



**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, BC V6Z 0B9**  
**Bid Fax: (604) 775-7526**

## 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**

**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  
219 - 800 Burrard Street  
800, rue Burrard, pièce 219  
Vancouver, BC V6Z 0B9

<b>Title - Sujet</b> Consulting Services for HHERA	
<b>Solicitation No. - N° de l'invitation</b> EZ897-161534/B	<b>Date</b> 2016-02-04
<b>Client Reference No. - N° de référence du client</b> EZ897-161534	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VAN-576-7741	
<b>File No. - N° de dossier</b> VAN-5-38343 (576)	<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 2016-03-17</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST
<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> Sobhee, Sachin	<b>Buyer Id - Id de l'acheteur</b> van576
<b>Telephone No. - N° de téléphone</b> (604) 775-7022 ( )	<b>FAX No. - N° de FAX</b> (604) 775-7526
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 219-800 BURRARD ST. VANCOUVER British Columbia V6Z 0B9 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

---

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS .....	4
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	4
2.2 SUBMISSION OF BIDS .....	4
2.3 FORMER PUBLIC SERVANT – COMPETITIVE BID.....	5
2.4 ENQUIRIES - BID SOLICITATION.....	6
2.5 APPLICABLE LAWS.....	6
2.6 BIDDERS' CONFERENCE .....	6
2.7 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY .....	7
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>7</b>
3.1 BID PREPARATION INSTRUCTIONS .....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>8</b>
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION .....	8
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>8</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	9
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	10
<b>PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS.....</b>	<b>11</b>
6.1 SECURITY REQUIREMENTS .....	11
6.2 FINANCIAL CAPABILITY .....	12
6.3 INSURANCE REQUIREMENTS .....	12
<b>PART 7 - RESULTING CONTRACT CLAUSES .....</b>	<b>12</b>
7.1 STATEMENT OF WORK.....	12
7.2 STANDARD CLAUSES AND CONDITIONS.....	15
7.3 SECURITY REQUIREMENTS .....	15
7.4 TERM OF CONTRACT .....	16
7.5 AUTHORITIES .....	16
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	17
7.7 PAYMENT .....	17
7.8 INVOICING INSTRUCTIONS .....	18
7.9 CERTIFICATIONS .....	19
7.10 APPLICABLE LAWS.....	19
7.11 PRIORITY OF DOCUMENTS .....	19
7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR) .....	20
7.13 FOREIGN NATIONALS (FOREIGN CONTRACTOR) .....	20
7.14 INSURANCE REQUIREMENTS .....	20
<b>ANNEX A .....</b>	<b>21</b>
<b>ANNEX B .....</b>	<b>34</b>
<b>ANNEX C .....</b>	<b>37</b>

Solicitation No. - N° de l'invitation  
EZ897-161534/B  
Client Ref. No. - N° de réf. du client  
EZ897-161534

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-5-38343

Buyer ID - Id de l'acheteur  
VAN576  
CCC No./N° CCC - FMS No./N° VME

---

<b>ANNEX D .....</b>	<b>41</b>
<b>ANNEX E .....</b>	<b>43</b>
<b>ANNEX F.....</b>	<b>45</b>
<b>ANNEX G.....</b>	<b>56</b>

---

**There are two (2) separate solicitation documents on BuyandSell.gc.ca for this requirement: Solicitation. EN897-161534/A aimed at the Human Health and Ecological Risk Assessment Consulting Services and EN897-161534/B under the Procurement Strategy for Aboriginal Business set-aside program. Offerors that are eligible under the Aboriginal set-aside may also choose as well to make an offer for the open requirement. In this case, they must submit separate offer packages for each.**

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- 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, the Insurance Requirements, the Task Authorization Form 572, Point Rated Evaluation Criteria and Basis of Selection, and the Federal Contractors Program for Employment Equity - Certification

### **1.2 Summary**

Public Works and Government Services Canada (PWGSC)/Environmental Services, Pacific Region, has a requirement for Human Health and Ecological Risk Assessment Consulting Services including the design and complete ecological and human health quantitative risk assessments, prepare sampling and analysis plans, conduct sampling and analysis, prepare site-specific recommendations or risk management objectives, design and complete risk management works, write or review guidance documents, tools, or guidelines (including field investigation and research to support guidelines or standard development), which may require researching new or changing industry standards, communicate ecological and/or human health risks to members of the public, First Nations, or other stakeholders as required, conduct supplementary investigations, and producing reports adhering to federal reporting requirements.

Canada intends to issue five Task Authorization Contracts for a total of \$20,000,000. The period of the Task Authorization Contracts will be three years from Contract award.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more

information on personnel and organization security screening or security clauses, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#) of the *Supply Manual*.

This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses.

Further to Article 1802 of the [Agreement on Internal Trade](#) (AIT), AIT does not apply to this procurement.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex titled [Federal Contractors Program for Employment Equity - Certification](#).

### 1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days 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) (<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](#) (2015-07-03) 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: 60 days  
Insert: 120 days

### 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.

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

### 2.3 Former Public Servant – Competitive Bid

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

#### Definitions

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

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

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

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

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

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

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

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

---

## Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

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

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

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fourteen (14) 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.

## 2.5 Applicable Laws

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

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.

## 2.6 Bidders' Conference

A bidders' conference will be held at 800 Burrard St., Room 1902, Vancouver, BC on February 24, 2016. The conference will begin at 10:00am Pacific Time and will finish by 12:00pm Pacific Time. The

scope of the requirement outlined in the bid 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 name(s) of the person(s) who will be attending and a list of issues they wish to table at least 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.

## **2.7 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:

The material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

## **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 (3 hard copies)

Section II: Financial Bid (2 hard copies)

Section III: Certifications (2 hard copies)

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 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.

## **Section II: Financial Bid**

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

### **3.1.2 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**

### **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**

Mandatory and point rated technical evaluation criteria are included in Annex F.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

Financial evaluation criteria are included in Annex F.

*SACC Manual* Clause A0220T (2014-06-26), Evaluation of Price - Bid

### **4.2 Basis of Selection**

Basis of Selection is included in Annex F.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional 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 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 will render the bid non-responsive or constitute a default under the Contract.

## **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

### **5.1.1 Declaration of Convicted Offences**

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

### **5.1.2 Additional Certifications Required with the Bid**

#### **5.1.2.1 Set-aside for Aboriginal Business**

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business, For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#), Supply Manual.
2. The Bidder:
  - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
  - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
  - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:
  - i. ☐ The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.  
**OR**
  - ii. ☐ The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Bidder must check the applicable box below:

- 
- i. ☐ The Aboriginal business has fewer than six full-time employees.  
**OR**
- ii. ☐ The Aboriginal business has six or more full-time employees.
5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

#### 5.1.2.2 Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date

## 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

### 5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

## 5.2.2 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_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

## 5.2.3 Additional Certifications Precedent to Contract Award

### 5.2.3.1 Status and Availability of Resources

*SACC Manual* Clause A3005T (2010-08-16) – Status and Availability of Resources

### 5.2.3.2 Education and Experience

*SACC Manual* clause [A3010T](#) (2010-08-16) Education and Experience

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## 6.2 Financial Capability

SACC *Manual* clause [A9033T](#) (2012-07-16) Financial Capability

## 6.3 Insurance Requirements

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 D.

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 the bid solicitation.

### 7.1 Statement of Work

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

#### 7.1.1 Task Authorization

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.

##### 7.1.1.1 Task Authorization Process

As more than one contract has been awarded for this requirement, a request to perform a task will be sent to the first ranked contractor. If that contractor confirms in writing that it is unable to perform the task as a result of previous commitments under a TA, the request to perform a task will then be forwarded to the contractor ranked second. This process will continue until the task can be performed by another contractor. If no contractor can perform the task, Canada reserves the right to acquire the required Work by other means. A contractor may advise the Project Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under a TA and no request to perform a task will be sent to that contractor until that contractor has given notice in writing to the Project Authority and the Contracting Authority that it is available to perform additional tasks.

#### Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex E.

2. The Task Authorization (TA) will contain the details of the activities to be performed, 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 seven (7) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority 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.

#### 7.1.1.2 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.

#### 7.1.1.3 Task Authorization - Order of Ranking

*(Number inserted at Contract award; for examples see Annex F)* contracts were awarded as a result of Public Works and Government Services Canada bid solicitation number E0276-130255. The contractors' order of ranking order of ranking is as follows:

Ranked first:	Est. \$6,000,000.00	<i>(to be completed at Contract award)</i>
Ranked second:	Est. \$5,000,000.00	<i>(to be completed at Contract award)</i>
Ranked third:	Est. \$4,000,000.00	<i>(to be completed at Contract award)</i>
Ranked fourth:	Est. \$3,000,000.00	<i>(to be completed at Contract award)</i>
Ranked fifth:	Est. \$2,000,000.00	<i>(to be completed at Contract award)</i>

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

- (a) If there are five responsive bids, the first ranked bidder will be recommended for award of a \$6,000,000 Contract, the second ranked bidder will be recommended for award of a \$5,000,000 Contract, the third ranked bidder will be recommended for award of a \$4,000,000 Contract, the fourth ranked bidder will be recommended for award of a \$3,000,000 Contract, and the fifth ranked bidder will be recommended for award of a \$2,000,000 Contract.
- (b) If there are four responsive bids, the first ranked bidder will be recommended for award of a \$7,000,000 Contract, the second ranked bidder will be recommended for award of a \$5,500,000 Contract, the third ranked bidder will be recommended for award of a \$4,500,000 Contract, and the fourth ranked bidder will be recommended for award of a \$3,000,000 Contract.
- (c) If there are three responsive bids, the first ranked bidder will be recommended for award of a \$8,500,000 Contract, the second ranked bidder will be recommended for award of a \$6,500,000 Contract, and the third ranked bidder will be recommended for award of a \$5,000,000 Contract.

- (d) If there are two responsive bids, the first ranked bidder will be recommended for award of a \$12,000,000 Contract, and the second ranked bidder will be recommended for award of a \$8,000,000 Contract.
- (e) If there is only one responsive bid, the bidder will be recommended for award of a \$20,000,000 Contract

Dollar values include GST/HST.

If there is at least one compliant bidder on the Aboriginal Set-Aside Solicitation, then the last-ranked bidder in the scenarios above will be recommended for award of a Contract that is \$400,000 less than the amount listed. The first-ranked compliant bidder on the Aboriginal Set-Aside Solicitation will be recommended for award of a \$400,000 Contract with a 5% minimum work guarantee.

#### 7.1.1.4 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 \_\_\_\_\_ *[to be inserted at Contract Award]*.

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.

#### 7.1.1.5 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 fifteen (15) 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, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, 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 (exclusive of Applicable Taxes) 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, exclusive of Applicable Taxes, expended to date against all authorized TAs.

## 7.2 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.

### 7.2.1 General Conditions

2035 (2015-07-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 7.2.2 Supplemental General Conditions

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

## 7.3 Security Requirements

**7.3.1** The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.



3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) Industrial Security Manual (Latest Edition).

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

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

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Sachin Sobhee  
Acting Supply Specialist  
Public Works and Government Services Canada, Pacific Region  
Acquisitions Branch  
800 Burrard St,  
Vancouver, BC V6Z 0B9

Telephone: 604-775-7022  
E-mail address: sachin.sobhee@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.

### 7.5.2 Project Authority

*To be inserted at Contract award.*

The Project Authority for the Contract is:

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

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

Solicitation No. - N° de l'invitation  
EZ897-161534/B  
Client Ref. No. - N° de réf. du client  
EZ897-161534

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-5-38343

Buyer ID - Id de l'acheteur  
VAN576  
CCC No./N° CCC - FMS No./N° VME

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.

### 7.5.3 Contractor's Representative

*Fill in as applicable*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Payment

#### 7.7.1 Basis of Payment

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 Applicable Taxes are extra.

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.

#### 7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_ (**Amount to be inserted at Contract Award**). Customs duties are included and Applicable Taxes are extra.

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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, 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.

#### **7.7.3 Monthly Payment**

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.

#### **7.7.4 T1204 - Direct Request by Customer Department**

A9117C (2007-11-30) T1204 - Direct Request by Customer Department applies to and forms part of the Contract.

#### **7.7.5 Discretionary Audit - Commercial Goods and/or Services**

C0100C (2010-01-11) Discretionary Audit - Commercial Goods and/or Services applies to and forms part of the Contract.

#### **7.7.6 Time Verification**

C0711C (2008-05-12) Time Verification apply to and form part of the Contract.

#### **7.8 Invoicing Instructions**

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

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed 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.
- (r) the final invoice must be indicated as such.

**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.

## **7.9 Certifications**

### **7.9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional 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.

### **7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### **7.10 Applicable Laws**

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

### **7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2015-07-03), General Conditions - Higher Complexity - Services
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List
- (g) Annex D, Insurance Requirements;
- (h) Annex E, TASK AUTHORIZATION FORM PWGSC-TPSGC 572
- (i) Annex F, Point Rated Evaluation Criteria and Basis of Selection
- (j) Annex G, FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION
- (k) the signed Task Authorizations (including all of its annexes, if any)

Solicitation No. - N° de l'invitation  
EZ897-161534/B  
Client Ref. No. - N° de réf. du client  
EZ897-161534

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-5-38343

Buyer ID - Id de l'acheteur  
VAN576  
CCC No./N° CCC - FMS No./N° VME

---

(I) the Contractor's bid dated \_\_\_\_\_. **(To be inserted at Contract award)**

#### **7.12 Foreign Nationals (Canadian Contractor)**

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

#### **7.13 Foreign Nationals (Foreign Contractor)**

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

#### **7.14 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex D. 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.

---

## 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 sites owned by PWGSC, or PWGSC may perform this work on behalf of Other Government Departments (OGD). These sites may be currently occupied or vacant, include both uplands and lands covered by water, and the contaminated media may be soil, groundwater, surface water, sediment, vapour, or tissue.
- A.1.2 The Contractor will be responsible for performing or reviewing all activities as required to ensure the risk assessment or risk management 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:
1. Design and complete ecological and human health quantitative risk assessments;
  2. Prepare sampling and analysis plans;
  3. Conduct sampling and analysis;
  4. Prepare site-specific recommendations or risk management objectives;
  5. Design and complete risk management works;
  6. Write or review guidance documents, tools, or guidelines (including field investigation and research to support guidelines or standard development), which may require researching new or changing industry standards;
  7. Communicate ecological and/or human health risks to members of the public, First Nations, or other stakeholders as required;
  8. Conduct supplementary investigations; and
  9. Produce reports adhering to federal reporting requirements.
- A.2.2 The Contractor will rely upon relevant Health Canada, Environment Canada, PWGSC, and other Federal or Provincial risk assessment requirements to adequately complete the risk assessment and risk management planning for federal properties. Work will be conducted as per the guidance documents applicable to the service requested:
1. Canadian Standards Association Z768-01 (re-affirmed 2012) Phase I Environmental Site Assessment.
  2. Canadian Standards Association Z769-00 (re-affirmed 2013) Phase II Environmental Site Assessment.
  3. Checklist for Reviewing a PSI Preliminary Site Investigation (<http://www.env.gov.bc.ca/epd/remediation/guidance/technical/pdf/tg10.pdf>).
  4. Checklist for Reviewing a DSI Detailed Site Investigation (<http://www.env.gov.bc.ca/epd/remediation/guidance/technical/pdf/tg11.pdf>).
  5. CSA Z763-96 (re-affirmed 2006). Introduction to Environmental Risk Assessment Studies
  6. CSA Q850-97 (re-affirmed 2009). Risk Management: Guideline for Decision-Makers – A National Standard of Canada
  7. Health Canada (revised 2012) Federal Contaminated Site Risk Assessment in Canada, Part I: Guidance on Human Health Preliminary Quantitative Risk Assessment (PQRA) Version 2 ([http://www.hc-sc.gc.ca/ewh-semt/pubs/contamsite/part-partie\\_i/index-eng.php](http://www.hc-sc.gc.ca/ewh-semt/pubs/contamsite/part-partie_i/index-eng.php))

8. Health Canada (2010) Federal Contaminated Site Risk Assessment in Canada, Part II: Health Canada Toxicological Reference Values (TRVs) Version 2 ([http://www.hc-sc.gc.ca/ewh-semt/pubs/contamsite/part-partie\\_ii/index-eng.php](http://www.hc-sc.gc.ca/ewh-semt/pubs/contamsite/part-partie_ii/index-eng.php))
9. Health Canada (2010) Federal Contaminated Site Risk Assessment in Canada, Part III: Guidance on Peer Review of Human Health Risk Assessments for Federal Contaminated Sites in Canada, Version 2.0 ([http://www.hc-sc.gc.ca/ewh-semt/pubs/contamsite/part-partie\\_iii/index-eng.php](http://www.hc-sc.gc.ca/ewh-semt/pubs/contamsite/part-partie_iii/index-eng.php))
10. Health Canada (2008) Federal Contaminated Site Risk Assessment in Canada, Part IV: Spreadsheet Tool for Human Health Preliminary Quantitative Risk Assessment (AVAILABLE UPON REQUEST)
11. Health Canada (2010) Federal Contaminated Site Risk Assessment in Canada, Part V: Guidance on Human Health Detailed Quantitative Risk Assessment for Chemicals (DQRACHEM) <http://www.hc-sc.gc.ca/ewh-semt/pubs/contamsite/chem-chim/index-eng.php> (AVAILABLE UPON REQUEST)
12. Health Canada (2010) Federal Contaminated Site Risk Assessment in Canada, Part VII: Guidance for Soil Vapour Intrusion Assessment at Contaminated Sites [http://www.hc-sc.gc.ca/ewh-semt/pubs/contamsite/soil\\_vapour-vapeurs\\_sol/index-eng.php](http://www.hc-sc.gc.ca/ewh-semt/pubs/contamsite/soil_vapour-vapeurs_sol/index-eng.php) (AVAILABLE UPON REQUEST)
13. Health Canada (2010) Federal Contaminated Site Risk Assessment in Canada: Supplemental Guidance on Human Health Risk Assessment for Country Foods (HHRAFoods) [http://www.hc-sc.gc.ca/ewh-semt/pubs/contamsite/country\\_foods-aliments\\_locale/index-eng.php](http://www.hc-sc.gc.ca/ewh-semt/pubs/contamsite/country_foods-aliments_locale/index-eng.php) (AVAILABLE UPON REQUEST)
14. Health Canada (2010) A guide to Involving Aboriginal Peoples in Contaminated Site Management <http://www.hc-sc.gc.ca/ewh-semt/pubs/contamsite/aboriginal-autochtones/index-eng.php> (AVAILABLE UPON REQUEST)
15. Health Canada (2006) Improving Stakeholder Relationships: Public Involvement and the Federal Contaminated Sites Action Plan [http://www.hc-sc.gc.ca/ewh-semt/alt\\_formats/hecs-sesc/pdf/pubs/contamsite/managers-guide-gestionnaires/managers-guide-gestionnaires-eng.pdf](http://www.hc-sc.gc.ca/ewh-semt/alt_formats/hecs-sesc/pdf/pubs/contamsite/managers-guide-gestionnaires/managers-guide-gestionnaires-eng.pdf)
16. Health Canada (2005) Addressing Psychological Factors Through Capacity Building: A Guide For Managers of Contaminated Sites [http://www.hc-sc.gc.ca/ewh-semt/alt\\_formats/hecs-sesc/pdf/pubs/contamsite/guide/guide-eng.pdf](http://www.hc-sc.gc.ca/ewh-semt/alt_formats/hecs-sesc/pdf/pubs/contamsite/guide/guide-eng.pdf)
17. Federal Contaminated Sites Action Plan (2012) FCSAP Ecological Risk Assessment Guidance (<http://www.federalcontaminatedsites.gc.ca/default.asp?lang=En&n=B15E990A-1>)
18. Federal Contaminated Sites Action Plan (2010) FCSAP Supplemental Guidance for Ecological Risk Assessment Guidance Module 1: Toxicity Test Selection and Interpretation (<http://www.federalcontaminatedsites.gc.ca/default.asp?lang=En&n=B15E990A-1>)
19. Federal Contaminated Sites Action Plan (2010) Federal Contaminated Sites Action Plan Ecological Risk Assessment Guidance Module 2: Selection or Development of Site-specific Toxicity Reference Values (<http://www.federalcontaminatedsites.gc.ca/default.asp?lang=En&n=B15E990A-1>)
20. Federal Contaminated Sites Action Plan (2012) Federal Contaminated Sites Action Plan Ecological Risk Assessment Guidance Module 3: Standardization of Wildlife Receptor Characteristics. (<http://www.federalcontaminatedsites.gc.ca/default.asp?lang=En&n=B15E990A-1>)
21. Federal Contaminated Sites Action Plan (2013) Federal Contaminated Sites Action Plan Ecological Risk Assessment Guidance Module 4: Causality Assessment (<http://www.federalcontaminatedsites.gc.ca/default.asp?lang=En&n=B15E990A-1>)
22. Federal Contaminated Sites Action Plan (FCSAP) Ecological Risk Assessment Guidance Module 5: Background Concentrations DRAFT (AVAILABLE UPON REQUEST)
23. Federal Contaminated Sites Action Plan (FCSAP) Ecological Risk Assessment Guidance Module 6: Amphibian ERA (AVAILABLE AT A LATER DATE)



24. Federal Contaminated Sites Action Plan (FCSAP) Ecological Risk Assessment Guidance Module 7: [Default TRVs for mammals and birds](#) (AVAILABLE AT A LATER DATE)
  25. Federal Contaminated Sites Action Plan (2011). Guidance Document: Framework for Addressing and Managing Aquatic Contaminated Sites under the Federal Contaminated Sites Action Plan (FCSAP). (AVAILABLE UPON REQUEST)
  26. Federal Contaminated Sites Portal: Federal Approach to Contaminated Sites (<http://www.federalcontaminatedsites.gc.ca/default.asp?lang=en&n=B4AC7C22-1>)
- For PWGSC's contaminated sites, general risk assessment requirements are outlined in Sections 3C1.2.1 and 3C1.2.2 of the following document: PWGSC, September 18, 2003. *Contaminated Sites Risk Management Best Practice*<sup>1</sup>

### A.3 Pre-Work Requirements

- A.3.1 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.3.2 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 is appropriate and complete to meet the Work general intent, identified objectives and PWGSC requirements. A description of the contractor's overall approach and program design, including rationale for the selected risk assessment method. The assessment approach and design shall be cost-efficient and ensure that the stated objectives of the project will be achieved. The Contractor shall 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 will 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 broken down on a per-task basis, with a summary of fees and disbursements for each primary task.
- A.3.3 Changes in scope, schedule, or cost to an authorized TA will require a TA revision.

### A.4 Communication Requirements

- A.4.1 All Work is subject to the Confidentiality requirements of General Conditions 2035 22. The Contractor must direct all public or media enquiries to the Authorized Client.
- A.4.2 Any item of a significant or urgent nature will be immediately 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

<sup>1</sup> The PWGSC (2003) document categorizes simple and more-complex risk assessments as 'Screening Level Risk Assessment' (SLRA) and 'Site-Specific Risk Assessment' (SSRA) respectively. Since this document was produced, federal Departments have tended to use the terms 'Preliminary Quantitative Risk Assessment' (PQRA) or 'Detailed Quantitative Risk Assessment' (DQRA) rather than the SLRA/SSRA terminology. In these Terms of Reference, the PQRA/DQRA terminology will also be used.



substitution of the work and budget specified shall not be undertaken without the approval of the PWGSC Project Manager. 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 will provide a full description of and rationale for this work to the PWGSC Project Manager at the earliest opportunity.

- A.4.3 The status of Field Work will be documented in Daily Progress Reports, which will include:
1. Health and Safety
  2. Environmental compliance
  3. Work completed
  4. Other items
- A.4.4 Regular Progress Meetings, in person or by teleconference, will be at the discretion of the Authorized Client.
- A.4.5 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.4.6 Progress Reports frequency will be at the discretion of the Authorized Client.
- A.4.7 Progress Reports will be drafted by the Contractor and reviewed by the Authorized Client.
- A.4.8 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.5 Environmental Quality Standards**

- A.5.1 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.5.2 The Environmental Quality Standards include, but are not limited to 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.5.3 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.5.4 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.6 General Reporting Requirements**

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

1. The general risk assessment methods and guidance provided in this Statement of Work and the guidance documents referenced shall be applied wherever possible and appropriate. However, it is recognized that all possible exposure scenarios and contaminant situations could not be anticipated in the development of these standard approaches. Therefore, in situations where standard approaches may be inadequate, the Contractor shall identify supplementary methods, which would satisfy the risk assessment requirements for a particular site. The Contractor must ensure that any supplemental methods are clearly cited, referenced, and justified within the risk assessment report. The Contractor may be asked to submit their methodology to federal regulatory authorities for review and comment. All findings (including nil results) resulting from the risk assessment shall be included in the report.
2. The Contractor must identify the relationship between on-site risk and risk from background or off-site local conditions. In particular, specific analysis and reference should be made to the impact on the receptors' total exposure in the event that the site is not remediated or risk managed.

3. The results of the risk assessment are to be definitive and conclusive, meaning the Contractor shall acquire sufficient information and perform the necessary assessments to conclude one of the following:
  - a) No further action is required (i.e. risk is acceptable);
  - b) Action is required (this conclusion must be accompanied by a review and assessment of relevant remedial/risk management alternatives and a recommendation for a preferred option); or
  - c) A more detailed risk assessment is warranted for the site (i.e. DQRA).
4. Where a requirement to remediate or risk-manage the assessed contamination risks on the site has been identified, the Contractor may be required to:
  - a) Complete a Remedial/Risk Management Options Analysis and identify a preferred remedial/risk management option, with at least one "active" alternative option identified;
  - b) Provide the remedial action plan/risk management plan (RAP/RMP) (i.e., the implementation plan for the preferred option)
5. 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.
6. A site plan should be included showing the location of property limits, all buildings (former and existing), improvements and structures, significant topographical features, sample locations and locations of all contaminated areas (actual or suspected). The report shall 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, shall be referenced.
7. Substandard reports may be returned for complete rewrite at the Contractor's expense. Errors to avoid include:
  - a) non-compliance with Work plan requirements
  - b) use of incorrect Environmental Quality Standards
  - c) incorrect screening of analytical results against Environmental Quality Standards
  - d) reports not meeting regulatory requirements, guidelines, PWGSC protocols, or industry practice.
8. Unless otherwise specified in the TA, two hardcopies of the draft and final report are required.
9. 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.
10. Specific wording regarding Environmental Quality Standards is required, as described below. Other specific wording may be required on a TA-specific basis.
11. 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.
12. 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."
13. 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 a National Classification System for Contaminated Sites (NCSCS) site classification for each identified Area of Potential Environmental Concern or Area of Environmental Concern. Procedures for performing a National Classification System for Contaminated Sites site classification are provided in Canadian Council of Ministers of the Environment National Classification System for Contaminated Sites, Guidance Document (AVAILABLE UPON REQUEST)
- A.7.2 If a site is located in or near a water body, then the Federal Contaminated Sites Action Plan (FCSAP) Aquatic Sites Classification System (ASCS) should be used instead of the National Classification System for Contaminated Sites (AVAILABLE UPON REQUEST).
- A.7.3 The Contractor is responsible for completing or updating the Federal Contaminated Sites Inventory (FCSI) input form (AVAILABLE UPON REQUEST)
- A.7.4 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&section=text>
2. Reporting Standard on Real Property <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12047&section=text#cha8>
3. Directive on Contingencies [http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=15786&section=text#Contaminated\\_site](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=15786&section=text#Contaminated_site)
4. Accounting Standard 3.6 - Treasury Board- Contingencies <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12181&section=text>

A detailed breakdown of the liability estimates must be provided: all key activities and costs required for implementation and completion of the 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, 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.7.5 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 appropriate, 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 that the Work at site will involve contact with.
- 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 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.8.10 Work Permits:
1. 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:
1. 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:
1. Should any unforeseen or peculiar safety-related factor, hazard or condition become evident during performance of the Work, immediately stop Work and advise the Authorized Client verbally and in writing.
- 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 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.9 Additional Requirement

A.9.1 Any deficiencies in the task SOW would have to be resolved before the start of work on that task.

## A.10 Categories of Work

Typical responsibilities of Specializations are as follows:

1. **Expert Risk Assessor:** A risk assessor or toxicologist that provides expert technical advice for risk assessments and related studies. Provides senior review function. Plans, designs, and conducts highly complex risk assessments and related studies.
2. **Expert Contaminated Sites Approved Professional:** Member in good standing with the Society of Contaminated Sites Approved Professionals of British Columbia - Risk Assessment Specialist. Provides technical advice and senior review for projects that are using provincial regulations as guidelines. Typically has limited involvement as PWGSC does not seek a provincial regulatory instrument. Generally, provincial laws and municipal by-laws do not apply on federal lands and to federal undertakings. Environmental standards, guidelines and objectives established by provincial and municipal departments, ministries, and agencies will be considered for the purposes of establishing investigation and remediation environmental quality standards.
3. **Senior Program Coordinator:** Coordinates a program of work for a single client organization, the program consisting of multiple contaminated sites projects, the majority of which involve a risk assessment component. Acts as project manager or senior project manager for major or high-profile projects.
4. **Senior Project Manager:** 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. **Senior Risk Assessor/Toxicologist:** 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.
6. **Senior Hydrogeologist:** Provides senior technical advice and senior review on hydrogeological studies.
7. **Senior Aquatic/Marine Biologist** – A biologist that designs and implements aquatic/marine ecological sampling, analysis, and environmental monitoring programs. Identifying assessment and measurement endpoints. Ecological receptor assessments including: identification, screening, characterization.
8. **Senior Terrestrial/Wildlife Biologist** – A biologist that designs and implements terrestrial/wildlife ecological sampling, analysis, and environmental monitoring programs. Identifies assessment and measurement endpoints. Ecological receptor assessment including: identification, screening, characterization.
9. **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 CADD/GIS specialists.

- 
- 10. Intermediate Risk Assessor/Toxicologist/Project Manager:** 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.
  - 11. Intermediate Scientist/Field Supervisor:** An engineer or scientist that provides field supervision for investigations.
  - 12. Intermediate Aquatic/Marine Biologist –** A biologist that assists senior aquatic/marine biologists. Conducts aquatic/marine field surveys, environmental monitoring, ecological inventories and habitat and population assessments. Conduct aquatic/marine species-at-risk (i.e. SARA, COSEWIC, and BC CDC) assessments.
  - 13. Intermediate Terrestrial/Wildlife Biologist –** A biologist that assists senior terrestrial/wildlife biologists. Conduct terrestrial/wildlife field surveys, environmental monitoring, ecological inventories and habitat and population assessments. Conduct terrestrial/wildlife species-at-risk (i.e. SARA, COSEWIC, and BC CDC) assessments.
  - 14. Junior Scientist:** An engineer or scientist that provides field sampling, data compilation and data review. Assists Intermediate, Senior, and Expert Risk Assessors/Toxicologists with risk assessments and related studies.
  - 15. Junior CADD/GIS:** Conducts computer-aided design and drafting and routine Geographical Information System work.
  - 16. Junior Administrative Support:** Provides support services such as drawing edits, managing project photographs, preparing report templates, word processing, tracking analytical data, setting up subcontractor purchase orders, ordering project supplies, invoice review, and coordinating health & safety.

## 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 Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

Hourly rates will remain firm for the full period of the Contract. 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, 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 two hard copies. Extraordinary printing costs (e.g. 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.

Line	Resource Category	Names of Resources Identified for this Category	Hourly Rate
B.1.1	Expert	<i>Name(s), applicable Categories from Annex F, and rates to be inserted at Contract Award</i>	\$_____/hr
B.1.2	Senior	<i>Name(s), applicable Categories from Annex F, and rates to be inserted at Contract Award</i>	\$_____/hr
B.1.3	Intermediate	<i>Name(s), applicable Categories from Annex F, and rates to be inserted at Contract Award</i>	\$_____/hr
B.1.4	Junior	<i>Name(s), applicable Categories from Annex F, and rates to be inserted at Contract Award</i>	\$_____/hr

#### 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 markup, 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.

Travel to/from Vancouver and Victoria will be paid, or the equivalent cost of travel between the two will be paid if travel is from another location. All travel is subject to PWGSC approval. PWGSC reserves the right to require any of the personnel on the Consultant's team to attend the project site or in-person meetings.

### **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 the Authorized Client is required. All extraordinary field supplies purchased for Work under the Contract become 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, waterra tubing, peristaltic pumps, pump tubing, filters.
- (e) Sediment sampling equipment including: Ponar and Eckman grab samplers
- (f) Tissue Dissection equipment including: scalpels, dissecting trays, scales
- (g) Surveying equipment and supplies including: measuring wheel, GPS unit (non-differential), tapes, stakes, spray paint.
- (h) 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:

Solicitation No. - N° de l'invitation  
EZ897-161534/B  
Client Ref. No. - N° de réf. du client  
EZ897-161534

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-5-38343

Buyer ID - Id de l'acheteur  
VAN576  
CCC No./N° CCC - FMS No./N° VME

- 
- (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.



Solicitation No. - N° de l'invitation  
EZ897-161534/B  
Client Ref. No. - N° de réf. du client  
EZ897-161534

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-5-38343

Buyer ID - Id de l'acheteur  
VAN576  
CCC No./N° CCC - FMS No./N° VME

## ANNEX C SECURITY REQUIREMENTS CHECK LIST



Government  
of Canada

Gouvernement  
du Canada

DEC 09 2015

Contract Number / Numéro du contrat

20161534

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

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

TBS/SCT 350-103(2004/12)

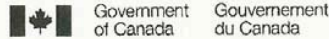
Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada

Solicitation No. - N° de l'invitation  
EZ897-161534/B  
Client Ref. No. - N° de réf. du client  
EZ897-161534

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-5-38343

Buyer ID - Id de l'acheteur  
VAN576  
CCC No./N° CCC - FMS No./N° VME



Contract Number / Numéro du contrat

20161534

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non ☐ Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité:
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non ☐ Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel:  
Document Number / Numéro du document:

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

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

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

Special comments:  
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non ☐ Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non ☐ Oui

TBS/SCT 350-103(2004/12)

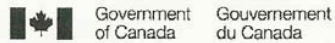
Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada

Solicitation No. - N° de l'invitation  
EZ897-161534/B  
Client Ref. No. - N° de réf. du client  
EZ897-161534

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-5-38343

Buyer ID - Id de l'acheteur  
VAN576  
CCC No./N° CCC - FMS No./N° VME



Contract Number / Numéro du contrat
20161534
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Solicitation No. - N° de l'invitation  
EZ897-161534/B  
Client Ref. No. - N° de réf. du client  
EZ897-161534

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-5-38343

Buyer ID - Id de l'acheteur  
VAN576  
CCC No./N° CCC - FMS No./N° VME



Contract Number / Numéro du contrat 20161534
Security Classification / Classification de sécurité UNCLASSIFIED

<b>PART D - AUTHORIZATION / PARTIE D - AUTORISATION</b>			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Klaver, Bradley	Title - Titre Environmental Specialist	Signature 	
Telephone No. - N° de téléphone 804-775-9349	Facsimile No. - N° de télécopieur 604-775-6645	E-mail address - Adresse courriel bradley.klaver@pwgsc.gc.ca	Date 2015/12/08
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) DANNY KILROE	Title - Titre SO	Signature 	
Telephone No. - N° de téléphone 604-666-1966	Facsimile No. - N° de télécopieur 604-775-9380	E-mail address - Adresse courriel DANNY.KILROE@PWGSC.GC.CA	Date 2015/12/09
<b>15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?</b> Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> Oui			
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) SACHIN SOBHEE	Title - Titre SUPPLY TEAM LEADER	Signature 	
Telephone No. - N° de téléphone 604-775-7022	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Sachin.Sobhee@pwgsc.gc.ca	Date Dec 9, 2015
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées) Roxanne Antille	Title - Titre Contract Security Officer	Signature 	
Telephone No. - N° de téléphone 613-948-2501	Facsimile No. - N° de télécopieur 613-948-1712	E-mail address - Adresse courriel Roxanne.Antille@pwgsc.gc.ca	Date Dec 23/15

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada

---

## Annex D

### Insurance Requirements

#### D.1 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$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.

#### D.2 Errors and Omissions Liability Insurance

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 defense 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.

Solicitation No. - N° de l'invitation  
EZ897-161534/B  
Client Ref. No. - N° de réf. du client  
EZ897-161534

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-5-38343

Buyer ID - Id de l'acheteur  
VAN576  
CCC No./N° CCC - FMS No./N° VME

---

Solicitation No. - N° de l'invitation  
EZ897-161534/B  
Client Ref. No. - N° de réf. du client  
EZ897-161534

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-5-38343

Buyer ID - Id de l'acheteur  
VAN576  
CCC No./N° CCC - FMS No./N° VME

**ANNEX E**  
**TASK AUTHORIZATION FORM PWGSC-TPSGC 572**



Public Works and Government  
Services Canada

Travaux publics et Services  
gouvernementaux Canada

Annex  
Annexe \_\_\_\_\_

<b>Task Authorization</b> <b>Autorisation de tâche</b>		Contract Number - Numéro du contrat
Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)	
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu	
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$	
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat		

**For Revision only - Aux fins de révision seulement**

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$

**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

**1. Required Work: - Travaux requis :**

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

PWGSC - TPSGC 572 (2014-04)

Solicitation No. - N° de l'invitation  
EZ897-161534/B  
Client Ref. No. - N° de réf. du client  
EZ897-161534

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-5-38343

Buyer ID - Id de l'acheteur  
VAN576  
CCC No./N° CCC - FMS No./N° VME

Annex  
Annexe \_\_\_\_\_

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

## Annex F

### Point Rated Evaluation Criteria and Basis of Selection

#### F.1 Point Rated Technical Evaluation

##### F.1.1 Technical Evaluation Part 1: Corporate Capability

The intent is for the Bidder to demonstrate it has the Corporate Capability to provide appropriate service to PWGSC Environmental Services for the diverse types of risk assessment projects anticipated. 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 must complete the Corporate Capability Table (Table F.1.1.2), providing details as described below.

- (a) **Name:** Individuals may only be listed under one Specialization (ie only listed once in table). List maximum number of individuals for each Specialization as follows:
  - (i) Maximum of 5 names (1 for each individual named) for each of the following Specializations: Junior Scientist.
  - (ii) Maximum of 2 names (1 for each individual named) for each of the following Specializations: Senior Project Manager, Senior Risk Assessor /Toxicologist, Intermediate Risk Assessor/Toxicologist/Project Manager, Intermediate Scientist/Field Supervisor, and Senior Hydrogeologist.
  - (iii) Maximum of 1 names (1 for each individual named) for each of the following Specializations: Senior Program Coordinator, Junior CADD/GIS, Senior CADD/GIS/Data Manager, Expert Contaminated Sites Approved Professional (Risk Assessment Specialist), Expert Risk Assessor/Toxicologist, Intermediate Aquatic/Marine Biologist, Senior Aquatic/Marine Biologist, Intermediate Terrestrial/Wildlife Biologist, Senior Terrestrial/Wildlife Biologist, and Junior Administrative Support.
- (b) **Accreditation:** 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). Identify jurisdiction that accreditation applies to (eg BC or Yukon).
- (c) **Education:** highest level of certificates, diplomas, or degrees.
- (d) **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 must have the following minimum years of experience:
  - (i) Minimum of 20 years experience for the individual listed in the following category: Expert Risk Assessor/Toxicologist.
  - (ii) Minimum of 10 years experience for each individual listed in each of the following categories: Expert Contaminated Sites Approved Professional (Risk Assessment Specialists), Senior Program Coordinator, Senior Project Manager, Senior Risk Assessor/Toxicologist, Senior Hydrogeologist, Senior Aquatic/Marine Biologist, Senior Terrestrial/Wildlife Biologist, Senior CADD/GIS/Data Manager, Specializations with the adjective "Senior".
  - (iii) Minimum of 5 years experience for each individual listed in each of the following categories: Intermediate Risk Assessor/Toxicologist/Project Manager, Intermediate Scientist/Field Supervisor, Intermediate Aquatic/Marine Biologist, Intermediate Terrestrial/Wildlife Biologist, Specializations with the adjective "Intermediate".
  - (iv) Minimum of 1 years experience for each individual listed in each of the following categories: Junior Scientist, Junior CADD/GIS, Junior Administrative Support, Specializations with the adjective "Junior".



Include resumes for all individuals identified in the Corporate Capability Table. Resumes should be a maximum of 2 pages. Resumes for each individual must include details of all information summarized in the Corporate Capability Table, including:

- (e) Accreditation organization, date accreditation obtained, current status.
- (f) All post-secondary education institutes, dates attended, credentials obtained.
- (g) Work history with employer's names, dates employed, job title, responsibilities.

#### F.1.1.1 Evaluation

Scoring will be based on the ability of the company to provide services for various Specializations of risk assessment work, 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:** No points are awarded for names, but names must be provided for their accreditation, education, and experience to be scored.
  - (i) Maximum of 5 names for each of the following Specializations: Junior Scientist.
  - (ii) Maximum of 2 names for each of the following Specializations: Senior Project Manager, Senior Risk Assessor /Toxicologist, Intermediate Risk Assessor/Toxicologist/Project Manager, Intermediate Scientist/Field Supervisor, Senior Hydrogeologist.
  - (iii) Maximum of 1 name for each of the following Specializations: Senior Program Coordinator, Junior CADD/GIS, Senior CADD/GIS/Data Manager, Expert Contaminated Sites Approved Professional (Risk Assessment Specialist), Expert Risk Assessor/Toxicologist, Intermediate Aquatic/Marine Biologist, Senior Aquatic/Marine Biologist, Intermediate Terrestrial/Wildlife Biologist, Senior Terrestrial/Wildlife Biologist, and Junior Administrative Support.
- (b) **Accreditation:** Accreditation is weighted at 10% of an individual's score in the corporate capability table. Scoring will be based on whether the individual has a license to practice in the relevant jurisdiction and has relevant professional accreditation or not. Full points (100%) will be awarded to an individual with a recognized accreditation. For all specializations the relevant jurisdictions are BC and the Yukon, except for those accreditations that are not issued regionally. For all specializations the relevant professional accreditations are:  
Professional Geoscientist (PGeo, GeoL,)  
Professional Engineer (PEng, 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.
- (c) **Education:** Education is weighted at 20% of an individual's score in the corporate capability table. 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 or 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) or Masters (MAsc, MEng, MSc)  
Bachelor (BAsc, BEng, BSc, BA)  
Certificate or Diploma  
or equivalent



- (d) **Years experience:** Experience is weighted at 70% of an individual's score in the corporate capability table. Scoring will be based on number of years of relevant 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 must have the following minimum years of experience:
- (i) Minimum of 20 years experience for the individual listed in each of the following category: Expert Risk Assessor/Toxicologist.
  - (ii) Minimum of 10 years experience for each individual listed in each of the following categories: Expert Contaminated Sites Approved Professional (Risk Assessment Specialist), Senior Program Coordinator, Senior Project Manager, Senior Risk Assessor/Toxicologist, Senior Hydrogeologist, Senior Aquatic/Marine Biologist, Senior Terrestrial/Wildlife Biologist, Senior CADD/GIS/Data Manager, , Specializations with the adjective "Senior".
  - (iii) Minimum of 5 years experience for each individual listed in each of the following categories: Intermediate Risk Assessor/Toxicologist, Intermediate Scientist/Field Supervisor, Intermediate Aquatic/Marine Biologist, Intermediate Terrestrial/Wildlife Biologist, Specializations with the adjective "Intermediate".
  - (iv) Minimum of 1 years experience for each individual listed in each of the following categories: Junior Scientist, Junior CADD/GIS, Junior Administrative Support, 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 equalling the minimum number of years of experience as outlined above, a score of 10% will be given for their experience. Each subsequent year of relevant experience (rounded down to the nearest year) will receive a linearly proportional increase to their score up to a maximum of a 100%. For example, an individual being 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.

For all specializations, the relevant experience is, as appropriate:

- Design and complete ecological and human health quantitative risk assessments,
- Prepare sampling and analysis plans,
- Conduct sampling and analysis,
- Prepare site-specific remediation or risk management objectives,
- Design and complete risk management works,
- Write or review guidance documents, tools, or guidelines (including field investigation and research to support guidelines or standard development), which may require researching new or changing industry standards,
- Communicate ecological and/or human health risks to members of the public, First Nations, or other stakeholders as required,
- Conduct supplementary site investigations,
- Field supervision,
- Data compilation, quality assurance and review,
- Conduct and review Hydrogeological studies
- Prepare reports according to federal reporting requirements,
- Coordinate a program of work for a single client organization,
- Manage a project considering, integration, scope, time, cost, quality, human resources, communications, project risk, and procurement as well as provides technical advice, and senior review,

Conduct aquatic/marine or terrestrial/wildlife field surveys, environmental monitoring, ecological inventories, and habitat and population assessments,  
Conduct aquatic/marine or terrestrial/wildlife species-at-risk (i.e. SARA, COSEWIC, and BC CDC) assessments,  
Design and implement ecological sampling, analysis, and environmental monitoring programs,  
Identify assessment and measurement endpoints,  
Ecological receptor assessment including: identification, screening, characterization,  
Conduct computer-aided design and drafting and routine Geographical Information System work, and  
Provide senior review of Health and Safety Plans.

Resumes will not be evaluated, but resumes may be used to verify information provided in Corporate Capability Table. Resumes must clearly verify that personnel proposed are qualified for the relevant categories. Information presented in the tables but not supported by the resume may not be considered.

#### F.1.1.2 Corporate Capability Table

Specialization	A Name of Individual	B Accreditation	C Education	D Experience
1. Senior Program Coordinator	1	1	1	1
2. Senior Project Manager	1 2	1 2	1 2	1 2
3. Expert Risk Assessor/Toxicologist	1	1	1	1
4. Expert Contaminated Sites Approved Professional (Risk Assessment Specialist)	1	1	1	1
5. Senior Risk Assessor/Toxicologist	1 2	1 2	1 2	1 2
6. Intermediate Risk Assessor/Toxicologist	1 2	1 2	1 2	1 2
7. Intermediate Scientist/Field Supervisor	1 2	1 2	1 2	1 2
8. Junior Scientist	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
9. Senior Hydrogeologist	1 2	1 2	1 2	1 2
10. Intermediate Aquatic/Marine Biologist	1	1	1	1
11. Senior Aquatic/Marine Biologist	1	1	1	1
12. Intermediate Terrestrial/Wildlife Biologist	1	1	1	1
13. Senior Terrestrial/Wildlife Biologist	1	1	1	1
14. Junior CADD/GIS	1	1	1	1
15. Senior CADD/GIS/Data Manager	1	1	1	1
16. Junior Administrative Support	1	1	1	1

#### F.1.2 Technical Submission Part 2: Depth of Experience

Bidder must demonstrate that the company has the personnel, who are responsible for implementing risk assessment projects on behalf of PWGSC Environmental Services, have the necessary experience to provide appropriate service to PWGSC Environmental Services.

### **F.1.2.1 Senior/Expert Risk Assessor/Toxicologist Project Experience**

#### **F.1.2.2 Description:**

Describe six (6) Human Health and Ecological Risk Assessment projects completed by up to four different senior/expert risk assessors/toxicologists (maximum of 2 projects per person) within the last ten (10) years. The senior/expert risk assessors/toxicologists put forward must be named in the corporate capability table provided in F.1.1.2. Due to the length (multi-year) and complex nature of risk assessment 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 only submit projects where the risk assessor/toxicologist was the lead risk assessor/toxicologist for the risk assessment. A project may be submitted only once. Projects submitted more than once under different names will only be scored once.

A "project" is defined as:

- a series of tasks similar in nature to those described in this Request for Proposal Statement Of Work, and
- for which a specific contract was let, and
- all deliverables were completed up to draft reports.

#### **F.1.2.3 Submissions:**

Describe six (6) Human Health and Ecological Risk Assessment projects completed by up to four different senior/expert risk assessors/toxicologists (maximum of 2 projects per person), with two pages for each of the six projects being submitted. Maximum number of pages for each example project: two (2) pages all inclusive.

The description for each example project should include:

- 1) Personnel and Roles: Identify at least one Senior or Expert Risk Assessor/toxicologist from the Corporate Capability Table F.1.1.2 that was involved in the project. Summarize their role on the project including a detailed description of services provided in relation to the Statement of Work.
- 2) Project Description: Include project name, years worked on the project, and a client reference name and phone number that may be contacted to verify the provided information.
- 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) Environmental Guidelines Used: Indicate which guidelines were predominantly used for reference (i) CCME or Canadian federal guideline, (ii) Provincial, and (iii) other.
- 6) Risk Assessment Details: Describe in detail the scope of work performed by the Bidder. Include technical Responsibilities such as problem formulation, risk identification, exposure assessment, hazard assessment including toxicity and dose response assessment, risk characterization, uncertainty analysis, and risk management planning. Include information on risk assessment complexity. Complexity is determined by the number of pathways, number of contaminants of concern, and the number of affected media addressed in the risk assessment, use of weight of evidence approach, as well as the development of site-specific toxicity reference values (TRVs) or other AELs and the inclusion of modeling in the risk assessment.

#### **F.1.2.4 Technical Evaluation:**

Using the Generic Evaluation Table, each project will be evaluated relative to the work required as described in the Statement of Work. Specific criteria that will be considered include:

- Relevancy of sample Project to roles.
- Relevancy of sample Project to location.
- Relevancy of sample Project to value.
- Relevancy of sample Project to regulatory environment.
- Relevancy of sample Project to Risk Assessment details.

If the submission is not considered to be a Project or the work was not performed by a team member from the corporate capability table using the appropriate category, then the information will not be evaluated. If the submission does not include the date the work commenced and the client information, then the information will not be evaluated. Reference checks may be completed if deemed necessary; if the reference checks do not corroborate the submission, then the information will not be evaluated.

Each example project is worth up to a maximum of 10 points. Up to six (6) projects will be scored for a maximum total of 60 points.

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. The final score will be a single score agreed to by the entire board, which may be a consensus score or an average of individual scores, and which may not be an even number.

**Table F.1.2.5 Generic Evaluation**

<b>Non Responsive</b>	<b>Inadequate</b>	<b>Weak</b>	<b>Adequate</b>	<b>Fully Satisfactory</b>	<b>Strong</b>
<b>0 Point</b>	<b>2 Points</b>	<b>4 Points</b>	<b>6 Points</b>	<b>8 Points</b>	<b>10 Points</b>
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

### F.1.3.1 Senior Project Manager Project Experience

### F.1.3.2 Description:

Describe two (2) Human Health and Ecological Risk Assessment projects managed by two different senior project managers within the last ten (10) years. The senior project managers put forward must be named in the corporate capability table provided in F.1.1.2. Due to the length (multi-year) and complex nature of risk assessment 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 only submit projects where the senior project manager was the lead project manager for the risk assessment. A project may be submitted only once. Projects submitted more than once under different names will only be scored once. The projects proposed for the senior project managers may be the same as the projects put forward for the senior/expert risk assessors/toxicologists.

A "project" is defined as:

- a series of tasks similar in nature to those described in this Request for Proposal Statement Of Work, and
- for which a specific contract was let, and
- all deliverables were completed up to draft reports.

#### **F.1.3.3 Submissions:**

Describe up to two (2) different human health and ecological risk assessment projects managed by the project managers, with one page for each of the two projects being submitted. Maximum number of pages for each example project: one (1) page all inclusive.

The description for each example project should include:

- 1) Personnel and Roles: Identify at least one Senior Project Manager from the Corporate Capability Table F.1.1.2 that was the lead project manager for the project. Summarize their role on the project including a detailed description of services provided in relation to the Statement of Work.
- 2) Project Description: Include project name, years worked on the project, and a client reference name and phone number that may be contacted to verify the provided information.
- 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) Environmental Guidelines Used: Indicate which guidelines were predominantly used for reference (i) CCME or Canadian federal guideline, (ii) Provincial, and (iii) other.
- 6) Project Management Details: Describe in detail the scope of work performed by the Bidder. Include Project Management Responsibilities such as integration, scope, time, cost, quality, human resources, communications, project risk, procurement, and environmental protection. Include information on project manager's performance. Performance is determined by whether or not the project was on time, on budget, and on scope. Excludes changes due to client requests and force majeure.

#### **F.1.3.4 Technical Evaluation:**

Using the Generic Evaluation Table, each project will be evaluated relative to the work required as described in the Statement of Work. Specific criteria that will be considered include:

- f. Relevancy of sample Project to roles.
- g. Relevancy of sample Project to location.
- h. Relevancy of sample Project to value.
- i. Relevancy of sample Project to regulatory environment.
- j. Relevancy of sample Project to project management details.

If the submission is not considered to be a Project or the work was not performed by a team member from the corporate capability table using the appropriate category, then the information will not be evaluated. If the submission does not include the date the work commenced and the client information, then the information will not be evaluated. Reference checks may be completed if deemed necessary; if the reference checks do not corroborate the submission, then the information will not be evaluated.

Each example project is worth up to a maximum of 10 points. Up to two (2) projects will be scored for a maximum total of 20 points.

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. The final score will be a single score agreed to by the entire board, which may be a consensus score or an average of individual scores, and which may not be an even number.

**Table F.1.3.5 Generic Evaluation**

<b>Non Responsive</b>	<b>Inadequate</b>	<b>Weak</b>	<b>Adequate</b>	<b>Fully Satisfactory</b>	<b>Strong</b>
<b>0 Point</b>	<b>2 Points</b>	<b>4 Points</b>	<b>6 Points</b>	<b>8 Points</b>	<b>10 Points</b>
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

#### **F.1.4 Technical Submissions Summary**

<b>Section</b>	<b>Description</b>	<b>Details</b>	<b>Max page length</b>
F.1.1	Corporate Capability	-	1
F.1.2.1	Senior/Expert Risk Assessor/Toxicologist Project Experience	2 pages/6 projects	12
F.1.3.1	Senior Project Manager Experience	1 page/2 projects	2
<b>Total maximum page count for Technical Submission</b>			<b>15</b>

**Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be forwarded to the PWGSC Evaluation Board members for evaluation. One sheet of paper with writing on both sides counts as two pages.**

### F.1.5 Overall 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 Total Technical Score of **70 weighted points** will be considered technically responsive.

Line	Description	Points
F.1.1	Corporate Capability	____/20
F.1.2	Senior/Expert Risk Assessor/Toxicologist Project Experience	____/60
F.1.3	Senior Project Manager Project Experience	____/20
	<b>Total Technical Score (TTS)</b>	<b>____/100</b>

### F.2 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.

In order to ensure that fair and competitive hourly rates are received for each of the positions listed, the following requirement must be strictly adhered too: Bidders must provide an hourly rate for each listed position. In the event that the Contractor consists of fewer personnel than listed, provide an hourly rate that corresponds with each position listed. The hourly rate provided must be equal to or greater than the hourly rate provided for the position listed below it. For example, if the Contractor does not have an Intermediate Personnel, the hourly rate provided must be equal to or greater than the hourly rate provided for the Junior Personnel. The hourly rate for any given category of personnel cannot be \$0 or nil value. Failure to insert an hourly rate for each position listed will render your proposal non- responsive.

Line	Resource Category	F.2.1 Hourly Rate	F.2.2 Weighting	F.2.3 Evaluated Price = F.2.1 x F.2.2
B.1.1	Expert	\$ ____/hr	10%	\$ _____
B.1.2	Senior	\$ ____/hr	40%	\$ _____
B.1.3	Intermediate	\$ ____/hr	30%	\$ _____
B.1.4	Junior	\$ ____/hr	20%	\$ _____
<b>Total Evaluated Rate (TER)</b>				\$ _____

#### F.2.1 Total Financial Score

The Total Financial Score (TFS) will be based on the lowest Total Evaluated Rate (TER) from section F.2. 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

### F.3 Basis of Selection

#### 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 70 weighted points for the Total Technical Score which are subject to point rating; and
  - d. have a price within 125% of the average of all technically passing bid prices.

The rating is performed on a scale of 100 Points.

2. Bids not meeting (a) or (b) or (c) or (d) above 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% 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 by (lowest evaluated price) / (bid price), and multiplied by 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.

#### F.3.1 Example Basis of Selection

	Bidder 1	Bidder 2	Bidder 3 <sup>1</sup>	Bidder 4 <sup>2</sup>
<b>Total Technical Score</b>	95	90	59	98
<b>Calculated Technical Merit Score<sup>3</sup></b>	76	72	NA	78.4
<b>Total Evaluated Financial Bid Price</b>	\$105	\$95	NA	\$160
<b>Total Financial Score<sup>4</sup></b>	18.1	20	NA	NA
<b>Combined Rating</b>	94.10	92	NA	NA
<b>Overall Ranking</b>	1 <sup>st</sup>	2 <sup>nd</sup>	NA	NA

Note 1: Bidder 3 did not meet the minimum 70 weighted points for the Total Technical Score and thus was given no further consideration.

Note 2: Bidder 4 had a price above 125% of the average of all responsive proposals meeting the minimum weighted points for the Total Technical Score  $(\$105 + \$95 + \$160) / 3 + 25\% = \$150$  and thus was given no further consideration.

Solicitation No. - N° de l'invitation  
EZ897-161534/B  
Client Ref. No. - N° de réf. du client  
EZ897-161534

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-5-38343

Buyer ID - Id de l'acheteur  
VAN576  
CCC No./N° CCC - FMS No./N° VME

---

Note 3: Calculated Technical Merit Score = Overall Technical Score x 80%

Note 4: Total Financial Score = (\$95/Bid Evaluated Price) x 100% x 20%

---

**ANNEX G**  
**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)