

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
Room 100,  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6  
Bid Fax: (204) 983-0338

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> Aerial Photography Services	
<b>Solicitation No. - N° de l'invitation</b> F2470-150007/A	<b>Date</b> 2015-05-14
<b>Client Reference No. - N° de référence du client</b> F2470-150007	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-070-9464	
<b>File No. - N° de dossier</b> WPG-5-38025 (070)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-06-01</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Barenz, Leanne	<b>Buyer Id - Id de l'acheteur</b> wpg070
<b>Telephone No. - N° de téléphone</b> (204) 983-0506 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF FISHERIES AND OCEANS 501 UNIVERSITY CRESCENT WINNIPEG Manitoba R3T2N6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Western  
Region  
Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6

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

Solicitation No. - N° de l'invitation

F2470-150007/A

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-5-38025

Buyer ID - Id de l'acheteur

wpg070

CCC No./N° CCC - FMS No/ N° VME

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

F2470-150007

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### **1.2 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 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.

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

### **2.2 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.

### **2.3 Enquiries - Bid Solicitation**

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

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

### **2.4 Applicable Laws**

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

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

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

#### **Section I: Technical Bid**

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

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

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### **3.1.1 SACC Manual Clauses**

[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**

### **4.1 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.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

- a) Ability to perform the full scope of the work as described in Annex "A"
- b) Provision of firm pricing for all items in Annex "B"

#### **4.1.2 Financial Evaluation**

*SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price

### **4.2 Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## **PART 5 - CERTIFICATIONS**

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

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

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

### **5.1 Certifications Precedent to Contract Award and Certifications Required with the Bid**

#### **5.1.1 Certifications Precedent to Contract Award**

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

##### **5.1.1.1 Integrity Provisions - Associated Information**

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

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associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### **5.1.1.2 Federal Contractors Program for Employment Equity - Bid Certification**

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

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

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

#### **6.1 Security Requirements**

There is no security requirement applicable to this Contract.

#### **6.2 Statement of Work**

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

#### **6.3 Standard Clauses and Conditions**

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

##### **6.3.1 General Conditions**

[2010C](#) (2014-09-25), General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

#### **6.4 Period of the Contract**

The period of the Contract is from date of Contract to \_\_\_\_\_TBD\_\_\_\_\_ inclusive.

#### **6.5 Authorities**

##### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Leanne Barenz  
Supply Specialist  
Public Works and Government Services Canada

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F2407-150007/A  
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wpg-5-38025

Buyer ID - Id de l'acheteur  
WPG-070  
CCC No./N° CCC - FMS No./N° VME

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Acquisitions Branch  
100-167 Lombard Ave.  
Winnipeg, MB., R3B 0T6

Telephone: 204-983-0506  
Facsimile: 204-983-7796  
E-mail address: leanne.barenz@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.

### 6.5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_TBD\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B for a cost of \$\_\_\_TBD\_\_\_. Customs and duties are excluded and Applicable Taxes are extra.

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

### **6.6.3 Multiple Payments**

SACC Manual clause H1001C (2008-05-12) Multiple Payment

### **6.7 Invoicing Instructions**

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.

Invoices must be distributed as follows:

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

### **6.8 Certifications**

#### **6.8.1 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.

### **6.9 Applicable Laws**

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

### **6.10 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2014-09-25), Services (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment
- (e) the Contractor's bid dated \_\_TBD\_\_

### **6.11 SACC Manual Clauses**

SACC Manual clause B7500C (2006-06-16), Excess Goods

### **6.12 Insurance**

SACC Manual clause G1005C (2008-05-12), Insurance

## **ANNEX A – STATEMENT OF WORK**

### **1.0 Contract Title**

Harbour Aerial Photography for Fisheries and Oceans Canada – Small Craft Harbours Branch

### **2.0 Contract Period**

Contract award to October 15, 2015

### **3.0 Objectives of the Requirement**

Fisheries and Oceans Canada (DFO) – Small Craft Harbours (SCH) Branch requires a Contractor to provide colour digital aerial imagery of a large number of sites in Alberta (AB), Saskatchewan (SK), Manitoba (MB), Ontario (ON) and the Northwest Territories (NT). The purpose of the project is to obtain high quality, detailed, and accurate imagery coverage for 79 identified SCH harbours.

The large number of sites and a logistical acquisition window requires a focused and detailed acquisition plan in order to ensure projects success. This imagery will be used by DFO for site assessment, mapping, planning, historical and future analysis and other activities

The general requirement entails colour imagery, Orthoimagery and 'Single Strip' imagery;

All imagery acquisition must be completed between July and August 2015 and all deliverables completed by October 15, 2015.

### **4.0 Scope of Work**

For each location the contractor shall acquire new high resolution (10 cm/pixel or better) digital colour imagery of certain (see Annex B) SCH harbour properties in Manitoba, Saskatchewan, Alberta, Northwest Territories, and Ontario. Following approval of the 'Single Strip' imagery, the contractor shall prepare an ortho-rectified image for all photographed harbour properties.

#### **4.1 Imagery**

##### **4.1.1. Single Strip Imagery**

All SCH harbour properties require a 'single strip' of five ± un-rectified, not-geographically referenced, 'vertical' digital images for approval prior to preparation of orthoimagery.

##### **4.1.2. Orthoimagery**

All SCH harbour properties require a high accuracy, detailed, true colour, orthorectified, geo-referenced imagery mosaic suitable for input into Commercial-Off-The-Shelf (COTS) Geographical Information System (GIS), desktop mapping, and Computer Aided Drafting and Design (CADD) applications.

### **5.0 Detailed Requirement**

#### **5.1 Project Schedule**

- The required schedule is for image acquisition in July and August of 2015.

- The Contractor shall determine local weather and site conditions to facilitate an efficient flight schedule.
- For harbours that remove floating docks for winter, the docks must be installed prior to obtaining the aerial photographs. SCH will notify the successful Contractor as to when the float wharves are in place once a project schedule is submitted.

## **5.2 Imagery Acquisition: Environmental Conditions**

Imagery must meet the following requirements:

- Less than 5% cloud cover.
- High sun angle (greater than 30 degrees).
- Clear atmospheric conditions: no haze, smoke, dust, fog, or combination thereof or other effects limiting visibility.
- No snow or ice cover.
- There will be no additional payment for any expenses incurred while waiting for acceptable environmental conditions.

## **5.3 Imagery Acquisition: Bands and Resolution**

- Imagery acquisition will be RGB colour or better, and a Ground Sampling Distance (GSD) of 10 cm or better.
- There shall be no gaps or slivers between image tiles in the final mosaics.
- There shall be no smears or blurred imagery in the final mosaics.

## **5.4 Imagery Deliverable: Bands and Resolution**

- The resultant mosaiced imagery for each site shall be 10 cm per pixel or better, true colour or RGB, orthorectified, geo-referenced and seamless.
- Adjacent images used to develop the final mosaics will be tone and contrast matched to give the appearance of continuous image.
- There shall be no gaps or slivers between image tiles in the final mosaics.
- There shall be no smears or blurred imagery in the final mosaics.

## **5.5 'Single Strip' Imagery: Accuracy and Flight Parameters**

- The imagery can be captured using a medium or large format metric camera.
- The imagery shall have a minimum of 60% forward overlap.
- The single strip of imagery shall be flown in a direction parallel to the shoreline adjacent to the harbour site.
- Imagery shall be acquired as a minimum of five individual images per site.

## **5.6 Orthoimagery: Accuracy**

- Internal (within an orthoimage) measurements between readily defined points should be within 0.5 meters of ground measured distances
- Absolute accuracy (relationship to actual UTM co-ordinates) should be less than 2 meters.
- Contractors should state expected accuracies in their bids.
- The imagery shall be captured with a metric mapping camera calibrated using industry standards and certifications.
- The imagery shall be compensated for all factors such as, but not limited to: terrain relief, lens distortion, and other camera and viewing angle parameters that affect the accuracy of the orthoimage.

### **5.7 Strip Imagery: Digital Format**

- Imagery shall be delivered as a minimum of five individual images per site in the following format:
  - Compressed JPEG (.jpg) format.
- The JPEG format shall be readable by non-GIS Windows-based image viewers such as Windows Picture and Fax Viewer and shall not contain embedded 'Pyramid' schemes or other artifacts.
- Each JPEG format shall have a maximum file size of 10 MB
- The imagery is not required to be ortho-rectified.

### **5.8 Orthoimagery: Digital Format**

- A single mosaic for each site encompassing the entire harbour property limits is required delivered in the following formats:
  - Imagery shall be provided in uncompressed TIFF (not Geo Tiff) format (.tif) with associated TFW (.tfw) files
  - Compressed MrSID format (.sid) with associated SDW (.sdw) files
  - Compressed JPEG (.jpg) format.
  - Compressed ER Mapper (.ecw)
- The TIFF and JPEG formats shall be readable by non-GIS Windows-based image viewers such as Windows Picture and Fax Viewer and shall not contain embedded 'Pyramid' schemes or other artifacts.
- The JPEG format shall have a maximum file size of 10 MB.

### **5.9 Orthoimagery: Visual Quality Control**

Prior to delivery a visual inspection of the images shall be performed by the contractor to verify the quality of the imagery. Items of particular concern include imagery of inconsistent tone relative to its surroundings and areas of apparently smeared or blurred imagery.

- Linear features including but not limited to buildings, roads, bridges, wharves, railways, and other structures shall appear straight or as smooth curves where appropriate and unwavering. Any anomalies that might occur during capture or processing shall be corrected prior to delivery. Mismatching of linear features at seams shall not be noticeably visible and therefore not exceed 2x (two times) the pixel size.
- Adjacent images used to develop the final mosaics will be tone and contrast matched to give the appearance of a continuous image.
- There shall be no gaps or slivers between image titles in the final mosaics, to give the appearance of a continuous image.
- There shall be no solar hot spots in the imagery.

### **5.10 Coordinate Systems for Map Files and Orthoimagery**

The geo-reference map files, orthoimagery and other data for each site shall be delivered in the North American Datum 1983 (NAD83) Canadian Spatial Reference System (CSRS), and the Universal Transverse Mercator (UTM) projection in the appropriate Zone.

### **5.11 Supply of Final Harbour Limits**

After contract award, DFO will supply a .kmz file showing the approximate property limits of each harbour location. The final orthorectified images must cover the entire property limits for each site.

## 6.0 Phases of Work

- Phase 1: The acquisition of new high resolution (10 cm/pixel or better) digital colour imagery of certain (see attached list) DFO harbour properties in Manitoba, Saskatchewan, Alberta, NT, and Ontario. The 'Strip Imagery' is to be delivered and invoiced to DFO
- Phase 2: Following imagery approval, preparation of ortho-rectified images for all photographed harbour properties. The imagery is to be delivered and invoiced to DFO as it becomes available. The final requirement is for one geo-referenced orthophoto per harbour location in the digital formats listed above. The final orthorectified image must cover the entire property limits for each site.

## 7.0 Departmental Support

The following are supplied:

- Data sheet with geographic coordinates for each site (see Annex B) and associated .kmz file.
- After contract award, DFO will supply a .kmz file showing the approximate property limits of each harbour location. The largest harbour to be photographed is approximately 1 km x 1 km.

## 8.0 Client Responsibilities

Project Authority shall respond to Contractor requests in a reasonable time frame (<5 working days).

## 9.0 Contractor Responsibilities

The work to be done by the Contractor under this Contract shall include the furnishing of all travel costs, superintendence, overhead, labour, materials, equipment, tools, supplies, insurance, and all things necessary for and incidental to the satisfactory performance and completion of all work as specified herein.

Contractor is to submit a project schedule to the Project Authority after award to ensure that floating docks are in place prior to obtaining the aerial imagery. Contractor is to notify the Project Authority of any potential changes to the schedule in advance of any change in schedule.

Multiple delays and cancellations of flights by the contractor for reasons other than valid inclement weather conditions will deem the contractor non-compliant. These reasons for delays and cancellations include but are not limited to: unavailability of aircraft or other equipment, unavailability of personnel, or non-operational equipment.

The contractor must have priority access to suitable equipment to ensure the mission takes the highest priority when flying conditions are acceptable.

The contractor is responsible for all forms of ground, navigational, and image spatial control.

It is anticipated the contractor will use the Global Positioning System (GPS) and Inertial Navigation Systems (INS) technology to control the aircraft and camera platform location and attitude.

Local horizontal and vertical ground control may be available through local municipal and provincial agencies.

The contractor must keep on file any original data or film for the entire duration of the contract and for one year thereafter and make available copies of final deliverables to DFO upon request if necessary.

## 10.0 Progress Meetings

Progress meetings shall be with the Project Authority, as required, via telephone.

## 11.0 Deliverables

### 11.1 'Single Strip' Imagery

Five, colour images of each harbour listed in Annex B.

#### 11.1.1. File Names

Image file names shall be unique throughout the contract and be formatted as:

LocationName\_Province\_LocationCode\_DDMMYYYY.jpg

Where DDMMYYYY is the date the image was captured. See below to fully understand the Upper and Lower case letters in the name, without a space, the month format and the numbering format.

Examples:

KingstonPortsmouth\_ON\_4664\_06JUL2015\_001.jpg  
KingstonPortsmouth\_ON\_4664\_06JUL2015\_002.jpg  
KingstonPortsmouth\_ON\_4664\_06JUL2015\_003.jpg  
KingstonPortsmouth\_ON\_4664\_06JUL2015\_004.jpg  
KingstonPortsmouth\_ON\_4664\_06JUL2015\_005.jpg

DenbeighPoint\_MB\_5514\_15AUG2015\_001.jpg  
DenbeighPoint\_MB\_5514\_15AUG2015\_002.jpg  
DenbeighPoint\_MB\_5514\_15AUG2015\_003.jpg  
DenbeighPoint\_MB\_5514\_15AUG2015\_004.jpg  
DenbeighPoint\_MB\_5514\_15AUG2015\_005.jpg

### 11.2 Orthoimagery

One colour, orthorectified, geo-referenced image of each harbour site listed in Annex B. The image shall encompass the full extent of the harbour infrastructure (marine structures, storage sheds, parking areas, upland areas, etc.) within the property limits and a minimum of 300 metres beyond. This image will be supplied in multiple formats as described above.

#### 11.2.1. File Names

Image file names shall be unique throughout the contract and be formatted as:

LocationName\_Province\_LocationCode\_DDMMYYYY\_O.extension

Where DDMMYYYY is the date the image was captured. See below to fully understand the Upper and Lower case letters in the name, without a space, the month format and the numbering format.

Examples:

FortFrances\_ON\_4600\_06JUL2015\_O.jpg (or .tif, .ecw, .sid)  
BerensRiver\_MB\_5504\_15AUG2015\_O.jpg (or .tif, .ecw, .sid)

### 11.3 Mission Report

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A report for each site containing information including but not limited to flight date(s), flight time, camera, aircraft, navigational equipment, horizontal control parameters, weather, conditions, problems encountered, and any other pertinent issues. A typical report is in the order of 1-3 pages plus any appendices. The report is to be submitted in Adobe PDF (.pdf) format. A single report for all sites captured during a single day is acceptable if all parameters are the same.

#### **11.3.1. File Names**

Site report file names shall be unique throughout the contract and be formatted as:

LocationName\_Province\_LocationCode\_FlightReport.pdf

#### **11.4 Derived Products**

Any derived products used to develop the orthoimagery, including but not limited to a Digital Elevation Model (DEM, DSM, DTM), horizontal and vertical control point data, and vector data. Data to be in a vector, point, or other suitable format wholly compatible with ESRI brand GIS software, typically a .shp file.

#### **11.5 Project Status Report**

The contractor shall notify DFO regularly of upcoming flights, of any flight delays, within one day following a successful flight, status of image processing, of upcoming delivery time frames, overdue accounts and any other issues through project status reports. Reports shall be at least monthly or more frequent when necessary, even if the report just states "No Activity". Reports are to be in Adobe PDF and MS Excel. The report will include a spreadsheet of sites and dates where imagery has been acquired, planned dates of flights, and imagery that has been processed. A specific report layout will be developed after contract award. A typical report will be in the order of 2-5 pages plus any appendices.

##### **11.5.1. File Names**

Project status report file names shall be unique throughout the contract and be formatted as: Project Status Report\_DDMMYY.pdf where the DDMMYY is the date of the report.

For Example: Project Status Report\_01JUL12.pdf

#### **11.6 Delivery Media and Method**

Digital information for each site is to be delivered on external portable hard drives. DFO is not responsible for the return of the external hard drives to the contractor. In addition to delivery by hard media, a web or ftp site may also be developed by the contractor for interim deliveries of digital data. Any such web or ftp site must be accessible by and approved by DFO prior to use.

If digital data for more than one site is included in one delivery the data for each site should be in separate directories and sorted by Location Name and Code, and Image Format.

##### **11.6.1. Directory Name by Location Name and Code**

Directory name shall be unique through the contract and be formatted as: Location Name  
Province Location Code

For Example: Duck Bay MB 5515

##### **11.6.2. First sub-directory Names by Deliverable**

First sub-directory names shall be unique throughout the contract and be formatted as:  
Deliverable.

For Example: Single Strip Imagery  
For Example: Orthoimagery

### **11.6.3. Second sub-directory Names by Image Format**

Second sub-directory names shall be unique throughout the contract and be formatted as: Image  
Format.

For Example: JPG  
For Example: MrSID  
For Example: TIF

## **12.0 Time Schedule for Completion of Each Stage**

Phase 1: To be completed prior to September 15, 2015.

Phase 2: To commence upon approval from the Project Authority and be completed by October 15,  
2015.

Any imagery data returned to the contractor because of deficiencies must be corrected and re-submitted  
within two (2) calendar weeks.

## **13.0 Location of Work**

Normally, work to be completed will take place in various locations (outlined in Annex B) throughout  
Manitoba, Saskatchewan, Alberta, Northwest Territories, and Ontario as well as the Contractor's own  
place of business.

## **14.0 Data Ownership**

All data produced by the contractor under this contract will become the property of DFO. All data  
procured by the contractor from third parties including but not limited to a Digital Elevation Model (DEM,  
DSM, DTM), horizontal and vertical control point data, and vector data for this contract will become the  
property of PWGSC, notwithstanding data license agreements.

The re-use of data produced under this contract by the contractor for other projects, promotional materials  
or in any other form may or may not be given and will require the prior consent of DFO.

**ANNEX B - BASIS OF PAYMENT**

Item No.	Description	Lot Price
1.	Phase 1: The acquisition of new high resolution (10 cm/pixel or better) digital colour imagery of certain (see attached list) DFO harbour properties in Manitoba, Saskatchewan, Alberta, NT, and Ontario. The 'Strip Imagery' is to be delivered and invoiced to DFO	\$ _____
2.	Phase 2: Following imagery approval, preparation of orthorectified images for all photographed harbour properties. The imagery is to be delivered and invoiced to DFO as it becomes available. The final requirement is for one geo-referenced orthophoto per harbour location in the digital formats listed above. The final orthorectified image must cover the entire property limits for each site.	\$ _____
		Sub Total: \$ _____ GST: \$ _____ Total: \$ _____

The Basis of Payment shall be a fixed lump sum price for each phase of the Contract.

There will be no additional payment for travel to and from the project site or for accommodations.

There will be no additional payment for any expenses incurred while waiting for acceptable environmental conditions.

There will be no payment for flights cancelled due to operational, weather or other conditions experienced by the contractor.