1. Submit one (1) bound original plus three (3) bound copies of the bid
2. Paper size should be - 216mm x 279mm (8.5" x 11")
3. Minimum font size - 11 point Times or equal
4. Minimum margins - 12 mm left, right, top, and bottom
5. Double-sided submissions are preferred
6. One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
7. 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.

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:

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

2. Section I: Technical Bid

2.1 Technical Bid

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

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

3. Section II: Financial Bid

3.1 Bidders must submit their financial bid in accordance with Annex "B" - Basis of Pricing. The total amount of Applicable Taxes must be shown separately, if applicable.

3.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

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 Technical and Management Bid

Mandatory and point rated Technical and Management evaluation criteria are included in Annex "D" – Point Rated Evaluation Criteria and Basis of Selection.

1.2 Financial Evaluation

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

1.2.1 Mandatory Financial Criteria

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

1.2.2 Evaluation of Price

A0222T (2014-06-26), Evaluation of Price

2. Basis of Selection

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

2.2.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory technical criteria; and
- (c) obtain the required minimum of 75 weighted points for the technical evaluation criteria

2.2.2 Bidders not meeting (a) or (b) or (c) will be declared non-responsive.

2.2.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **80%** for the technical merit and **20%** for the price.

2.2.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 80%.

2.2.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20%.

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

2.2.7 Neither the responsive bid obtaining the highest technical score or the one with the lowest evaluated price will necessarily be accepted:

- (a) Bids will be ranked, highest to lowest, based on their final combined Merit and Price score.
- (b) Up to two (2) contracts may be awarded depending on the number of responsive bids received.
- (c) The Estimated Overall Value of this requirement will be distributed among the top ranked bids as follows;

If two (2) contracts are awarded:

- 1st (Best Overall) = up to 70%
- 2nd = up to 30%

Bidders that are responsive (i.e. which meet all the mandatory requirements set out in the Request For Proposal) will be reviewed, evaluated and rated by a PWGSC Evaluation Board. In the first instance, price envelopes will remain sealed and only the technical components of the proposal will be evaluated in accordance with the following to establish Technical Ratings:

Description	Weighing	Raw Points	Weighted Points
Corporate Capability	10%	0 - 112	0 - 10
Contaminated Marine Sediment Project Experience	40%	0 - 215	0 - 40
Depth of Experience Table	50%	0 - 300	0 - 50
Total	100.0	0 - 627	0 - 100

To be considered further, bidders **must** achieve a minimum of 75 weighted points for the rated technical criteria as specified above.

No further consideration will be given to bidders not achieving the pass mark of seventy-five (75) weighted points.

3. Financial Evaluation

2.1 All financial bid envelopes corresponding to responsive bids which have achieved the pass mark of **seventy-five (75) points** are opened upon completion of the technical evaluation.

Bidders will be evaluated based on the hourly rates submitted on the financial bid form attached as Annex "B." The hourly rate will be multiplied by a pre-determined weight factor for each category of personnel expected to perform the work.

Financial bids will be rated as per Annex D.6 Total Financial Score.

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

4. Total Score

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
Financial Rating	0 – 100	20	0 – 20
Total Score		100	0 - 100

PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default 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. Mandatory Certifications Required Precedent to Contract Award

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.

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.

2.2 Education and Experience

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

2.3 Workers' Compensation Certification - Letter of Good Standing

The Bidder must have an account in good standing with each of the Workers' Compensation Boards in British Columbia and Yukon Territory.

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

Bidders are hereby informed that there is a possibility that some Task Authorization (TA) contracts might require that the Contractors and their personnel to possess a Designated Organization Screening (DOS) at the RELIABILITY STATUS level issued by the Canadian Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC).

Should the successful bidders not have the level of security indicated above, PWGSC shall sponsor the successful proponents so CISD can initiate procedures for security clearance. CISD, by letter, shall forward documentation to the successful bidders for completion. Bidders desiring such sponsorship should so indicate in their covering letter with their bid.

Successful bidder(s) issued a Task Authorization Contract as a result of this Task Authorization Agreement, not possessing the required security clearance at time of a Task Authorization, will be bypassed and PWGSC will proceed to the next Contractor who possesses the required security clearance and it is furthest away from the ideal business distribution.

2. Financial Capability

SACC Manual clause A9033T (2011-05-16) Financial Capability

3. Insurance Requirements

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

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the technical and management portions of the Contractor's bid dated (*To be Determined*).

1.2 Task Authorization

1.2.1 Task Authorization Process

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

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

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

% Distribution:

If two (2) contracts are awarded:

1st (Best Overall)	= up to 70%
2nd	= up to 30%

The best fit exception is described as follows:

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

Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using a Terms of Reference (ToR) or Statement of Work (SoW) document.
2. The Terms of Reference (ToR) or Statement of Work (SoW) will contain the details of the activities to be performed, a summary of known on-site hazards, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Project Authority, within the timeframe described in the ToR/SoW, a proposal outlining the proposed approach, methodology and project team to address the ToR/SoW of the Task Authorization (TA) requirement, any proposed deviation(s) to the ToR/SoW for the specific TA, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Pricing specified in the Contract. Price Support for major disbursements must be provided with the Contractor's proposal.
4. The Contractor must not commence work until a TA is authorized by the Project Authority or the Contracting Authority, using the Task Authorization Form specified in Annex "E", has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$200,000.00, applicable taxes included, inclusive of any revisions.

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

1.2.3 Task Authorization - Order of Distribution

(To be determined) contracts were awarded as a result of Public Works and Government Services Canada bid solicitation number EZ113-150642/A. The Contractor's order of distribution is as follows:

- | | |
|--------------------|-------------------------------------|
| 1st (Best Overall) | = up to <u>(To be determined)</u> % |
| 2nd | = up to <u>(To be determined)</u> % |

1.2.4 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

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

"Minimum Contract Value" means **10%** of each Maximum Contract Value.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

1.2.5 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government

under authorized Task Authorizations issued under the Contract.

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

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

The quarterly periods are defined as follows:

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

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

Reporting Requirement- Details:

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

For **each** authorized task:

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

For **all** authorized tasks:

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

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

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are 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.

2.1 General Conditions

2035 (2014-09-26), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

2.2 Supplemental General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

3. Security Requirement

Contractors are hereby informed that there is a possibility that some Task Authorization (TA) contracts might require that the Contractors and their personnel to possess a Designated Organization Screening (DOS) at the RELIABILITY STATUS level issued by the Canadian Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC).

Should the successful Contractor(s) not have the level of security indicated above, PWGSC shall sponsor the successful Contractor(s) so CISD can initiate procedures for security clearance. CISD, by letter, shall forward documentation to the successful bidders for completion. Contractors desiring such sponsorship should so indicate in writing to the Contracting Authority.

Successful Contractor(s) issued a Task Authorization Contract as a result of this Task Authorization Agreement, not possessing the required security clearance at time of a Task Authorization, will be bypassed and PWGSC will proceed to the next Contractor who possesses the required security clearance and it is furthest away from the ideal business distribution.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from the date of Contract to ***(three year period to be inserted at Contract award)*** inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Patty Liu
Title: Supply Specialist
Public Works and Government Services Canada
Pacific Region - Real Property Contracting
219 - 800 Burrard Street
Vancouver, BC V6Z 0B9

Telephone: 604-775-6227
Facsimile: 604-775-6633
E-mail address: patty.liu@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 (To be Determined)

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 (To be Completed by Bidder)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____ - _____ - _____

Facsimile: _____ - _____ - _____

E-mail address: _____

6. Payment

6.1 Basis of Payment - Limitation of Expenditure - Task Authorizations

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

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

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

6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

whichever comes first.

4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 Method of Payment

6.3.1 Monthly Payments

1. Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:
 - (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (b) all such documents have been verified by Canada;
 - (c) the Work performed has been accepted by Canada.

6.4 SACC Manual Clauses (if applicable)

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C2000C (2007-1130), Taxes - Foreign-based Contractor

6.5 Time Verification

C0711C (2008-05-12), Time Verification

7. Invoicing Instructions

7.1 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 if requested by the Project Authority;
 - (b) a copy of the release document and any other documents as specified in the Contract;
 - (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses, and other disbursements;
 - (d) a copy of the monthly progress report.
 - (e) invoice date (corrected for amendments);
 - (f) invoice number;
 - (g) period invoice covers;
 - (h) Contract number _____ (*number to be inserted at Contract Award*);
 - (i) task number;
 - (j) project number;
 - (k) total task amount (corrected for amendments);
 - (l) amount previously invoiced;
 - (m) current invoice amount;
 - (n) amount remaining on task;
 - (o) itemized list of fees, identifying category, resource, rate, hours, and extension. Categories, rates, resources and disbursements must be pre-approved by the Authorized Client. Canada reserves the right to not pay for categories, rates, resources or disbursements submitted on invoices that have not been pre-approved. ;
 - (p) itemized list of travel expenses, identifying resource, dates of travel, location of travel, rates;

(q) itemized list of disbursements, cross-referenced to included back-up receipts

2. Invoices must be distributed electronically as follows:

- (a) The Original copy must be forwarded to the addressee shown on page 1 of the Task Authorization for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Certifications

8.1 Compliance

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.

8.2 Workers Compensation

A0285C (2007-05-25), Workers Compensation

9. Applicable Laws

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

10. 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 supplemental general conditions 4007 (2010-08-16) Canada to Own Intellectual Property
- (c) the general conditions 2035 (2014-09-26), General Conditions - Services (Higher Complexity);
- (d) Annex "A", Statement of Work;
- (e) Annex "B", Basis of Payment;
- (f) Annex "C", Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated (*To be Determined*).

11. SACC Manual Clauses (if applicable)

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

12. Insurance - Specific Requirements

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

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfil its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of

Solicitation No. - N° de l'invitation
EZ899-150978/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy026

Client Ref. No. - N° de réf. du client
EZ899-150978

File No. - N° du dossier
PWY-4-37222

CCC No./N° CCC - FMS No./N° VME

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.

13. Comprehensive Land Claims Agreements

The Comprehensive Land Claims Agreements of up to eleven Yukon First Nations may apply to this Contract, depending on where the services will be provided.

14. SACC Manual Clauses

A9039C (2008-05-120, Salvage

A9068C (2010-01-11), Government Site Regulations

Summary

Public Works and Government Services Canada (PWGSC)/Environmental Services, Pacific Region, has a requirement for Contaminated Marine Sediment Consulting and Remediation Services, including:

Studies and Modelling: marine contaminated sediment data review and gap analysis assessments, sediment investigations, sediment geochemistry and contaminant fate / transport studies, surface water investigations, recontamination and source control investigations, toxicological and biological characterization, oceanography, hydrology, bathymetric and coastal studies, hydrodynamic and sediment transport modeling, and data management.

Planning, Evaluation, and Design: Marine sediment remedial options analysis, project permitting and regulatory support, sustainable remediation design, coastal engineering for contaminated sediment projects, marine geotechnical engineering for contaminated sediment projects, dredging design for contaminated sediments, cap design for contaminated sediments, and structural engineering of marine structures for sediment remediation.

Remediation Supervision: Preparation of project management documentation, constructability review and quality assurance of design documents, construction contract administration, materials testing, construction surveys and characterization, record drawings, compliance monitoring, post-remediation sediment / water / tissue monitoring, preparation of site closure reports.

ANNEX A STATEMENT OF WORK

This Statement of Work (SOW) describes the various types of Work which the Contractor may be requested to perform during the Contract. Specific Work requirements for each Task Authorization (TA) will be detailed in that TA as issued by the Authorized Client (i.e. the PWGSC Environmental Services Project Manager authorized by the Contracting Authority in writing to issue TAs).

A.1 Background and Contractor Responsibilities

A.1.1 PWGSC Environmental Services ("PWGSC") remediates, risk assesses and risk manages federal contaminated sites. PWGSC may perform this work on marine sediment sites owned by PWGSC, or PWGSC may perform this work on behalf of Other Government Departments (OGD). These marine sites may include, but are not limited to: marine harbours, waterlots, ship repair facilities, and military bases. Contaminated media may include sediment, surface water, or tissue, and soil, groundwater, tissue and vapour relating to associated upland sites.

A.1.2 The Contractor is responsible for performing or reviewing all activities as required to ensure the contaminated marine sediment risk assessment or risk management / remediation objectives for individual projects are met.

A.2 Scope of Services

A.2.1 The Contractor will complete the following services, as requested by the Authorized Client:

A.2.2 Studies and Modelling:

The Contractor will be asked to complete scientific studies involving one or more of the following aspects and prepare detailed reports as per A.6 and A.7.

A.2.2.1 Sediment Investigations:

- a) Data review and gap analysis
- b) Preparation of sampling and analysis plans (including permitting, if required)
- c) Surface and subsurface sediment sampling for grain size, contaminants, organic content, contaminants, radioisotope (geochronology analysis) dating via grab sampling, coring, vibracore, freeze coring etc.
- d) Pore water testing
- e) Sediment stability
- f) Sediment profile imaging
- g) Ground – water flux measuring
- h) Sediment traps
- i) Groundwater tidal studies
- j) Development of site-specific sediment criteria

A.2.2.2 Sediment Geochemistry and Contaminant Fate / Transport Studies

- a) Marine geochemistry
- b) Contaminant fate and transport modelling
- c) Sediment treatability testing
- d) Carbon amendment and active cap testing
- e) Analysis of nearshore groundwater / surface water interactions
- f) Non-Aqueous Phase Liquid (NAPL) mobility assessment in nearshore areas

A.2.2.3 Surface Water Investigations:

- a) Data review and gap analysis
- b) Preparation of sampling and analysis plans (including permitting, if required)
- c) Surface / stormwater sampling and analysis

- d) Surface water contaminant transport modelling
- e) Point source and non-source inputs
- f) Water quality standards review, development of site-specific surface water criteria
- g) Stormwater pollution prevention and monitoring

A.2.2.4 Recontamination and Source Control Investigations:

- a) Data review and gap analysis
- b) Preparation of sampling and analysis plans (including permitting, if required)
- c) Soil, groundwater, surface water, and vapour sampling and analysis
- d) Contaminant fingerprinting and source identification
- e) Atmospheric deposition studies
- f) Groundwater source control assessments
- g) Sediment recontamination predictions
- h) Recontamination monitoring
- i) Estimate of natural recovery rates

A.2.2.5 Toxicological and Biological Characterization/ Studies:

- a) Data review and gap analysis
- b) Preparation of sampling and analysis plans (including permitting, if required)
- c) Food web modelling and sampling
- d) Tissue sampling and analysis
- e) Toxicological and benthic communities studies
- f) Bioaccumulation testing and analysis
- g) Toxicity Identification Evaluations
- h) Preparation or review of Human Health and Ecological Risk Assessments
- i) Development of site-specific tissue or community criteria
- j) Habitat assessment, mitigation and compensation
- k) Species at Risk Assessment
- l) Fish habitat assessment
- m) Habitat restoration

A.2.2.6 Oceanography, Hydrology, Bathymetric and Coastal Studies:

- a) Wave, swell, tidal, freshwater plume, and validation of oceanographic data
- b) Physiochemical characteristics of water
- c) Analysis of risk of coastal erosion and coastal habitats
- d) Current Profiles and transects, velocity and turbidity measurements, ADCP and SPMD deployment, turbidity measurement
- e) High precision bathymetry and flow characterization
- f) Suspended sediment monitoring and transport modelling

A.2.2.7 Hydrodynamic and Sediment Transport Modelling

- a) Hydrodynamic modelling of marine and estuarine systems
- b) Sediment transport modelling
- c) Contaminant fate and transport modelling
- d) Modelling of remedial options

A.2.2.8 Data Management

- a) Conducting QA/QC of laboratory or field data
- b) Management of sediment data sets

A.2.3 Planning, Evaluation & Design:

A.2.3.1 Sediment Remedial Options Analysis

- a) Development of site-specific sediment cleanup levels and targets
- b) Development of strategic remediation / risk management plans

- c) Identification of feasible and preferred sediment remedial / risk management options and evaluation criteria
- d) Feasibility studies or bench scale testing of specific remediation options
- e) Substantive cost estimation and preparation of detailed liability cost estimates
- f) Preparation of detailed remedial action plan / risk management plan based on preferred option
- g) Development of institutional control plans

A.2.3.2 Project Permitting and Regulatory Support

- a) Support for administrative agreements and regulatory approvals
- b) CEAA, SARA, Navigable Waters, and Fisheries Acts assessments and mitigation plans
- c) Habitat compensation design
- d) Public / First Nations stakeholder engagement

A.2.3.3 Sustainable Sediment Remediation Design

- a) Sediment beneficial reuse analysis
- b) Shoreline restoration plans
- c) Sustainability and environmental impact evaluation and mitigation

A.2.3.4 Coastal Engineering for Contaminated Sediment Projects

- a) Wind / wave modeling
- b) Prop-wash analysis
- c) Design of shoreline structures (jetties, beaches, etc)
- d) Armoring design for caps and marine structures
- e) Sediment stability analysis

A.2.3.5 Marine Geotechnical Engineering for Contaminated Sediment Projects

- a) Slope stability for dredging
- b) Slope stability for capping design
- c) Bank stability analysis
- d) Seismic analysis
- e) Deformation analysis
- f) Cap consolidation
- g) Foundation engineering for marine structures

A.2.3.6 Dredging Design for Contaminated Sediments

- a) Dredge prism development
- b) Dredging design for mechanical dredging projects
- c) Dredging design for hydraulic dredging projects
- d) Development of sediment offloading and staging areas
- e) Sediment dewatering
- f) Ex-situ sediment treatment, solidification / stabilisation
- g) Sediment transload, transportation, disposal and permitting logistics
- h) Dredging beneath marine structures
- i) Analysis of dredging residuals
- j) Design of confined nearshore and / or aquatic disposal facilities
- k) Design and specifications in National Master Specification format for dredging projects

A.2.3.7 Cap Design Engineering for Contaminated Sediments

- a) Design and Construction of Marine Caps
- b) Design and placement of thin-layer caps
- c) Design and implementation of enhanced natural recovery
- d) Contaminant mobility modeling for sediment caps
- e) Design of active caps and/ or in-situ treatment

- f) Design and specifications in National Master Specification format for capping projects

A.2.3.8 Structural Engineering of Marine Structure for Sediment Remediation

- a) Inspection of existing marine structures
- b) Impacts of dredging, capping or other remediation techniques on marine structures
- c) Shoring and slope stabilization
- d) Cofferdam design and construction
- e) Design and specifications in National Master Specification format

A.2.4 Consultant for Marine Sediment Remediation:

The Contractor must provide consultant services to PWGSC Environmental Services in relation to marine sediment remediation projects for which PWGSC Environmental Services retains third party sediment remediation contractors to perform remediation work. The Contractor will not direct the remediation contractor nor alter the remediation contract specifications, but will be responsible for requirements pertaining to remedial contracts as detailed in specific TAs.

A.2.4.1 Preparation of project management documentation

- a) Development or review of final conceptual remediation plan, including site description, health and safety, engineering, remediation (access, mobilization, site preparation, facilities construction, sloping, infrastructure protection, dredging, capping, containment, treatment, water management, onsite material handling, offsite transportation, backfilling, site restoration, demobilization), material disposal, environmental management, sealed drawings summarizing contamination as compared to appropriate quality standards, and sealed drawings showing conceptual design components
- b) Development or review of final conceptual remediation schedule, including Gantt Chart, duration, and logical relationships / dependences
- c) Preparation of sampling and analysis plans
- d) Preparation of Environmental Protection plans
- e) Preparation of Health and Safety Plans

A.2.4.2 Constructability review and quality assurance of design documents

- a) Inconsistencies between plans and specifications
- b) Limitations of access for work to be conducted
- c) Compatibility of materials
- d) Coordination of third party contractors and subcontractors
- e) Sequencing and project scheduling
- f) Quality assurance of dredging, capping, confined disposal, off-site disposal, treatment, and enhanced natural recovery designs and specifications

A.2.4.3 Construction contract administration

- a) Reviewing remediation contractor's submissions for regulatory compliance, contractual compliance, technical soundness, and accuracy, including: Health and Safety Plan, Environmental Protection Plan, Remediation Plan, Remediation Schedule, Engineering designs, Import material (geotechnical and environmental quality), transportation manifests, certificates of destruction, treatment, and disposal, daily Record Sheets, and other submissions as required
- b) Monitoring the remediation contractor's work with respect to the following: compliance with all contractual terms and conditions, performance of all work in a satisfactory manner, quantities of items identified in a schedule of quantities and rates (eg. quality control of weigh scale slips, counting truck boxes, detailed surveying of excavations), quality assurance of costs by independently tracking quantities and maintaining a schedule of quantities and rates, recommending (but not approving) changes to scope, cost, or schedule, preparing (but not issuing) changes to scope, cost, or

schedule, documentation (including meeting minutes, record decisions, and field notes)

- c) Verifying the third party remediation contractors' compliance of: Health and Safety Plan, Environmental Protection Plan, remediation plan, and remediation schedule
- d) Reviewing third party remediation contractors' invoices for payment using the following procedure:
 - 1. The remediation contractor will forward a copy of the schedule of quantities and rates, showing daily subtotals and extended prices as it will appear on the invoice, to the Contractor.
 - 2. Review the schedule of quantities and rates to ensure items are within scope (based on specifications and any accepted amendments) and match field observations.
 - 3. Review the schedule of quantities and rates to ensure contractual compliance.
 - 4. Review the schedule of quantities and rates to ensure the quantities are accurate and are consistent with the Contractor's daily reports.
 - 5. Forward an email to the Authorized Client attesting that the schedule of quantities and rates has been reviewed, that it complies with contract terms and conditions, that the work was completed satisfactorily, that the quantities are accurate, and that the invoice is recommended for payment.

A.2.4.4 Materials testing

- a) Stability testing
- b) Vibration testing and monitoring
- c) Noise & dust testing and monitoring
- d) Density testing
- e) Compaction testing

A.2.4.5 Construction surveys and characterization

- a) Ensuring designs are implemented as described in contract specifications
- b) Determining dredge limits, cap placement, enhanced natural recovery implementation, sediment treatment, confined and offsite disposal surveys
- c) Conducting marine structure surveys during and after remediation
- d) Characterizing insitu and exsitu materials, including surveying, field observations, and collecting/analyzing/assessing samples
- e) Identifying the appropriate destination of material to offsite facilities (eg. for destruction and disposal, treatment and disposal, or disposal).

A.2.4.6 Preparation of record drawings

- a) Preparation or review of as-built drawings
- b) Preparation of pre and post remediation site figures or plans (dredge volumes, sediment caps, upland landfills etc.)

A.2.4.7 Compliance monitoring

- a) Preparation of sampling and analysis plans
- b) Turbidity, sediment, surface water, tissue sampling and analysis to verify compliance with regulatory requirements, permits, and environmental protection plans
- c) Preparation of compliance monitoring reports.

A.2.4.8 Post-remediation sediment / water / tissue monitoring

- a) Preparation of post-remediation / confirmation of remediation plan
- b) Preparation of sampling and analysis plans
- c) Field sampling and analysis of sediment, surface water, tissue, habitat etc., as required
- d) Completion of monitoring reports as per section A.6 and A.7 of the Statement of Work

A.2.4.9 Preparation of site closure reports

- a) Completion of site closure reports as per section A.6 and A.7 of this Statement of Work
- b) Completion of the Federal Contaminated Sites Action Plan Site Closure Tool

A.3 Environmental Quality Standards

A.3.1 Applicable Environmental Quality Standards (standards for comparison) will be established by the Authorized Client for each specific TA in consultation with the Contractor. The Contractor must apply the established Environmental Quality Standards.

A.3.2 The Environmental Quality Standards may include the following:

1. Canadian Council of Ministers of the Environment (CCME) Canadian Environmental Quality Guidelines (CEQG).
2. CCME Canada-wide Standard for Petroleum Hydrocarbons in Soil (CWS PHC).
3. Health Canada Guidelines for Canadian Drinking Water Quality.
4. Environment Canada Guidance Document on Federal Interim Groundwater Quality Guidelines for Federal Contaminated Sites.
5. BC Contaminated Sites Regulation (CSR).
6. BC Hazardous Waste Regulation (HWR).
7. Yukon Contaminated Sites Regulation (YCSR).
8. Yukon Special Waste Regulation (YSWR).

A.3.3 The Executive Summary, Introduction, Environmental Quality Standards, and Conclusions sections to the Environmental Quality Standards report, as well as footnotes to all appropriate drawings and tables, must include the following or similar wording: "Generally, provincial and territorial laws and municipal by-laws do not apply on federal lands and to federal undertakings. Environmental standards, guidelines and objectives established by provincial, territorial or municipal departments, ministries, and agencies will be considered for the purposes of establishing investigation and remediation environmental quality standards."

A.3.4 The Environmental Quality Standards section of the report will include the following or similar wording as appropriate: All applicable federal, provincial, territorial, and municipal Acts, regulations, and policies must be adhered to. The Treasury Board of Canada Secretariat Policy on Management of Real Property under Section 6.1.12 requires "Management activities (including remediation) must be undertaken to the extent required for current or intended federal use. These activities must be guided by standards endorsed by the Canadian Council of Ministers of the Environment (CCME) or similar standards or requirements that may be applicable abroad." Generally, provincial and territorial laws and municipal by-laws do not apply on federal lands and to federal undertakings. Environmental standards, guidelines and objectives established by provincial, territorial or municipal departments, ministries, and agencies will be considered for the purposes of establishing investigation and remediation environmental quality standards.

Provincial or territorial standards and requirements are used on the Site only as guidelines for remediation objectives. Material removed from federal jurisdiction to a location under provincial, territorial or municipal jurisdiction may become subject to these standards. The term "standards" is used here to maintain consistency in terminology, and does not imply that provincial or territorial standards are applicable to federal property. A "contaminated site" is defined by the Treasury Board of Canada Secretariat as "one at which substances occur at concentrations (1) above background (normally occurring) levels and pose or are likely to pose an immediate or long term hazard to human health or the environment, or (2) exceeding levels specified in policies and regulations". The term "contamination" is used here to mean the presence of substances above the Environmental Quality Standards, which may use provincial or territorial standards as a guideline.

A.4 Pre-Work Requirements

A.4.1 After receiving a draft TA and prior to commencing Work, the Contractor must confirm with Canada the following:

1. That it understands the Scope of Work;
2. That it understands the roles and responsibilities of all persons involved in the Task, including Contractor personnel and employees of Canada;
3. That all permits, approvals, and agreements are in place;
4. That all Health and Safety and Environmental Protection requirements are in place;
5. The potential risks to completion of the Work

A.4.2 The performance expectations for Workplans submitted in response to a TA and their execution, subject to changes in scope (including unforeseeable changes in ground conditions), are:

1. The proposed methods and means are appropriate and complete to meet the Work general intent, identified objectives and PWGSC requirements. A description of the Consultant's overall approach and program design, including rationale for the selected risk assessment method. The assessment approach and design must be cost-efficient and ensure that the stated objectives of the project will be achieved. The Consultant must communicate with the PWGSC Project Manager as necessary to obtain a clear understanding of project requirements and objectives prior to submission of a work plan and cost estimate;
2. A description of the QA/QC objectives and procedures, including data quality objectives.
3. The proposed schedule (including milestones and deliverables) is reasonable and able to be completed within the time set by the TA. All deliverables must be completed unless otherwise specified in the TA.
4. The proposed Cost Estimate must not be exceeded without a revision signed by the Authorized Client or Contracting Authority. The Cost Estimate must accurately reflect the anticipated costs. Contingencies are not allowed. A detailed tabulation of estimated fees and disbursements must be provided, broken down on a per-task basis, with a summary of fees and disbursements for each primary task.

A.4.3 Changes in scope, schedule, or cost to an authorized TA will require a TA revision.

A.5 Communication Requirements

A.5.1 All Work is subject to the Confidentiality requirements of the General Conditions. The Contractor must direct all public or media enquiries to the Authorized Client.

A.5.2 Any item of a significant or urgent nature must immediately be communicated directly (typically by cell phone) to the Authorized Client. If additional work is necessary due to a change in field conditions or requirements, the Contractor must notify the PWGSC Project Manager immediately by telephone and/or in writing. Work or activities which are additional or supplemental to or in substitution of the work and budget specified must not be undertaken without a TA revision. Under certain and very limited circumstances (e.g., work in a remote location, where instantaneous communication with the PWGSC Project Manager or the ability to obtain verbal or written approval may be problematic), the PWGSC Project Manager may, in advance, authorize fieldwork additional to that specified in the work plan if it may be required to complete the field data acquisition. In these cases, the Contractor is expected to exercise good field judgement, bearing in mind potential constraints to budget and the overall objectives of the project. Where additional work of this nature is deemed necessary, the Contractor must provide a full description of and rationale for this work to the PWGSC Project Manager at the earliest opportunity.

A.5.3. The Contractor must attend in person any kick-off and project closure meetings identified by the Authorized Client.

A.5.4 The status of Field Work must be documented in Daily Progress Reports, which will include:

1. Health and Safety
2. Environmental compliance
3. Work completed
4. Other items

A.5.5 Regular Progress Meetings, in person or by teleconference, will be at the discretion of the Authorized Client.

A.5.6 The status of the project Work must be documented in Progress Reports, which will include:

1. Health and Safety (for Work at the site)
2. Environmental compliance (for Work at the site)
3. Work completed since last Progress Report
4. Work anticipated to next Progress Report
5. Schedule (original, actual, expected, variance)
6. Budget (original, expended to date, remaining, forecast, variance)
7. Revisions (actual and potential)
8. Risks (identify, analyze (prioritize), and plan for, including newly arising risks)
9. Other items
10. Action items

A.5.7 Progress Reports frequency will be at the discretion of the Authorized Client.

A.5.8 Progress Reports will be drafted by the Contractor and reviewed by the Authorized Client.

A.5.9 The Contractor may be required to establish a web site to store and share information, including meeting notes, Progress Reports, other reports, photographs, and other data.

A.6 General Reporting Requirements

A.6.1 Contractor reports must conform to any TA specific requirements. General guidelines for reports include:

A.6.1.1 The Contractor must submit a draft outline or table of contents of a report to the Authorized Client which are subject to acceptance by Canada prior to finalization of the report.

A.6.1.2 A site plan should be included showing the location of property limits, improvements and structures, significant topographical features, sample locations and locations of all contaminated areas (actual or suspected). The report must provide all relevant documentation, including references, analytical results, borehole logs, photographs, survey information, database searches and any other information to support the findings and conclusions of the risk assessment or risk management plan. Applicable legislation or guidance at the federal, provincial/territorial and local levels, and published guidelines used as a basis for findings or conclusions, must be referenced.

A.6.1.3 Substandard reports may be returned for complete rewrite at the Contractor's expense. Errors to avoid include:

1. non-compliance with Work plan requirements
2. use of incorrect Environmental Quality Standards
3. incorrect screening of analytical results against Environmental Quality Standards
4. reports not meeting regulatory requirements, guidelines, PWGSC protocols, or industry practice.

A.6.1.4 Unless otherwise specified in the TA, three (3) hardcopies of the draft and final report are required.

A.6.1.5 In addition to the specified number of paper copies requested, draft and final reports must also be submitted in electronic format. A complete, stand-alone version of the report must be submitted as a single scanned (.pdf) file. The file must include all information (eg. figures, drawings, tables, graphs, photos, appendices) which has been included in the paper copy of the report. Any signature pages with signatures and professional stamps that are present in the paper copy of the report must be scanned and included in the electronic copy. All figures, drawings,

tables, graphs and photos must also be submitted separately in their native software format (eg., as .dwg, .xls, or .jpg file formats) compatible with PWGSC software; the Contractor must enquire as to the current version of compatible software. PWGSC software includes Microsoft Word, Microsoft Excel, Adobe Acrobat, and Autodesk AutoCAD.

A.6.1.6 Specific wording regarding Environmental Quality Standards is required, as described below. Other specific wording may be required on a TA-specific basis.

A.6.1.7 Where appropriate, reports and drawings should have the following or similar wording, "For planning purposes only, not to be used for engineering design or construction."

A.6.1.8 Any statement of limitations or similar clauses in the report must comply with all contract terms and conditions. Reports must state "Liability is specified in the Contract with Public Works and Government Services Canada. Copyright in the Material belongs to Canada."

A.6.1.9 All final reports are subject to acceptance by Canada and must be signed by all authors, and sealed as appropriate.

A.7 Federal Reporting Requirements

A.7.1 The Contractor is responsible for completing or updating the Federal Contaminates Sites Action Plan (FCSAP) Aquatic Sites Classification System (ASCS) for each identified Area of Potential Environmental Concern or Area of Environmental Concern. (AVAILABLE UPON REQUEST)

A.7.2 The Contractor is responsible for completing or updating the Federal Contaminated Sites Inventory (FCSI) input form. (AVAILABLE UPON REQUEST)

A.7.3 The Contractor is responsible for developing or updating an indicative estimate of liability or contingent liability for all sites on the property if required by the Authorized Client. These liability estimates must use the following:

1. Remediation Liabilities Related to Contaminated Sites: A Supplement to the Financial Information Strategy (FIS) Manual
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=20888§ion=text>
2. Reporting Standard on Real Property
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12047§ion=text#cha8>
3. Directive on Contingencies
http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=15786§ion=text#Contaminated_site
4. Accounting Standard 3.6 - Treasury Board- Contingencies
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12181§ion=text>

A detailed breakdown of the liability estimates must be provided: all key activities and costs required for implementation and completion of the Remedial Action Plan / Risk Management Plan (RAP/RMP) must be identified. This should include, but not be limited to, the following components, as applicable:

- a) Producing detailed remediation/work plans and specifications
- b) Conducting CEAA Screenings
- c) Securing permits and approvals
- d) Preparing health & safety plans & job hazard analysis, conducting utility locates
- e) Site preparation, including demolition of structures and/or concrete
- f) Geotechnical, surveying and other fees
- g) Administration, project management and reporting fees
- h) Assessment costs if further assessment will be required to prepare detailed remediation plans, work plans or specifications.
- i) Laboratory testing, drilling and other disbursements
- j) Excavation, trucking and disposal costs

- k) Backfill material, and equipment and trucking for placement
- l) Site restoration costs, i.e. re-paving, concrete, etc.
- m) Final reporting, including the completed site closure documentation
- n) Contingencies

A.7.4 The Contractor is responsible for completing or updating the FCSAP Site Closure Tool document and associated Tool for Risk Assessment Validation, if requested by Authorized Client (AVAILABLE UPON REQUEST).

A.8 Health and Safety Requirements

A.8.1 The Contractor must comply with all applicable and relevant regulations including, as applicable:

- 1. the federal Canada Labour Code
- 2. the federal Canada Occupation Health and Safety Regulations
- 3. the BC Worker's Compensation Act
- 4. the BC Occupational Health and Safety Regulations
- 5. the Yukon Worker's Occupational Health and Safety Act
- 6. the Yukon Occupational Health and Safety Regulations

A.8.2 The Contractor is solely responsible for utility clearance. Drawings or other information provided with utility locations is not to be relied upon.

A.8.3 The Contractor must:

- 1. Comply fully with the Workers' Compensation Act, regulations and orders made pursuant thereto, and any amendments up to the completion of the Work.
- 2. Maintain Workers' Compensation Board coverage during the term of the Contract, until and including the date that the Certificate of Completion is issued.
- 3. Ensure that its employees are qualified, competent and certified to perform the Work as required by the Workers' Compensation Act or the Occupational Health and Safety Regulations.

A.8.4 Submittals:

A.8.4.1 Work affected by submittal must not proceed until review is complete.

A.8.4.2 Where applicable, the Contractor must not proceed with Work prior to submitting to the Authorized Client the following documentation:

- 1. Health and Safety Plan.
- 2. Copies of reports or directions issued by federal and provincial health and safety inspectors.
- 3. Copies of incident and accident reports.
- 4. Complete set of Material Safety Data Sheets (MSDS), and all other documentation required by Workplace Hazardous Materials Information System (WHMIS) requirements.
- 5. Emergency procedures.

A.8.4.3 PWGSC may review the Contractor's site-specific project Health and Safety Plan and emergency procedures, and provide comments to the Contractor. The Contractor must revise the plan as appropriate and resubmit to Authorized Client for review upon request.

A.8.4.4 Medical surveillance: where prescribed by legislation, regulation or safety program, the Contractor must submit certification of medical surveillance for site personnel prior to commencement of Work, and must submit additional certifications for any new site personnel to Authorized Client.

A.8.4.5 Submission of the Health and Safety Plan, and any revised version, to the Authorized Client is for information and reference purposes only.

A.8.5 Additional Health and Safety Responsibilities:

1. For a multiple-employer workplace, the Contractor is engaged as the Prime Contractor as described in the Workers Compensation Act, unless another party has been engaged in writing by the Authorized Client.
2. The Contractor is responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
3. The Contractor must comply with and enforce compliance by employees with safety requirements of contract documents, applicable Federal, Provincial, Territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.
4. The Prime Contractor must ensure that when working from heights, fall protection requirements are 2.4m as per Canada Labour Code Occupational Health and Safety Regulations.

A.8.6 Health and Safety Coordinator:

A.8.6.1 The Health and Safety Coordinator may be required to be a Registered Occupational Hygienist or Certified Industrial Specified Hygienist, as required by legislation or as instructed by the Authorized Client, and must:

1. Be responsible for completing all health and safety training, and ensuring that personnel that do not successfully complete the required training are not permitted to enter the site to perform Work.
2. Be responsible for implementing, daily enforcing, and monitoring the site-specific Health and Safety Plan.
3. Be on site during execution of Work.

A.8.7 General Conditions:

A.8.7.1 The Contractor must provide safety barricades and lights around Work site as required to provide a safe working environment for workers and protection for pedestrian and vehicular traffic.

A.8.7.2 The Contractor must ensure that non-authorized persons are not allowed to circulate in designated construction areas of the Work site and must:

1. Provide appropriate means by use of barricades, fences, warning signs, traffic control personnel, and temporary lighting as required;
2. Secure site at night time or provide security guard as deemed necessary to protect site against entry.

A.8.8 Project/Site Conditions

A.8.8.1 The Contractor must refer to site characterization data in various agency submittals and site condition/assessment reports to determine site-specific hazards with which the Work at site will involve contact.

A.8.9 Regulatory Requirements:

1. The Contractor must comply with specified codes, acts, bylaws, standards and regulations to ensure safe operations at site.
2. In event of conflict between any provisions of the above authorities, the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, the Authorized Client will advise on the course of action to be followed.

A.8.10 Work Permits:

The Contractor must obtain specialty permit(s) related to project before start of Work.

A.8.11 Filing of Notice:

1. The Contractor is to complete and submit a Notice of Project as required by provincial or territorial authorities or by the Authorized Client.
2. The Contractor must provide copies of all notices to the Authorized Client.

A.8.12 Health and Safety Plan:

A.8.12.1. Conduct a site-specific hazard assessment based on review of contract documents, required Work, and project site. Identify any known and potential health risks and safety hazards.

A.8.12.2. Prepare and comply with a site-specific project Health and Safety Plan based on hazard assessment, including, but not limited to, the following:

1. Primary requirements:
 - Contractor's safety policy.
 - Identification of applicable compliance obligations.
 - Definition of responsibilities for project safety/organization chart for project.
 - General safety rules for project.
 - Job-specific safe work procedures.
 - Inspection policy and procedures.
 - Incident reporting and investigation policy and procedures.
 - Occupational Health and Safety Committee/Representative procedures.
 - Occupational Health and Safety meetings.
 - Occupational Health and Safety communications and recordkeeping procedures.
2. Summary of health risks and safety hazards resulting from analysis of hazard assessment, with respect to site tasks and operations which must be performed as part of the Work.
3. List hazardous materials to be brought on site as required by Work.
4. Indicate engineering and administrative control measures to be implemented at the site for managing identified risks and hazards.
5. Identify personal protective equipment (PPE) to be used by workers.
6. Identify personnel and alternates responsible for site safety and health.
7. Identify personnel training requirements and training plan, including site orientation for new workers.

A.8.12.3 Develop the plan in collaboration with all subcontractors. Ensure that work/activities of subcontractors are included in the hazard assessment and are reflected in the plan.

A.8.12.4 Revise and update Health and Safety Plan as required, and resubmit to the Authorized Client.

A.8.12.5 The review of Health and Safety Plan by PWGSC will not relieve the Contractor of responsibility for errors or omissions in final Health and Safety Plan.

A.8.13 Emergency Procedures:

A.8.13.1 List standard operating procedures and measures to be taken in emergency situations. Include an evacuation plan and emergency contacts (i.e. Names/telephone numbers) of:

1. Designated personnel from own company.
2. Regulatory agencies applicable to Work and as per legislated regulations.
3. Local emergency resources.
4. Authorized Client.

A.8.13.2 Include the following provisions in the emergency procedures:

1. Notify workers and the first-aid attendant of the nature and location of the emergency.

2. Evacuate all workers safely.
3. Check and confirm the safe evacuation of all workers.
4. Notify the fire department or other emergency responders.
5. Notify adjacent workplaces or residences which may be affected if the risk extends beyond the workplace.
6. Notify Authorized Client and site staff.

A.8.13.3 Provide written rescue/evacuation procedures as required for, but not limited to:

1. Work at high angles.
2. Work in confined spaces or where there is a risk of entrapment.
3. Work with hazardous substances.
4. Underground work.
5. Work on, over, under and adjacent to water.
6. Workplaces where there are persons who require physical assistance to be moved

A.8.13.4 Design and mark emergency exit routes to provide quick and unimpeded exit.

A.8.13.5 Revise and update emergency procedures as required, and resubmit to the Authorized Client.

A.8.14 Hazardous Products:

Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials, and regarding labeling and provision of Material Safety Data Sheets (MSDS) acceptable to the Authorized Client and in accordance with the Canada Labour Code.

A.8.15 Ammonia Gas Hazard:

A.8.15.1 Excavation activities in areas adjacent to aprons and taxiways of certain airports have resulted in encounters with ammonia gas.

1. Ammonia gas results from decomposition of urea, used for de-icing purposes, which seeps through surface pavement joints and cracks to become trapped in sometimes heavily concentrated pockets in underlying and adjacent soil.
2. Advise all workers, before any such excavation work, that should the smell of ammonia be detected at any time when working in excavations, then the workers must immediately leave the excavation area until such time as the volume of ammonia can be measured and appropriate safety measures are taken.
3. Ensure that all workers are aware that, at certain levels of concentration, unprotected exposure to ammonia can result in nose and throat irritation, breathing difficulty, and eye and skin irritation. Prolonged exposure without adequate protection could result in serious and permanent damage to personal health.
4. Notify Authorized Client immediately upon detection of ammonia.
5. The Authorized Client will act to have the ammonia gas concentration measured immediately and, depending upon the results, will direct procedures to be adopted for the safety of all personnel in adjacent areas.

A.8.16 Fire Safety Requirements: The Contractor must:

1. Store oily/paint-soaked rags, waste products, empty containers and materials subject to spontaneous combustion in ULC approved, sealed containers and remove from site on a daily basis.
2. Handle, store, use and dispose of flammable and combustible materials in accordance with the National Fire Code of Canada.

A.8.17 Unforeseen Hazards: Should any unforeseen or peculiar safety-related factor, hazard or condition become evident during performance of the Work, immediately stop relevant Work and advise the Authorized Client verbally and in writing before proceeding with relevant Work.

A.8.18 Posted Documents:

A.8.18.1. Post legible versions of the following documents on site:

1. Health and Safety Plan.
2. Sequence of Work.
3. Emergency procedures.
4. Site drawing showing project layout, locations of the first-aid station, evacuation route and marshalling station, and the emergency transportation provisions.
5. Notice of Project.
6. Notice as to where a copy of the Workers' Compensation Act and Regulations are available on the work site for review by employees and workers.
7. Workplace Hazardous Materials Information System (WHMIS) documents.
8. Material Safety Data Sheets (MSDS).
9. List of names of Joint Health and Safety Committee members, or Health and Safety Representative, as applicable.

A.8.18.2. Post all Material Safety Data Sheets (MSDS) on site, in a common area, visible to all workers and in locations accessible to tenants when Work of this Contract includes construction activities adjacent to occupied areas.

A.8.19 Meetings:

A.8.19.1. Attend health and safety pre-construction meeting and all subsequent meetings called by the Authorized Client.

A.8.19.2. Ensure all site personnel attend a daily health and safety "tailgate" or "toolbox" meeting, which will include:

1. Sign-in of all attendees.
2. Planned Work activities and environmental considerations for that shift.
3. Hazards associated with these Work activities, including environmental hazards (eg potential for hypothermia, heat exhaustion, heat stroke).
4. Appropriate job-specific safe work procedures.
5. Required personal protective equipment (PPE).
6. Appropriate emergency procedures.

A.8.19.3. Retain records of all health and safety meetings on site during Work, and retain as corporate records for a minimum of seven (7) years after Work is completed.

A.8.20 Correction of Non-Compliance:

1. Immediately address health and safety non-compliance issues identified by the Authorized Client or other party.
2. Provide Authorized Client with written report of action taken to correct non-compliance with health and safety issues identified.
3. The Authorized Client may issue a "stop work order" if non-compliance of health and safety regulations is not corrected immediately or within posted time. The Contractor will be responsible for any costs arising from such a "stop work order".

A.8.21 Diving

Diving Operations must comply with all aspects of the B.C. Workers Compensation Act and B.C. Occupational Health and Safety Regulations inclusive. Special attention must be made in complying with Regulation Part 24 - Diving, Fishing, and Other Marine Operations, Policy 24 - Diving, Fishing, and Other Marine Operations, and Guidelines Part 24 - Diving, Fishing, and Other Marine Operations (as amended) and the Canada Labour Code Part XVIII – Diving Operations inclusive. Where applicable, the Maritime Occupational Health and Safety Regulations (SOR/2010-120) as amended, must be reviewed and

complied with. In event of conflict between any provision of the above authorities, the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, the Authorized Client will advise on the course of action to be followed.

A.9 Environmental Management Plan

A.9.1 The Contractor is responsible for preparing or reviewing an Environmental Management Plan, which will include:

1. Introduction (Purpose, Objectives, Scope, Remedial Objectives, Permits and Approvals)
2. Site Description (site location, site history, archaeological concerns, infrastructure description)
3. Project Description (include project history, remediation plan and activities, equipment requirements, schedule)
4. Identification of resources to protect including: public, infrastructure, historical, archaeological, terrestrial ecological, aquatic ecological, valued ecosystem components
5. Assessment of potential impacts of project activities to resources
6. Describe mitigation measures
7. Describe requirements of the Environmental Protection Plan, including:
8. Identification of any environmental emergency that can reasonably be expected to occur as part of the Work that would likely cause harm to the environment or constitute a danger to human life or health.
9. Description of measures to prepare for, respond to, and recover from any environmental emergency identified.
10. List of individuals who are to carry into effect the plan and a description of their roles and responsibilities.
11. List of emergency response equipment and the equipment's location.
12. List of contact and notification numbers (including emergency agencies, Contractor Project Manager, the Authorized Client, and Other Government Department Project Leader).
13. Describe environmental monitoring requirements and responsibilities.

A.9.2 The Contractor is responsible for ensuring all environmental permits and screenings integral to the project (including future work) are in place. This may include preparing or amending either (a) a Screening Level Assessment as per the requirements in the Canadian Environmental Assessment Act (CEAA), or (b) a Environmental and Socio-economic Assessment (including a Project Proposal) as per the requirements of the Yukon Environmental and Socio-Economic Assessment Act (YESAA), as appropriate, or (c) an Authorization for Works or Undertakings Affecting Fish Habitat and Destruction of Fish (S.35(2) of the Fisheries Act).

A.9.3 The Contractor is responsible for ensuring the Environmental Management Plan is consistent with requirements and any commitments made by PWGSC or Other Government Departments, including those resulting from: CEAA assessment requirements, YESAA assessment requirements, Fisheries Act Authorizations, any other permits, and operational requirements of site users.

A.9.4 The Environmental Management Plan is to assist with the CEAA and technical specifications for the remediation contract. The Environmental Management Plan is the basis for the Environmental Protection Plan, which describes the specific procedures, individuals, equipment, and contacts for a particular work activity. The remediation contractor is responsible for the final Environmental Protection Plan.

A.10 Categories of Work

Typical responsibilities of Specializations are as follows:

1. Expert Environmental Scientist

A Scientist that provides expert technical, project management, or other subject matter advice. Typically has limited involvement, and only on complex projects as requested in specific TAs.

2. Expert Environmental Engineer

An Engineer that projects expert technical, project management, or other subject matter advice. Typically has limited involvement, and only on complex projects as requested in specific TAs.

3. Senior Program Coordinator

Coordinates a program of work for a single client organization, the program consisting of multiple contaminated sediment projects. Acts as project manager or senior project manager for major or high-profile projects.

4. Senior Environmental Engineer/ Scientist (General)

An engineer or scientist responsible for project management including, integration, scope, time, cost, quality, human resources, communications, project risk, and procurement as well as provides technical advice, and senior review. Responsible for ensuring that site/client project management (non-technical) objectives are defined and met (i.e. scope, schedule, cost).

5. Intermediate Environmental Engineer / Scientist/ Field Supervisor (General)

An Engineer or Scientist that provides field supervision for investigation, Project Manager for simple projects, consultant for major projects.

6. Junior Environmental Engineer / Scientist (General)

An Engineer or Scientist that provides field sampling, data compilation and data review.

7. Senior Scientist (Specialty: Sediment / Surface / Stormwater / Groundwater Studies)

A scientist that designs or conducts sediment investigations or modeling, surface / stormwater / groundwater investigations and modelling. Supervises and reviews Intermediate or Junior Environmental Engineer / Scientists, as required.

8. Intermediate Scientist (Specialty: Sediment / Surface / Stormwater / Groundwater Studies)

A scientist that conducts sediment field investigations, surface / stormwater/ groundwater investigations. Assists Senior Scientist in modeling sediment / surface water/ stormwater and groundwater studies.

9. Senior Scientist (Specialty: Geochemical, Contaminant Fate/ Transport)

A scientist that designs or conducts sediment geochemistry, fate and transport modeling, treatability, cap testing, and nearshore interactions. Supervises and reviews Intermediate or Junior Environmental Engineer / Scientists, as required.

10. Senior Scientist (Specialty: Recontamination & Source Control Studies)

A scientist that designs or conducts nearshore studies, fingerprinting and source identification, atmospheric deposition, recontamination predications / monitoring, groundwater source control assessments, and natural recovery estimates. Supervises and reviews Intermediate or Junior Environmental Engineer / Scientists, as required.

11. Senior Scientist /Engineer (Specialty: Hydrodynamic & Sediment Transport Modeling)

A scientist or engineer that designs conducts hydrodynamic and sediment transport modeling, sediment transport modeling, contaminant fate and transport modeling, remedial option modeling. Supervises and reviews Intermediate or Junior Environmental Engineer / Scientist, as required.

12. Senior Oceanographer / Hydrologist

A scientist that designs or conducts physiochemical studies or water (wave, current, swell, tidal flux), coastal erosion, bathymetry, suspended sediment monitoring. Supervises and reviews work of Intermediate Oceanographer / Hydrologist, as required.

13. Intermediate Oceanographer/ Hydrologist

A scientist that conducts physiochemical studies or water (wave, current, swell, tidal flux), coastal erosion, bathymetry, suspended sediment monitoring.

14. Senior Toxicologist / Risk Assessor

Provides senior technical advice (technical lead) and senior review on human health and ecological risk assessment and related studies, including risk management plans. Primary responsibility for ensuring site management/risk assessment objectives are defined and met. Plans, designs, and conducts risk assessments and related studies. Develops internal and/or external standards of practice for risk assessment and related studies.

15. Intermediate Toxicologist / Risk Assessor

Conducts human health and ecological risk assessment studies and related studies, including development of risk management plans. Acts as a field supervisor for site investigations and sampling programs to support risk assessment or related studies.

16. Senior Biologist

A biologist that designs and implements aquatic/marine ecological sampling, analysis, and environmental monitoring programs. Identifies assessment and measurement endpoints. Ecological receptor assessments including identification, screening, characterization.

17. Intermediate Biologist

A biologist that assists senior biologists. Conduct terrestrial/wildlife field surveys, environmental monitoring, ecological inventories and habitat and population assessments. Conduct species-at-risk (i.e. SARA, COSEWIC, and BC CDC) assessments.

18. Senior Coastal Engineer

An engineer that conducts wind/ wave/ and propwash analysis, design of shoreline structures, armoring design, and sediment stability analysis.

19. Senior Marine Geotechnical Engineer

An engineer that conducts slope stability for dredging or capping, bank stability, seismic or deformation analysis, and foundation engineering for marine structures.

20. Intermediate Marine Geotechnical Engineer

An engineer that assists senior marine geotechnical engineer in conducting slope stability for dredging or capping, bank stability, seismic or deformation analysis, and foundation engineering for marine structures.

21. Senior Remedial Technologies Engineer

An engineer that designs dredge prisms, dredging design for mechanical or hydraulic dredge projects, development of sediment treatment options, development of sediment offloading / staging/ transportation/ disposal and dewatering, thin layer or active sediment caps, enhanced natural recovery systems, or in-situ treatment systems. Also conducts inspection and impact assessment of existing structures in light of sediment remediation projects, design shoring and slope stabilization, and coffer dam design and construction.

22. Intermediate Remedial Technologies Engineer

An engineer that assists a senior remedial technologies engineer or for low complexity projects designs dredge prisms, dredging design for mechanical or hydraulic dredge projects, development of sediment treatment options, development of sediment offloading / staging/ transportation/ disposal and dewatering, thin layer or active sediment caps, enhanced natural recovery systems, or in-situ treatment systems. Also conducts inspection and impact assessment of existing structures in light of sediment remediation projects, design shoring and slope stabilization, and coffer dam design and construction.

23. Senior Construction Engineer

An engineer that oversees remediation contractor during major or complex sediment remediation projects. May act as Client representative on site for major sediment remediation projects.

24. Intermediate Construction Engineer

An engineer that assists the senior construction engineer for complex sediment remediation projects, or directly oversees contractors for minor or simple sediment remediation projects. May act as Client representative on site for sediment remediation projects.

25. Senior CADD/GIS/Data Manager

Conducts complex computer-aided design and drafting, and complex Geographical Information System tasks. Oversees and conducts senior review of work conducted by Junior personnel.

26. Junior CADD/GIS

Conducts simple computer-aided design and drafting and routine Geographical Information System works.

27. Senior Health and Safety Coordinator

Provides senior review of Health and Safety Plans by Contractor or submitted by remediation contractors for remediation work. Monitors work for health and safety. Also provides site inspections.

ANNEX "B"
BASIS OF PAYMENT

B.1 Labour Rates

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are included and applicable taxes are extra, if applicable.

B.1.1 Period of Award (TBD) to _____, 2015

Item	Resource Category	Hourly Rate
1	Expert <i>Name(s), applicable Categories from Annex "D," and rates to be inserted at Contract Award</i>	\$_____/hr
2	Senior <i>Name(s), applicable Categories from Annex "D," and rates to be inserted at Contract Award</i>	\$_____/hr
3	Intermediate <i>Name(s), applicable Categories from Annex "D," and rates to be inserted at Contract Award</i>	\$_____/hr
4	Junior <i>Name(s), applicable Categories from Annex "D," and rates to be inserted at Contract Award</i>	\$_____/hr

B.1.2 _____, 2015 to _____, 2016

Item	Resource Category	Hourly Rate
1	Expert <i>Name(s), applicable Categories from Annex "D," and rates to be inserted at Contract Award</i>	\$_____/hr
2	Senior <i>Name(s), applicable Categories from Annex "D," and rates to be inserted at Contract Award</i>	\$_____/hr

3	Intermediate <i>Name(s), applicable Categories from Annex "D," and rates to be inserted at Contract Award</i>	\$____/hr
4	Junior <i>Name(s), applicable Categories from Annex "D," and rates to be inserted at Contract Award</i>	\$____/hr

B.1.3 _____, 2016 to _____, 2017

Item	Resource Category	Hourly Rate
1	Expert <i>Name(s), applicable Categories from Annex "D," and rates to be inserted at Contract Award</i>	\$____/hr
2	Senior <i>Name(s), applicable Categories from Annex "D," and rates to be inserted at Contract Award</i>	\$____/hr
3	Intermediate <i>Name(s), applicable Categories from Annex "D," and rates to be inserted at Contract Award</i>	\$____/hr
4	Junior <i>Name(s), applicable Categories from Annex "D," and rates to be inserted at Contract Award</i>	\$____/hr

The hourly rates for each person in a specific category of personnel must be the same. The hourly rates quoted must include all overhead, including administrative time, non-allowable field supplies as described in B.3 Other Direct Expenses, internal equipment charges (including equipment charges considered to be internal although they may be rented), clerical support and other indirect support such as report printing costs for three hard copies. Extraordinary printing costs (eg. high quality photograph reproduction not possible on standard laser printers or plotters) may be charged only if specific prior approval from the Authorized Client is obtained. Time worked which is more or less than an hour must be prorated to reflect actual time worked.

The Resources (Expert, Senior, Intermediate) may work at a lower category description for a particular project; however, basis of payment will be made on the category at which the work is performed.

B.1.4 Disbursements

Cost plus Firm Fixed percentage _____. Cannot be applied to resource categories established on the TAC.

B.2 Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, : <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Charges for air travel must not exceed that for economy class.

All travel must have the prior authorization of PWGSC. All payments are subject to government audit.

For projects located in British Columbia (excluding Vancouver Island) and Yukon, travel-related expenses associated with the delivery of services will be calculated from the PWGSC's Vancouver Office, 800 Burrard Street, Vancouver, BC V6Z 0B9 or from the Contractor's project personnel's office to the project site, whichever is closer.

For projects located on Vancouver Island, travel-related expenses associated with the delivery of services will be calculated from the PWGSC's Victoria Office, 1230 Government Street, Victoria, BC V8W 3X4 or from the Contractor's project personnel's office to the project site, whichever is closer.

All travel related expenses within 50kms of the above locations will be included in the Contractor's hourly fee structure.

B.3 Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers. Direct expenses, for sample analyses, if approved in advance by the Authorized Client, will be paid at actual cost incurred without mark up. The Authorized Client may approve additional items if the Contractor receives pre-approval from the Authorized Client.

Extraordinary field supplies and internal equipment charges will be paid for actual costs incurred with no mark-up. If the extraordinary field supplies or internal equipment charge is Contractor - owned, proof that Contractor rates are industry competitive must be provided. Extraordinary field supplies and internal equipment charges must be specifically identified in the work plan and prior approval from Authorized Client is required. All extraordinary field supplies purchased for Work under the Contract becomes the property of Canada.

Non-allowable field supplies and internal equipment charges include the following:

- (a) Health and safety equipment and supplies (eg. Personal Protective Equipment) including: hard hats, protective goggles, safety footwear, gloves, disposable gloves, coveralls, disposable coveralls, respirators, cartridges, disposable respirators, life jackets, survival suits, first aid kits.
- (b) General sampling equipment and supplies including: gastechtor, Photo Ionization Detector, sample containers, preservatives, coolers, ice.

- (c) Water monitoring equipment and supplies including: pH meters, conductivity meters, turbidity meters, dissolved oxygen meters, water level meters, and interface probes.
- (d) Water sampling equipment and supplies including: bailers, watterra tubing, peristaltic pumps, pump tubing, filters.
- (e) Vapour sampling equipment and supplies including: pumps, tubing, leak detection system.
- (f) Sediment sampling equipment including: Ponar and Eckman grab samplers
- (g) Tissue Dissection equipment including: scalpels, dissecting trays, scales
- (h) Surveying equipment and supplies including: measuring wheel, GPS unit (non-differential), tapes, stakes, spray paint.
- (i) Miscellaneous equipment and supplies including: telephone charges, cell phone, fax charges, computer, software, plotter, camera, common hand tools, batteries, stationary, printing charges.

Extraordinary field supplies and internal equipment charges may be allowed on a case by case basis with prior approval from the Authorized Client.

B.4 Addition of Resources and Categories

B.4.1 Addition of Resources to a Category

The Contractor may propose a new resource for specific Tasks. The Contractor must follow the procedures and requirements detailed in the General Conditions.

The resource will be approved for a specific Task only. If the Contractor wants the resource to work on a different Task, the Contractor must obtain the approval from the Authorized Client for that Task.

B.4.2 Addition of a Category for a Specific Task

The Contractor may propose a new Category of work for a specific Task. The Contractor must provide the Authorized Client and Contracting Authority with:

- (a) a description of that new category of work and rationale for addition;
- (b) the name(s), qualifications and experience of the proposed resource(s);
- (c) the title, education minimums, experience minimums, and hourly rate of the proposed Category; and
- (d) Price support (if requested).

If Canada approves the proposed Category and the proposed resource(s), the Contract Authority will issue an amendment to the Task Authorization to include the Category and resource(s), if appropriate, for the specific Task. If the Contractor wants to propose the same Category and the same or other resource(s) to work on a different Task, the Contractor must obtain the approval from the Authorized Client for that Task.

If Canada determines that the Category would improve the TA Contract, the Contracting Authority will request that all Contract holders in the series provide a resource for this new Category. The new Category will be established only if all Contractors can provide a resource meeting the established qualifications, and the Contract Authority will issue an amendment to the Contract to include the Category and resource(s).

The Hourly Rate for any miscellaneous Category/Title provided must not exceed the highest Hourly Rate offered for Labour Rates above. Canada reserves the right to accept or reject any or all responses received in this category.

ANNEX C

INSURANCE REQUIREMENTS

C.1 Insurance

1- Insurance – Specific Requirements [\(2013-11-16\)](#)

The Contractor must comply with the insurance requirements specified herein . 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.

2- When a barge is being used, Marine Liability Insurance [\(2014-06-26\)](#)

1. The Contractor must obtain Protection & Indemnity (P&I) insurance that must include excess collision liability and pollution liability. The insurance must be placed with a member of the International Group of Protection and Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the [Marine Liability Act](#), S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by Worker's Compensation as detailed in paragraph (2.) below.
2. The Contractor must obtain Worker's Compensation insurance covering all employees engaged in the Work in accordance with the statutory requirements of the Territory or Province or state of nationality, domicile, employment, having jurisdiction over such employees. If the Contractor is assessed any additional levy, extra assessment or super-assessment by a Worker's Compensation Board, as a result of an accident causing injury or death to an employee of the Contractor or subcontractor, or due to unsafe working conditions, then such levy or assessment must be paid by the Contractor at its sole cost.
3. The Protection and Indemnity insurance policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.

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

- 3- When a small boat such as the watercraft is being used, Commercial General Liability Insurance (2008-05-12)
 - 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. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

4- Environmental Impairment Liability insurance (2014-06-26)

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

5- Errors & Omissions/Professional Liability Insurance (2008-05-12)

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

3. The following endorsement must be included:

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

ANNEX D

Point Rated Evaluation Criteria and Basis of Selection

D.0 Definitions:

The following definitions are to be applied to the submission and evaluation

Bidder: Includes the Bidder and their sub-consultants and subcontractors for the purposes of this evaluation

Involvement: regular or significant contribution or consultation to the project

Marine: salt water or brackish environments such as estuaries or rivers with strong tidal influences

Dredging: use of various machines with scooping or suction devices to remove contaminated sediment

Capping: placement of an underwater covering or cap of clean material over contaminated sediment

Enhanced Natural Recovery: placement or broadcasting of a thin layer of material or reactive amendments to accelerate natural recovery processes

Monitored Natural Recovery: utilizing of natural processes to reduce risks posed by contaminated sediments through site investigation, development of conceptual site models, contaminant source control, and long term monitoring.

Treatment: remediation of dredged contaminated sediment via physical, biological, or chemical means.

Beneficial reuse: specific utilization of dredged contaminated sediment or by-product as a resource that constitutes reuse rather than disposal.

Confined disposal: engineered structure, either in-water or upland, for containment of dredged contaminated sediment

Off-site disposal: disposal of dredged contaminated sediment at off-site landfills or other facilities, or open water disposal of contaminated sediment.

D.1 Technical Submission

D.1.1 Technical Submission Part 1: Corporate Capacity

The intent is for the Bidder to demonstrate it has the Corporate Capacity to provide appropriate service to PWGSC Environmental Services for the diverse types of anticipated sediment remediation projects. A breadth of Specializations (ie. job responsibilities) and depth of numbers of individuals within each Specialization are required to provide proper service to PWGSC.

Bidders are to complete the Corporate Capacity Table D.1.1.1, providing details as described below or provide a reasonable copy of the attached table.

(a) **Name of Individual:** Individuals must only be listed under one Specialization (i.e. only listed once in the table). Failure to do so will result in the bid being considered non-responsive and will receive no further consideration for Contract Award.

List individuals for each Specialization as follows:

- (i) Maximum of 4 individuals for each of the following Specializations:
 - Intermediate Environmental Engineer
 - Junior Environmental Engineer

- (ii) Maximum of 3 individuals for each of the following Specializations:
 - Senior Environmental Engineer
- (iii) Maximum of 2 individuals for each of the following Specializations:
 - Senior Scientist (Specialty: Sediment / Surface/ Stormwater/ Groundwater Studies),
 - Intermediate Scientist (Specialist: Sediment / Surface/ Stormwater/ Groundwater Studies),
 - Senior Remedial Design Engineer,
 - Intermediate Remedial Design Engineer,
 - Junior CADD/ GIS,
 - Senior Construction Engineer,
 - Intermediate Construction Engineer
- (iv) Maximum of 1 individual for each of the following Specializations:
 - Expert Environmental Scientist,
 - Expert Environmental Engineer,
 - Senior Program Coordinator,
 - Senior Scientist (Specialty: Geochemical, Contaminant Fate/Transport),
 - Senior Scientist (Specialty: Recontamination & Source Control Studies),
 - Senior Scientist /Engineer (Specialty: Hydrodynamic & Sediment Transport Modeling),
 - Senior Oceanographer / Hydrologist,
 - Intermediate Oceanographer / Hydrologist,
 - Senior Toxicologist / Risk Assessor,
 - Intermediate Toxicologist / Risk Assessor,
 - Senior Biologist,
 - Intermediate Biologist,
 - Senior Coastal Engineer,
 - Senior Marine Geotechnical Engineer,
 - Intermediate Marine Geotechnical Engineer,
 - Senior CADD/ GIS/ Data Manager,
 - Senior Health and Safety Coordinator.

(b) **Years Experience:** Experience refers to the number of years the individual has worked in the discipline relevant to the Specialization, and does not include time at school or time working in a different discipline. To be considered for a Specialization, the individual should have the following minimum years of experience:

(i) **Expert:** Personnel have a minimum of twenty (20) years experience and include all Specializations with the adjective "Expert".

(ii) **Senior:** Personnel have a minimum of ten (10) years experience and include all Specializations with the adjective "Senior".

(iii) **Intermediate:** Personnel have a minimum of five (5) years experience and include all Specializations with the adjective "Intermediate"

(iv) **Junior:** Personnel have a minimum of one (1) year experience and include all Specializations with the adjective "Junior".

(c) **Education:** Listed only for specializations starting with adjective Expert, Senior and Intermediate. Highest level of certificates, diplomas, or degrees.

(d) **Accreditation:** Listed only for specializations starting with adjectives Expert, Senior (excluding Senior CADD/ GIS/ Data Manager), and Intermediate. List professional associations, for example (but not limited

to) PGeo, PEng, PAg, RPBio, PMP. Full accreditation is necessary (staff identified as "In Training" will not receive points). Include resumes for all individuals identified in the Corporate Capability Table. Resumes must be a maximum of two (2) pages each. Resumes for each individual must include details of all information summarized in the Corporate Capability Table, including:

- i. Accreditation organization, date accreditation obtained, current status.
- ii. All post-secondary education institutes, dates attended, credentials obtained.
- iii. Work history with employer's names, dates employed, job title, responsibilities

Annex D- D.1.1.1 Corporate Capacity Table

Specialization	A Name, Company	B Years Experience	C Education	D Accreditation
Expert Environmental Scientist	1	1	1	1
Expert Environmental Engineer	1	1	1	1
Senior Program Coordinator	1	1	1	1
Senior Environmental Engineer / Scientist (General)	1 2 3	1 2 3	1 2 3	1 2 3
Intermediate Environmental Engineer / Scientist/ Field Supervisor (General)	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Junior Environmental Engineer/ Scientist (General)	1 2 3 4	1 2 3 4		
Senior Scientist (Specialty: Sediment / Surface / Stormwater/ Groundwater Studies)	1 2	1 2	1 2	1 2
Intermediate Scientist (Specialty: Sediment / Surface / Stormwater/ Groundwater Studies)	1 2	1 2	1 2	1 2
Senior Scientist (Specialty: Geochemical, Contaminant Fate/ Transport)	1	1	1	1
Senior Scientist (Specialty: Recontamination & Source Control Studies)	1	1	1	1
Senior Scientist (Specialty: Hydrodynamic & Sediment Transport Modeling)	1	1	1	1
Senior Oceanographer / Hydrologist	1	1	1	1
Intermediate Oceanographer / Hydrologist	1	1	1	1
Senior Toxicologist / Risk Assessor	1	1	1	1
Intermediation Toxicologist/ Risk Assessor	1	1	1	1
Senior Biologist	1	1	1	1
Intermediate Biologist	1	1	1	1
Senior Coastal Engineer	1	1	1	1
Senior Marine Geotechnical Engineer	1	1	1	1
Intermediate Marine Geotechnical Engineer	1	1	1	1
Senior Remedial Design Engineer	1 2	1 2	1 2	1 2
Intermediate Remedial Design Engineer	1 2	1 2	1 2	1 2
Senior Construction Engineer	1 2	1 2	1 2	1 2
Intermediate Construction Engineer	1 2	1 2	1 2	1 2
Senior CADD/ GIS/ Data Manager	1	1		
Junior CADD/ GIS	1 2	1 2		
Senior Health and Safety Coordinator	1	1	1	1

D.1.2 Technical Submission Part 2: Contaminated Marine Sediment Project Experience

Bidder must demonstrate that the company, who is responsible for implementing marine sediment projects on behalf of PWGSC Environmental Services, has the necessary experience to provide appropriate service to PWGSC Environmental Services. Failure to do so, will result in the bid being considered non-responsive and no further consideration for Contract Award.

Description:

Describe three (3) marine contaminated sediment projects completed by the company within the last fifteen (15) years: one Study and Modeling project, one Planning, Evaluation and Design project, and one Sediment Remediation project. Due to the lengthy (multi-year) and complex nature of sediment remediation projects, the Bidder may submit projects or information from contracts that are not "complete"; however, the Bidder may only submit those aspects of the project completed to date. The Bidder may submit different aspects of the same project for each submission.

Submissions:

Complete the Project Experience Tables (D.1.2.1, D.1.2.2, and D.1.2.3) or provide a reasonable copy of the mentioned tables and have it signed by the client reference for the project, with one table for each of the three projects being submitted. Provide details on each table for one project as described below.

Studies and Modeling Project:

Complete Project Experience Table D.1.2.1

1. Project Name and Date: Project name and date including a description of the type of water body (harbour, port etc.)

2. Environmental Guidelines Used: Indicate which guidelines were predominantly used for reference (i) CCME or Canadian federal guideline, (ii) Provincial, and (iii) other.

3. Location: Province, territory or country of project. Use one of the following: (i) British Columbia / Yukon Territory, (ii) Other Canadian Province/ Territory, (iii) International.

4. Value: Total value of consulting charges for the project, including consulting fees and disbursements, but not including other work contracted separately by the client. Use one of the following: (i) greater than \$500,000, (ii) \$500,000 to \$125,000, or (iii) <\$125,000 to \$25,000 iv) less than \$25,000.

5. Sediment Contaminant Types: select one or more sediment contaminant groups including: nutrients, bulk organics (oil, grease, etc.), halogenated hydrocarbons or persistent organics, polycyclic aromatic hydrocarbons (PAHs), metal / inorganics.

6. Regulatory Jurisdiction or Involvement: select one or more level of regulatory involvement in the project including Environment Canada, Fisheries and Oceans Canada, Health Canada, Transport Canada (Navigable Waters Act), British Columbia Ministry of Environment/ Yukon Environment, Municipality, First Nations. Involvement is defined as regular or significant contribution or consultation to the project.

7. Services Provided: describe the services provided by the Bidder as part of the project. The Bidder may only claim services where they were the lead for that service. The Bidder may only claim a service if they completed a scope of work similar to the tasks described in the Statement of Work. Applicable services include:

Studies: Preparation of sampling and analysis plans, Sediment investigations, Sediment geochemistry and contaminant fate / transport studies, Surface / ground water investigations, Tissue collection and analysis, Bioaccumulation testing and analysis,

Recontamination and source control investigations, Natural recovery studies, Toxicological and biological characterization studies, Oceanography / hydrology/ bathymetric / coastal studies, Food web modeling, Hydrodynamic Modeling, Sediment Transport Modeling, Data management

8. Personnel Involvement: Provide the names of individuals from the Corporate Capacity Table D.1.1.1 that were involved in the project. Only intermediates and above will be accepted, and at least one individual must be a senior.

9. Client Reference (signed by Reference): Table must be signed by an appropriate client reference for the project. Provide contact information for the reference. Failure to do so, will result in the bid being considered non-responsive and no further consideration for Contract Award.

Canada reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event the information cannot be verified or the service is found to be unsatisfactory shall result in the bid being considered non-responsive and no further consideration will be given to the Bidder

Planning, Evaluation and Design Project:

Complete Project Experience Table D.1.2.2

1. Project Name and Date: Project name and date including a description of the type of water body (harbour, port etc.)

2. Environmental Guidelines Used: Indicate which guidelines were predominantly used for reference (i) CCME or Canadian federal guideline, (ii) Provincial, and (iii) other.

3. Location: Province, territory or country of project. Use one of the following: (i) British Columbia / Yukon Territory, (ii) Other Canadian Province/ Territory, (iii) International.

4. Value: Total value of consulting charges for the project, including consulting fees and disbursements, but not including other work contracted separately by the client. Use one of the following: (i) greater than \$500,000, (ii) \$500,000 to \$125,000, or (iii) <\$125,000 to \$25,000 iv) less than \$25,000.

5. Sediment Contaminant Types: select one or more sediment contaminant groups including: nutrients, bulk organics (oil, grease, etc.), halogenated hydrocarbons or persistent organics, polycyclic aromatic hydrocarbons (PAHs), metal / inorganics.

6. Regulatory Jurisdiction or Involvement: select one or more level of regulatory involvement in the project including Environment Canada, Fisheries and Oceans Canada, Health Canada, Transport Canada (Navigable Waters Act), British Columbia Ministry of Environment/ Yukon Environment, Municipality, First Nations. Involvement is defined as regular or significant contribution and consultation to the project.

7. Remediation Techniques Evaluated: select the remedial techniques evaluated as part of the remedial options analysis, including Dredging, Capping, Enhanced Natural Recovery, Monitored Natural Recovery, Treatment, Beneficial Reuse, Confined Disposal, Off-Site Disposal.

8. Services Provided: describe the services provided by the Bidder as part of the project. The Bidder may only claim services where they were the lead for that service. The Bidder may only claim a service if they completed a scope of work similar to the tasks described in the Statement of Work. Applicable services include:

Planning, Evaluation & Design: Sediment remedial options analysis, liability cost estimation, detailed remedial action plan / risk management plan based on preferred option, project permitting and regulatory support, sustainable remediation design, coastal engineering for contaminated sediment projects, marine geotechnical engineering for contaminated sediment projects, dredging design for contaminated sediments, cap design engineering for contaminated sediments, and structural engineering of marine structures for contaminated sediment remediation.

9. Personnel Involvement: Provide the names of individuals from the Corporate Capacity Table D.1.1.1 that were involved in the project. Only intermediates and above will be accepted, and at least one individual must be a senior.

10. Client Reference (signed by Reference): Table must be signed by an appropriate client reference for the project. Provide contact information for the reference. Failure to do so, will result in the bid being considered non-responsive and no further consideration for Contract Award.

Canada reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event the information cannot be verified or the service is found to be unsatisfactory shall result in the bid being considered non-responsive and no further consideration will be given to the Bidder

Consultant for Marine Sediment Remediation Project:

Complete Project Experience Table D.1.2.3

1. Project Name and Date: Project name and date including a description of the type of water body (harbour, port etc.)

2. Specification Format: Indicate which format was used for writing the remedial specification package. Use one of the following (i) National Master Specifications, (ii) Other government format, (iii) Other

3. Location: Province, territory or country of project. Use one of the following: (i) British Columbia / Yukon Territory, (ii) Other Canadian Province/ Territory, (iii) International.

4. Value: Total value of consulting charges for the project, including consulting fees and disbursements, but not including other work contracted separately by the client. Use one of the following: (i) greater than \$500,000, (ii) \$500,000 to \$125,000, or (iii) <\$125,000 to \$25,000 iv) less than \$25,000.

5. Project Involvement: select one or more technical involvement in the project including: investigations, remedial options analysis, remedial option selection, design and permitting, construction management, and post construction monitoring.

6. Sediment Contaminant Types: select one or more sediment contaminant groups including: nutrients, bulk organics (oil, grease, etc.), halogenated hydrocarbons or persistent organics, polycyclic aromatic hydrocarbons (PAHs), metal / inorganics.

7. Regulatory Jurisdiction or Involvement: select one or more level of regulatory involvement in the project including Environment Canada, Fisheries and Oceans Canada, Health Canada, Transport Canada (Navigable Waters Act), British Columbia Ministry of Environment/ Yukon Environment, Municipality, First Nations. Involvement is defined as regular or significant contribution and consultation to the project.

8. Remediation Techniques Used: Select the remedial techniques used during the project, including Dredging, Capping, Enhanced Natural Recovery, Monitored Natural Recovery, Treatment, Beneficial Reuse, Confined Disposal, Off-Site Disposal.

9. Services Provided: describe the services provided by the Bidder as part of the project. The Bidder may only claim services where they were the lead for that service. The Bidder may only claim a service if they completed a scope of work similar to the tasks described in the Statement of Work. Applicable services include:

Sediment Remediation: Preparation of project management documents, constructability review and quality assurance of design documents, construction contract administration, materials testing, construction surveys and characterization, preparation of record drawings, compliance monitoring, post remediation sediment / water / tissue monitoring, preparation of site closure reports.

10. Personnel Involvement: Provide the names of individuals from the Corporate Capacity Table D.1.1.1 that were involved in the project. Only intermediates and above will be accepted, and at least one individual must be a senior.

11. Client Reference (signed by Reference): Table must be signed by an appropriate client reference for the project. Provide contact information for the reference. Failure to do so, will result in the bid being considered non-responsive and no further consideration for Contract Award.

Canada reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event the information cannot be verified or the service is found to be unsatisfactory shall result in the bid being considered non-responsive and no further consideration will be given to the Bidder.

D.1.2.1 Project Experience Table Project #1 (Studies and Modelling)

		Notes
Project Name / Date		Include marine water body type in project name (eg. harbour, port etc)
Environmental Guidelines Used	<input type="checkbox"/> CCME or Canadian Federal guideline (10 points) <input type="checkbox"/> Provincial (5 point) <input type="checkbox"/> Other (0 points)	Select the regulations / guidelines that were primarily referenced in the project. Select ONE of the three options
Location	<input type="checkbox"/> British Columbia / Yukon Territory (10 points) <input type="checkbox"/> Other Canadian Province/ Territory (5 point) <input type="checkbox"/> International (0 points)	Province. Territory, country of project. Select ONE of the three options
Value	<input type="checkbox"/> >\$500,000 (5 points) <input type="checkbox"/> \$125,000 – 500,000 (4 points) <input type="checkbox"/> \$25,000 - \$125,000 (2 point) <input type="checkbox"/> <\$25,000 (0 points)	Select the project value range. Select ONE of the four options.
Sediment Contaminant Types	<input type="checkbox"/> Nutrients (1 point) <input type="checkbox"/> Bulk organics (oil, grease etc.) (1 point) <input type="checkbox"/> Halogenated hydrocarbons or persistent organics (1 point) <input type="checkbox"/> Polycyclic aromatic hydrocarbons (1 point) <input type="checkbox"/> Metals / inorganics (1 point)	Select all applicable sediment contaminants types involved in the project.
Regulatory Oversight or Involvement	<input type="checkbox"/> Environment Canada (2 point) <input type="checkbox"/> Department of Fisheries and Oceans (2 point) <input type="checkbox"/> Health Canada (2 point) <input type="checkbox"/> Transport Canada (Navigable Waters Act) (2 point) <input type="checkbox"/> British Columbia Ministry of Environment / Yukon Environment (2 point) <input type="checkbox"/> Municipality (1 point) <input type="checkbox"/> First Nations (1 point)	Select all applicable jurisdictions or regulatory involvement in the project. Involvement is defined as regular or significant contribution and consultation to the project.
Services Provided	<input type="checkbox"/> Preparation of sampling and analysis plans (1 points) <input type="checkbox"/> Sediment investigations (1 points) <input type="checkbox"/> Sediment geochemistry and contaminant fate / transport studies (3 point) <input type="checkbox"/> Surface / ground water investigations (1 point) <input type="checkbox"/> Tissue collection and analysis (1 point) <input type="checkbox"/> Bioaccumulation testing and analysis (1 point) <input type="checkbox"/> Recontamination and source control investigations (1 points) <input type="checkbox"/> Natural recovery studies (3 points) <input type="checkbox"/> Toxicological and biological characterization studies (1 point) <input type="checkbox"/> Oceanography / hydrology/ bathymetric / coastal studies (1 point) <input type="checkbox"/> Food web modeling (3 points) <input type="checkbox"/> Hydrodynamic Modeling (3 points) <input type="checkbox"/> Sediment Transport Modeling (2 points) <input type="checkbox"/> Data management (1 point)	Select all applicable services provided by the Bidder during the project. The Bidder may only claim services where they were the lead for that service.
Personnel Involvement	1 _____ (0 point) 2 _____ (0 point) 3 _____ (0 point) 4 _____ (1 point) 5 _____ (1 point)	List all personnel from table D.1.1.1 Corporate Capacity that were involved in the project. A minimum of three individuals must be submitted. Only intermediates and above will be accepted; one individual must be a Senior. Failure to do so, will result in the bid being considered non-responsive and no further consideration for Contract Award.

Reference Name / Title: _____

Signature: _____

Reference Company / Organization: _____

Date: _____

D.1.2.2 Project Experience Table Project #2 (Planning, Evaluation, and Design)

		Notes
Project Name/ Date		Include marine water body type in project name (eg. harbour, port etc.)
Environmental Guidelines Used	<input type="checkbox"/> CCME or Canadian Federal guideline (10 points) <input type="checkbox"/> Provincial (5 point) <input type="checkbox"/> Other (0 points)	Select the regulations / guidelines that were primarily referenced in the project. Select ONE of the three options
Location	<input type="checkbox"/> British Columbia / Yukon Territory (10 points) <input type="checkbox"/> Other Canadian Province/ Territory (5 point) <input type="checkbox"/> International (0 points)	Province / territory, country of project. Select ONE of the three options
Value	<input type="checkbox"/> >\$500,000 (5 points) <input type="checkbox"/> \$125,000 – 500,000 (4 points) <input type="checkbox"/> \$25,000 - \$125,000 (2 point) <input type="checkbox"/> <\$25,000 (0 points)	Select the project value range. Select ONE of the four options.
Sediment Contaminant Types	<input type="checkbox"/> Nutrients (1 point) <input type="checkbox"/> Bulk organics (oil, grease etc.) (1 point) <input type="checkbox"/> Halogenated hydrocarbons or persistent organics (1 point) <input type="checkbox"/> Polycyclic aromatic hydrocarbons (1 point) <input type="checkbox"/> Metals / inorganics (1 point)	Select all applicable sediment contaminants types involved in the project.
Regulatory Oversight or Involvement	<input type="checkbox"/> Environment Canada (2 point) <input type="checkbox"/> Department of Fisheries and Oceans (2 point) <input type="checkbox"/> Health Canada (2 point) <input type="checkbox"/> Transport Canada (Navigable Waters Act) (2 point) <input type="checkbox"/> British Columbia Ministry of Environment / Yukon Environment (2 point) <input type="checkbox"/> Municipality (1 point) <input type="checkbox"/> First Nations (1 point)	Select all applicable jurisdictions or regulatory involvement in the project. Involvement is defined as regular or significant contribution and consultation to the project.
Remediation Techniques Evaluated	<input type="checkbox"/> Dredging (1 point) <input type="checkbox"/> Capping (1 point) <input type="checkbox"/> Enhanced Natural Recovery (1 point) <input type="checkbox"/> Monitored Natural Recovery (1 point) <input type="checkbox"/> Treatment (1 point) <input type="checkbox"/> Beneficial Reuse (1 point) <input type="checkbox"/> Confined Disposal (1 point) <input type="checkbox"/> Off-Site Disposal (1 point)	Select all remediation techniques that were evaluated as part of the remedial options analysis.
Services Provided	<input type="checkbox"/> Marine sediment remedial options analysis (2 point) <input type="checkbox"/> Liability cost estimation (2 point) <input type="checkbox"/> Detailed remedial action plan / risk management plan based on preferred option (2 point) <input type="checkbox"/> Project permitting and regulatory support (2 point) <input type="checkbox"/> Sustainable remediation design (3 point) <input type="checkbox"/> Coastal engineering for contaminated marine sediment projects (3 point) <input type="checkbox"/> Marine geotechnical engineering for contaminated sediment projects (3 point) <input type="checkbox"/> Dredging design for contaminated sediments (2 point) <input type="checkbox"/> Cap design engineering for contaminated marine sediments (2 point) <input type="checkbox"/> Structural engineering of marine structures for contaminated sediment remediation. (3 point)	Select all applicable services provided by the Bidder during the project. The Bidder may only claim services where they were the lead for that service.
Personnel Involvement	1 _____ (0 point) 2 _____ (0 point) 3 _____ (0 point) 4 _____ (1 point) 5 _____ (1 point)	List all personnel from table D.1.1.1 Corporate Capacity that were involved in the project. A minimum of three individuals must be submitted. Only intermediates and above will be accepted; one individual must be a Senior. Failure to do so, will result in

		the bid being considered non-responsive and no further consideration for Contract Award.
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Reference Name / Title: _____
Reference Company / Organization: _____

Signature: _____
Date: _____

D.1.2.3 Project Experience Table Project #3 (Consultant for Marine Sediment Remediation)

		Notes
Project Name /Date		Include marine water body type in project name (eg. harbour, port etc.)
Specification Format	<input type="checkbox"/> National Master Specifications (10 points) <input type="checkbox"/> Other Government format (5 point) <input type="checkbox"/> Other (0 points)	Select the format used for writing the remedial specification. Select ONE of the three options
Location	<input type="checkbox"/> British Columbia / Yukon Territory (5 points) <input type="checkbox"/> Other Canadian Province/ Territory (3 point) <input type="checkbox"/> International (0 points)	Province / territory, country of project. Select ONE of the three options
Value	<input type="checkbox"/> >\$500,000 (5 points) <input type="checkbox"/> \$125,000 – 500,000 (4 points) <input type="checkbox"/> \$25,000 - \$125,000 (2 point) <input type="checkbox"/> <\$25,000 (0 points)	Select the project value range. Select ONE of the four options.
Sediment Contaminant Types	<input type="checkbox"/> Nutrients (1 point) <input type="checkbox"/> Bulk organics (oil, grease etc.) (1 point) <input type="checkbox"/> Halogenated hydrocarbons or persistent organics (1 point) <input type="checkbox"/> Polycyclic aromatic hydrocarbons (1 point) <input type="checkbox"/> Metals / inorganics (1 point)	Select all applicable sediment contaminants types involved in the project.
Regulatory Oversight or Involvement	<input type="checkbox"/> Environment Canada (2 point) <input type="checkbox"/> Department of Fisheries and Oceans (2 point) <input type="checkbox"/> Health Canada (2 point) <input type="checkbox"/> Transport Canada (Navigable Waters Act) (2 point) <input type="checkbox"/> British Columbia Ministry of Environment / Yukon Environment (2 point) <input type="checkbox"/> Municipality (1 point) <input type="checkbox"/> First Nations (1 point)	Select all applicable jurisdictions or regulatory involvement in the project. Involvement is defined as regular or significant contribution and consultation to the project.
Remediation Techniques Used	<input type="checkbox"/> Dredging (1 point) <input type="checkbox"/> Capping (1 point) <input type="checkbox"/> Enhanced Natural Recovery (1 point) <input type="checkbox"/> Monitored Natural Recovery (1 point) <input type="checkbox"/> Treatment (1 point) <input type="checkbox"/> Beneficial Reuse (1 point) <input type="checkbox"/> Confined Disposal (1 point) <input type="checkbox"/> Off-Site Disposal (1 point)	Select all remediation techniques that were implemented during the project.
Services Provided	<input type="checkbox"/> Preparation of project management documents (4 point) <input type="checkbox"/> Constructability review and quality assurance of design documents (4 points) <input type="checkbox"/> Construction contract administration (4 points) <input type="checkbox"/> Materials testing (2 points) <input type="checkbox"/> Construction surveys and characterization (3 points) <input type="checkbox"/> Preparation of record drawings (2 point) <input type="checkbox"/> Compliance monitoring (3 point) <input type="checkbox"/> Post remediation sediment / water / tissue monitoring (2 point) <input type="checkbox"/> Preparation of site closure reports (1 point)	Select all applicable services provided by the Bidder during the project. The Bidder may only claim services where they were the lead for that service.

Personnel Involvement	1 _____ (0 point)	List all personnel from table D.1.1.1 Corporate Capacity that were involved in the project. A minimum of three individuals must be submitted. Only intermediates and above will be accepted; one individual must be a Senior. Failure to do so, will result in the bid being considered non-responsive and no further consideration for Contract Award.
	2 _____ (0 point)	
	3 _____ (0 point)	
	4 _____ (1 point)	
	5 _____ (1 point)	

Reference Name / Title: _____

Signature: _____

Reference Company / Organization: _____

Date: _____

D.1.3 Technical Submission Part 3: Depth of Experience

Demonstrate that the Bidder has the necessary depth of experience to provide appropriate service to PWGSC Environmental Services.

Description:

The Bidder may list up to five (5) different contaminated marine sediment remediation projects completed by the company for each Remediation Technique. The Bidder may only submit projects where they were the lead company for either the design and / or implementation of the Remediation Technique. A project can span multiple years and contracts. Due to the lengthy (multi-year) and complex nature of sediment remediation projects, the Bidder may submit projects or information from contracts that are not "complete"; however, the Bidder may only submit those aspects of the project completed to date.

A project may be submitted only ONCE under each Remediation Technique. Projects submitted multiple times under different Remediation Techniques will only be scored once.

Submissions:

Describe up to five(5) different marine sediment remediation projects for each of the following project types (max 30 projects):

Remediation Techniques:

- 1) Dredging:** use of various machines with scooping or suction devices to remove contaminated sediment
- 2) Capping:** placement of an underwater covering of cap of clean material over contaminated sediment
- 3) Enhanced Natural Recovery:** placement or broadcasting of a thin layer of material to accelerate natural recovery processes
- 4) Monitored Natural Recovery:** utilizing of natural processes to reduce risks posed by contaminated sediments through site investigation, development of conceptual site models, contaminant source control, and long term monitoring.
- 5) Confined Disposal:** submerged capped disposal system with lateral confinement, or diked upland or nearshore areas cover with low-permeability cap
- 6) In Situ Treatment-** chemical, physical, biological, processes that degrade, chemically modify, stabilise or encapsulate contaminants within sediment without removing the material.

Maximum number of pages for each example project: one (1) page all inclusive. Additional pages submitted will be cut from the submission and not evaluated.

The description for each example project should include:

- 1) **Project Description:** Identify which Remediation Technique the example project represents. Include project name, years worked, location, client, size (cost, duration, and quantity of material).
- 2) **Scope of Work:** Describe in detail the scope of work performed by the Bidder. Include project objectives, constraints, challenges, technical approach, and key deliverables. Include role in investigation, design, monitoring, sediment remediation/ treatment, and closure, as applicable. Describe approach for managing scope, schedule and budget.
- 3) **Personnel and Roles:** Identify at least one Expert, Senior or Intermediate individual from Corporate Capacity D.1.1.1 that was involved in the project. Summarize their role on the project.

D.2 Technical Evaluation

D.2.1 Technical Evaluation Part 1: Corporate Capacity

Scoring will be based on the ability of the company to provide services for various Specializations of sediment projects, the number of personnel available to work on PWGSC Environmental Services projects, and the qualifications of the personnel available to work on PWGSC Environmental Services projects. Specific criteria will be evaluated as follows:

(a) **Name of Individual:** Not scored directly. Only qualified individuals will be scored. If more than the maximum number of individuals are provided for each Specialization, only up to the maximum number will be scored. Providing less than the maximum number of individuals for each Specialization will result in a lower score. Scoring will be based on the maximum number of individuals listed for each Specialization to a maximum as follows:

(i) Maximum of 4 individuals for each of the following Specializations: Intermediate Environmental Engineer / Scientist (General), Junior Environmental Engineer / Scientist (General)

(ii) Maximum of 3 individuals for each of the following Specializations: Senior Environmental Engineer / Scientist (General)

(iii) Maximum of 2 individuals for each of the following Specializations: Senior Scientist (Specialty: Sediment / Surface/ Stormwater/ Groundwater Studies), Intermediate Scientist (Specialist: Sediment / Surface/ Stormwater/ Groundwater Studies), Senior Remedial Technologies Engineer, Senior Remedial Design Engineer, Intermediate Remedial Design Engineer, Junior CADD/ GIS, Senior Construction Engineer, Intermediate Construction Engineer

(iv) Maximum of 1 individual for each of the following Specializations: Expert Environmental Scientist, Expert Environmental Engineer, Senior Program Coordinator, Senior Scientist (Specialty: Geochemical, Contaminant Fate/ Transport), Senior Scientist (Specialty: Recontamination & Source Control Studies), Senior Scientist /Engineer (Specialty: Hydrodynamic & Sediment Transport Modeling), Senior Oceanographer / Hydrologist, Intermediate Oceanographer / Hydrologist, Senior Toxicologist / Risk Assessor, Intermediate Toxicologist / Risk Assessor, Senior Biologist, Intermediate Biologist, Engineer, Senior Coastal Engineer, Senior Marine Geotechnical Engineer, Intermediate Marine Geotechnical Engineer, Senior CADD/ GIS/ Data Manager, and Senior Health and Safety Coordinator.

(b) **Years experience:** Value: 1 point

Scoring will be based for all specializations (Expert, Senior, Intermediate, and Junior) on number of years of relevant experience. Resumes will not be evaluated, but resumes may be used to verify information provided in the Corporate Capacity Table. Resumes must clearly verify that personnel proposed are qualified for the relevant categories. Information presented in the table but not supported by the resume may not be considered. Experience refers to the number of years the individual has worked in the discipline relevant to the specialization, and does not

include time at school or time working in a different discipline. To be considered for a specialization, the individual must have the following minimum years of experience:

(i) Expert: Personnel have a minimum of twenty (20) years experience and include all Specializations with the adjective "Expert".

(ii) Senior: Personnel have a minimum of ten (10) years experience and include all Specializations with the adjective "Senior".

(iii) Intermediate: Personnel have a minimum of five (5) years experience and include all Specializations with the adjective "Intermediate".

(iv) Junior: Personnel have a minimum of one (1) year experience and include all Specializations with the adjective "Junior". If the individual proposed for the specialization has experience less than the minimum number of years as outlined above, a mark of zero (0) will be assigned for experience and the individual will not be considered in the evaluation – the individual will be disqualified.

If the individual proposed for the specialization has relevant experience equaling the minimum number of years of as outlined above, a score of 10% will be given for their experience. Each subsequent year of relevant experience will receive a linearly proportional increase (rounded down to the nearest year) to their score up to a maximum of a 100%. For example, an individual proposed as a senior with 12 years experience would receive a score of 28%. Experts will receive full marks provided they have a minimum of 20 years experience.

(c) Education: Value: 1 point.

Only specializations with the adjectives Expert, Senior (excluding Senior CADD/ GIS/ Data Manager) and Intermediate will be scored. Scoring will be based on the highest level of education completed. Full points (100%) will be awarded to an individual with a Doctor of Philosophy, 75% of the maximum score will be awarded to an individual with a Master's Degree, 50% of the maximum score will be awarded to an individual with a Bachelor's Degree, and 25% of the maximum score will be awarded to an individual with a certificate or diploma. Education levels are defined as follows:

- Doctor of Philosophy (PhD)
- Masters (MAsc, MEng, MSc)
- Bachelor (BAsc, BEng, BSc, BA)
- Certificate or Diploma
- or equivalent

(d) Accreditation: Value: 1 point.

Only specializations with the adjectives Expert, Senior (excluding Senior CADD/ GIS/ Data Manager) and Intermediate will be scored. Scoring will be based on whether the individual has relevant professional accreditation or not. Full points (100%) will be awarded to an individual with recognized accreditation. Relevant professional accreditations include, but not limited to:

- Professional Geoscientist (PGeo, GeoL,)
- Professional Engineer (PEng, , P.E., EngL)
- Professional Agrologist (PAg)
- Registered Professional Biologist (RPBio)
- Professional Chemist (PChem)
- Technician (RBTech, PTech, ASCT, CTech)
- Environmental Professional (EP)
- Diplomate of the American Board of Toxicology (DABT)
- Environmental Professional (EP)
- Project Management Professional (PMP)
- or equivalent.

D.2.2 Technical Evaluation Part 2: Contaminated Marine Sediment Project Experience

Bidders must submit one project for each of (a) Studies and Modelling (b) Planning, Evaluation, and Design and (c) Consultant for Marine Sediment Remediation to be considered compliant.

Scoring for each individual will be based on the complexity of the project, and its relevancy to the Statement of Work (SoW). Relevant projects include contaminated marine sediment projects. Only relevant projects will be scored. As points are allocated to each project, a project must be provided to potentially obtain maximum points. The Bidder may submit different aspects of the same project.

Studies and Modeling Project:

Scoring is based on information provided in Table D.1.2.1

1. **Project Name:** Not scored directly. Project must have occurred in a marine water body, or project will not be scored.
2. **Environmental Guidelines Used:** Scoring will be based as listed (i) CCME or Canadian federal guidelines- 10 points, (ii) Provincial- 5 point, and (iii) other – 0 points.
3. **Location:** Scoring will be based as listed (i) British Columbia- 10 points, (ii) Other Canadian Province/ Territory- 5 point, (iii) International – 0 points.
4. **Value:** Scoring will be based as listed (i) greater than \$500,000- 5 points, (ii) \$500,000 to \$125,000 – 4 points (iii) <\$125,000 to \$25,000 – 2 point iv) less than \$25,000 – 0 points.
5. **Sediment Contaminant Types:** Scoring will be based on the number of contaminant groups involved in the project. Each group is worth 1 points, up to a maximum of 5 points if all the following sediment groups were involved: nutrients, bulk organics (oil, grease, etc.), halogenated hydrocarbons or persistent organics, polycyclic aromatic hydrocarbons (PAHs), metal / inorganics.
6. **Regulatory Jurisdiction or Involvement:** Scoring will be based on the number of regulatory entities involved in the project as follows: Environment Canada (2 point), Fisheries and Oceans Canada (2 point), Health Canada (2 point), Transport Canada (Navigable Waters Act) (2 point), British Columbia Ministry of Environment/ Yukon Environment (2 point), Municipality (1 point), First Nations (1 point). Involvement is defined as regular or significant contribution and consultation to the project.
7. **Services Provided:** Score will be based on the number of services provided, as follows: Preparation of sampling and analysis plans (1 points), Sediment investigations (1 points), Sediment geochemistry and contaminant fate / transport studies (3 point), Surface / ground water investigations (1 point), Tissue collection and analysis (1 point), Bioaccumulation testing and analysis (1 point), Recontamination and source control investigations (1 points), Natural recovery studies (3 points), Toxicological and biological characterization studies (1 point), Oceanography / hydrology/ bathymetric / coastal studies (1 point), Food web modeling (3 points), Hydrodynamic Modeling (3 points), Sediment Transport Modeling (2 points), Data management (1 point)
8. **Personnel Involvement:** A minimum of three individuals from the corporate capacity table must have been involved in the project, or the project will not be scored. 1 point is given for individuals beyond 3 up to a maximum of 5 (2 point maximum score). Only intermediates and above will be accepted, and at least one individual must be a senior.
9. **Client Reference (signed by Reference):** Not scored, but table must be signed by an appropriate client reference for the project. If the table is not signed by a reference, a score of zero will be given for Table D.1.2.1.

Planning, Evaluation and Design Project:

Scoring is based on information provided in Table D.1.2.2

1. **Project Name:** Not scored directly. Project must have occurred in a marine water body, or project will not be scored.
2. **Environmental Guidelines Used:** Scoring will be based as listed (i) CCME or Canadian federal guidelines- 10 points, (ii) Provincial- 5 point, and (iii) other – 0 points.
3. **Location:** Scoring will be based as listed (i) British Columbia- 10 points, (ii) Other Canadian Province/ Territory- 5 point, (iii) International – 0 points.
4. **Value:** Scoring will be based as listed (i) greater than \$500,000- 5 points, (ii) \$500,000 to \$125,000 – 4 points (iii) <\$125,000 to \$25,000 – 2 point iv) less than \$25,000 – 0 points.
5. **Sediment Contaminant Types:** Scoring will be based on the number of contaminant groups involved in the project. Each group is worth 1 points, up to a maximum of 5 points if all the following sediment groups were involved: nutrients, bulk organics (oil, grease, etc.), halogenated hydrocarbons or persistent organics, polycyclic aromatic hydrocarbons (PAHs), metal / inorganics.
6. **Regulatory Jurisdiction or Involvement:** Scoring will be based on the number of regulatory entities involved in the project as follows: Environment Canada (2 point), Fisheries and Oceans Canada (2 point), Health Canada (2 point), Transport Canada (Navigable Waters Act) (2 point), British Columbia Ministry of Environment/ Yukon Environment (2 point), Municipality (1 point), First Nations (1 point). Involvement is defined as regular or significant contribution and consultation to the project.
7. **Remediation Techniques Evaluated:** Scoring will be based on the number of remediation techniques evaluated as follows: Dredging (1 point), Capping (1 point), Enhanced Natural Recovery (1 point), Monitored Natural Recovery (1 point), Treatment (1 point), Beneficial Reuse (1 point), Confined Disposal (1 point), Off-Site Disposal (1 point)
8. **Services Provided:** Scoring will be based on the number of services provided, as follows: Marine sediment remedial options analysis (2 point), Liability cost estimation (2 point), Detailed remedial action plan / risk management plan based on preferred option (2 point), Project permitting and regulatory support (2 point), Sustainable remediation design (3 point), Coastal engineering for contaminated marine sediment projects (3 point), Marine geotechnical engineering for contaminated sediment projects (3 point), Dredging design for contaminated sediments (2 point), Cap design engineering for contaminated marine sediments (2 point), Structural engineering of marine structures for contaminated sediment remediation (3 point)
9. **Personnel Involvement:** A minimum of three individuals from the corporate capacity table must have been involved in the project, or the project will not be scored. 1 point is given for individuals beyond 3 up to a maximum of 5 (2 points maximum score). Only intermediates and above will be accepted, and at least one individual must be a senior.
10. **Client Reference (signed by Reference):** Not scored, but table must be signed by an appropriate client reference for the project. If the table is not signed by a reference, a score of zero will be given for Table D.1.2.2.

Consultant for Marine Sediment Remediation Project:

Scoring is based on information provided in Table D.1.2.3

1. **Project Name:** Not scored directly. Project must have occurred in a marine water body, or project will not be scored.

2. **Specification Format:** Scoring will be based as listed (i) National Master Specifications (PWGSC National Master Specification Secretariat)- 10 points, (ii) Other government format - 5 point, and (iii) other – 0 points

3. **Location:** Scoring will be based as listed (i) British Columbia- 5 points, (ii) Other Canadian Province/ Territory- 3 point, (iii) International – 0 points.

4. **Value:** Scoring will be based as listed (i) greater than \$500,000- 5 points, (ii) \$500,000 to \$125,000 – 4 points (iii) <\$125,000 to \$25,000 – 2 point iv) less than \$25,000 – 0 points.

5. **Sediment Contaminant Types:** Scoring will be based on the number of contaminant groups involved in the project. Each group is worth 1 point, up to a maximum of 5 point if all the following sediment groups were involved: nutrients, bulk organics (oil, grease, etc.), halogenated hydrocarbons or persistent organics, polycyclic aromatic hydrocarbons (PAHs), metal / inorganics.

6. **Regulatory Jurisdiction or Involvement:** Scoring will be based on the number of regulatory entities involved in the project as follows: Environment Canada (2 point), Fisheries and Oceans Canada (2 point), Health Canada (2 point), Transport Canada (Navigable Waters Act) (2 point), British Columbia Ministry of Environment/ Yukon Environment (2 point), Municipality (1 point), First Nations (1 point). Involvement is defined as regular or significant contribution and consultation to the project.

7. **Remediation Techniques Used:** Scoring will be based on the number of remediation techniques used during the project, as follows: Dredging (1 point), Capping (1 point), Enhanced Natural Recovery (1 point), Monitored Natural Recovery (1 point), Treatment (1 point), Beneficial Reuse (1 point), Confined Disposal (1 point), Off-Site Disposal (1 point)

8. **Services Provided:** Scoring will be based on the number of services provided, as follows: Preparation of project management documents (4 point), Constructability review and quality assurance of design documents (4 points), Construction contract administration (4 points), Materials testing (2 points), Construction surveys and characterization (3 points), Preparation of record drawings (2 point), Compliance monitoring (3 point), Post remediation sediment / water / tissue monitoring (2 point), Preparation of site closure reports (1 point).

9. **Personnel Involvement:** A minimum of three individuals from the corporate capacity table must have been involved in the project, or the project will not be scored. 1 point is given for individuals beyond 3 up to a maximum of 5 (2 points maximum score). Only intermediates and above will be accepted, and at least one individual must be a senior.

10. **Client Reference (signed by Reference):** Not scored, but table must be signed by an appropriate client reference for the project. If the table is not signed by a reference, a score of zero will be given for Table D.1.2.3.

D.2.3 Technical Evaluation Part 3: Depth of Experience

PWGSC Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table above. The final score will be a single score agreed to by the entire board

(a) Generic Evaluation Table

Non	Inadequate	Weak	Adequate	Fully	Strong
-----	------------	------	----------	-------	--------

Responsive				Satisfactory	
0 Point	2 Points	4 Points	6 Points	8 Points	10 Points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an 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
	Proponent do not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or 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 - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

Example projects will be evaluated on:

- Relevancy to the scope of work established in Annex A: Statement of Work
- Involvement in multiple stages of the project (eg. investigations, planning, design, construction implementation / monitoring, closure)
- Complexity of project (project constraints, challenges, unique / innovative approaches)
- Key Deliverables (relevant to requirements of Annex A: Statement of Work)
- Sound project management (approach to managing budget, cost, scope, and quality)
- Multiple personnel from Corporate Capacity table D.1.1.1 in a significant project role (Example projects which do not list at least one Expert, Senior, or intermediate individual from Corporate Capacity Table D.1.1.1 will receive a score of zero)

Each example project is worth up to a maximum of 10 points. Up to five (5) projects for each Remediation Technique will be scored. Maximum total 300 points.

D.2.4 Summary of Technical Evaluation

Bidders must submit their Technical Bid in the format described above. Failure to do so will result in the bid being considered non-responsive and not considered for Contract Award. For the technical evaluation, only those submissions which receive a minimum score of **75 weighted points** will be considered technically responsive.

Line	Description	Raw Points	Weighting	Weighted Points
D.1.1	Corporate Capacity Table	___ / 112	10%	0 – 10
D.1.2	Project Experience Table Project #1 (Studies and Modelling), Project #1 (Planning, Evaluation, and Design), Project #3 (Consultant for Marine Sediment Remediation)	___ / 215	40%	0 – 40
D.1.3	Depth of Experience Table	___ / 300	50%	0 – 50
	Total Technical Score	___ / 627	100%	0 – 100

D.3 Financial Evaluation

Bidders must submit their price/rate proposal as outlined in Annex “B.” Failure to do so will result in the bid being considered non-responsive and not considered for Contract award.

For rate evaluation purposes only these percentages are fixed and will apply in the evaluation to determine a blended hourly rate.

D.3.1 Date of Award - _____, 2015				
Line	Resource Category	Hourly Rate (B.1.1)	Weighting	Evaluated Rate
1	Expert	\$_____/hr	10%	\$
2	Senior	\$_____/hr	30%	\$
3	Intermediate	\$_____/hr	40%	\$

4	Junior	\$ _____/hr	20%	\$
	D.3.1 Sub-Total Evaluated Rate (100%)			\$

D.3.2 Date of Award - _____, 2015				
Line	Resource Category	Hourly Rate (B.1.2)	Weighting	Evaluated Rate
1	Expert	\$ _____/hr	10%	\$
2	Senior	\$ _____/hr	30%	\$
3	Intermediate	\$ _____/hr	40%	\$
4	Junior	\$ _____/hr	20%	\$
	D.3.2 Sub-Total Evaluated Rate (100%)			\$

D.3.3 Date of Award - _____, 2015

Line	Resource Category	Hourly Rate (B.1.3)	Weighting	Evaluated Rate
1	Expert	\$_____/hr	10%	\$
2	Senior	\$_____/hr	30%	\$
3	Intermediate	\$_____/hr	40%	\$
4	Junior	\$_____/hr	20%	\$
	D.3.3 Sub-Total Evaluated Rate (100%)			\$

D.4 Disbursements

Estimated at \$100.00 (for evaluation purposes only) x (1 + Firm Fixed (B.1.4)____%) =

Total \$_____

D.5 Summary of Estimated Costs

Sub-Total Evaluated Rates for Professional Fees (D.3.1 + D.3.2 + D.3.3)	\$
Disbursements (D.4)	\$
Total Evaluated Financial Bid Price (Applicable Taxes Extra)	\$

D.6 Total Financial Score

The Total Financial Score (TFS) will be based on the lowest Total Evaluated Rate (TER) from section D.3. The lowest TER from all technically responsive bids will score 100 points for the TFS. The TFS for the other technically responsive bids will be calculated as follows:

Bid's TFS = (lowest TER from all technically responsive bids) / (bid's TER) x 100 points

D.7 Basis of Selection - Highest Combined Rating of Technical Merit and Price

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 75 weighted points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 100 Points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80% for the technical merit and 20% (insert the percentage for price) for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 80%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 80/20 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (80%) and Price (20%)

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Calculated Technical Merit Score	68.1	52.7	54.5
Bid Evaluated Price	\$55,000	\$50,000	\$45,000
Pricing Score	16.4	18.0	20.0
Combined Rating	84.5	70.7	74.5
Overall Rating	1st	3rd	2nd

ANNEX E
TASK AUTHORIZATION FORM (attached*)

NOTE TO BIDDERS WRITE DIRECTOR'S AND OR OWNERS SURNAMES AND GIVEN NAMES

[illegible]