



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Regional Manager/Real Property  
Contracting/PWGSC  
Ontario Region, Tendering Office  
12th Floor, 4900 Yonge Street  
Toronto, Ontario  
M2N 6A6  
Ontario**

**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**

**Regional Manager/Real Property Contracting/PWGSC  
Ontario Region, Tendering Office  
12th Floor, 4900 Yonge Street  
Toronto, Ontario  
M2N 6A6  
Ontario**

<b>Title - Sujet</b> Surveying TC Lands - Niagara		
<b>Solicitation No. - N° de l'invitation</b> EQ754-170541/A	<b>Date</b> 2016-07-27	
<b>Client Reference No. - N° de référence du client</b> R.067842.004		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWL-034-2192		
<b>File No. - N° de dossier</b> PWL-6-39043 (034)	<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 2016-09-13</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<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> Somaratna, Chinthaka		<b>Buyer Id - Id de l'acheteur</b> pwl034
<b>Telephone No. - N° de téléphone</b> (416) 512-5268 ( )		<b>FAX No. - N° de FAX</b> (416) 512-5862
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Transport Canada Lands Niagara Area, Ontario		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## PART 1 - GENERAL INFORMATION

### 1.1 Statement of Work

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

### 1.2 Debriefings

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

### 1.3 Canadian Content

The requirement is limited to Canadian goods and/or services.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions (2003) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names“.

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

Delete: 60 days

Insert: 90 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

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 seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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 Ontario.

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.

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## **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 (4 hard copies)

Section II: Financial Bid (1 hard copies)

Section III: Certifications (1 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

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

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

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

Bidders must submit the certifications and additional information 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.

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#### **4.1.1 Technical Evaluation**

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

Bidders must comply with the following three (3) mandatory technical evaluation criteria and provide necessary documentation for each to support compliance. If the copy(s) is not provided at the bid closing, it must be provided within 2 days of request by the Contracting Authority. Any bid which fails to meet the following mandatory technical criteria will be given no further consideration and declared non-responsive. Each criterion should be addressed separately.

- a) The Bidder must clearly identify that an Ontario Land Surveyor(s) capable of signing the final plans will be available for the duration of the project.
- b) The Ontario Land Surveyor(s) must have a minimum of five (5) years of experience in Cadastral Surveying and must provide the Association of Ontario Land Surveyors (AOLS) (Cadastral) membership license(s) upon request.
- c) The firm must have and provide a valid Certificate of Authorization to conduct cadastral surveys within the Province of Ontario and be certified by the AOLS.

##### **4.1.1.2 Point Rated Technical Criteria**

The technical bid should clearly address, 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 bid by identifying the specific paragraph and page number where the subject topic has already been addressed.

##### **a) Firm's Skills/Experience**

The Bidder should demonstrate that its firm has relevant and recent land surveying experience in the Province of Ontario for the type of services specified in the Statement of Work and sound knowledge of the land where this requirement is located. Recent experience means projects that have been completed and delivered since April 1, 2011.

##### **I Skills, Experience and Qualifications**

###### Examples of information to be provided

- Commitment to provide skilled and experienced personnel
- Demonstrate that the firm's experience and qualifications cover all the required functions and specialties, as they relate to the needs of this particular project.

##### **II Experience of Similar Projects Completed**

With respect to experience with similar completed large scale boundary survey projects, the Bidder should provide a list with a maximum of two (2) comparable projects carried out by the firm or its subcontractors in the Province of Ontario, and that included field surveys, research, property analysis, the preparation of plans and cadastral operations. The firm should provide the following information about these projects:

- A brief description of the work completed, and how it relates to the current project.
- Year completed
- The cost associated with the Bidder provided sample project(s)
- A letter of reference from the Bidders previous client(s).

### **III Extent of Resources from the Firm**

The Bidder should demonstrate the ability of the firm to provide sufficient resources for the duration of the project.

- Size of the firm
- Capacity to dedicate additional resources, as required
- Demonstrated sufficient resources to meet the deadlines in the work plan

#### **b) Understanding of the Project**

The Bidder should demonstrate understanding of the goals of the project, the functional and technical requirements, the constraints, challenges and aspects that will shape the final result.

##### Examples of information to be provided

#### **I Objectives and Requirements of the Project**

- Functional and technical requirements
- The extent of the land to be surveyed and its specific features

#### **II Difficulties and/or Special Constraints**

- Major issues, challenges, constraints and the firm's ability to provide a plan of action.
- An assessment of elements at risk that may affect the project and the management strategy to reduce the risk.

#### **c) Scope of Services**

The Bidder should demonstrate its ability to perform the services, meet project schedule and provide a plan of action. The ability of the firm to provide all the services, as related to this project, within the time frame should be clearly demonstrated. The scope of services is intended to assess the firm's capacity to deliver the required services.

##### Examples of information to be provided

#### **I Services**

- List of services, as related to this project.

#### **II Work plan**

- Detailed description of tasks and deliverables (Work Plan)



- 
- Outline of an action plan for service, with implementation strategies and the sequence of key activities
  - Project schedule – proposed timetable for the delivery of principal services with established Plan phases

#### **d) Management of Services**

The Bidder should describe the following: how services will be managed to ensure continuing and consistent control as well as production and communication efficiency, the team's structure, the role and responsibilities of key personnel, the allocation of resources and how the team will be managed.

##### Examples of information to be provided

#### **I Organization and Management of the Team**

- Confirm the establishment of the full project team and alternates, listing the names of all members and their roles in the project, including the names of consultants, sub-consultants and specialist personnel and their role on the project
- Team organization and management (reporting relationships)
- Organizational chart with position titles and names
- Profiles of the key positions (special assignments and responsibilities)

#### **II Control Methods: Quality, Cost and Schedule**

- Communication strategies both internally and with the PWGSC Technical Authority.
- Response time – demonstrate how response time requirements will be met
- Describe the method for monitoring the services offered (quality, costs and timetable).

#### 4.1.1.3 Technical Rating

The Evaluation Board will evaluate the criteria of paragraph 4.1.1.2 above in accordance to the weighting described below to establish the Technical Ratings:

Criterion	Weight Factor	Rating	Weighted Rating
<b>4.1.1.2 a) FIRM'S SKILLS/EXPERIENCE</b>			
I Skills, experience and Qualifications	1.0	0-10	0-10
II Experience of similar projects completed	1.0	0-10	0-10
III Extent of resources from the firm	1.0	0-10	0-10
<b>4.1.1.2 b) UNDERSTANDING OF THE PROJECT</b>			
I Objectives and requirements of the project	1.0	0-10	0-10
II Difficulties and/or special constraints	1.0	0-10	0-10
<b>4.1.1.2 c) SCOPE OF SERVICES</b>			
I Services	1.0	0-10	0-10
II Work plan	1.5	0-10	0-15
<b>4.1.1.2 d) MANAGEMENT OF SERVICES</b>			
I Organization and management of the team	1.5	0-10	0-15
II Control methods : quality, cost, schedule	1.0	0-10	0-10
<b>TECHNICAL RATING</b>	10		0-100

#### Generic Evaluation Table

The Evaluation Board members will evaluate the strengths and weaknesses of the Bidder's response to the evaluation criteria using the relevant elements of the evaluation table to each criterion being assessed. They will assign a rating of 0, 2, 4, 6, 8 or 10 points for each evaluation criterion using the generic evaluation table below:

NON RESPONSIVE	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 POINTS	2 POINTS	4 POINTS	6 POINTS	8 POINTS	10 POINTS
Did not submit information which could be evaluated or erroneous information	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 expert understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be easily corrected	No significant weaknesses	No apparent weaknesses
	Bidder and/or the candidate lacks qualifications and experience	Bidder and/or the candidate does not have minimum qualifications and experience	Bidder and/or the candidate has minimum qualifications and experience	Bidder and/or the candidate is qualified and experienced	Bidder and/or the candidate is highly qualified and experienced
	Sample projects not related to this	Sample projects generally not related to this	Sample projects generally related to this project's	Sample projects directly related to this project's	Sample projects very related or almost identical

	project's needs	project's needs	needs	needs	to this project's needs
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Minimum acceptable capability, should meet minimum performance	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

To be considered further, Bidders **must** achieve a minimum Technical Rating of seventy (70) points out of the hundred (100) points available as specified above.

**No further consideration will be given to Bidders not achieving the pass mark of seventy (70) points.**

#### 4.1.2 Financial Evaluation

The price of the bid will be evaluated in accordance with Annex B, Basis of Payment, in Canadian dollars, Applicable Taxes excluded, Free on Board (FOB) destination, Canadian customs duties and excise taxes included.

The evaluated price will be determined as follows: the aggregate of the Firm Lot Prices for Milestones 1 through 14.

#### 4.2 Basis of Selection

##### 4.2.1 Basis of Selection – Minimum Point Rating

- To be declared responsive, a bid must:
  - comply with all the requirements of the bid solicitation; and
  - meet all mandatory technical evaluation criteria; and
  - obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
- Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

### 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. Unless specified otherwise, 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 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

## 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 provided will render the bid non-responsive.

### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 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" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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.

### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

#### 5.2.3.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

1. **Canadian good:** A good wholly manufactured or originating in Canada is considered a Canadian good. A product containing imported components may also be considered Canadian for the purpose of this policy when it has undergone sufficient change in Canada, in a manner that satisfies the definition specified under the [North American Free Trade Agreement](#) (NAFTA) Rules of Origin. For the purposes of this determination, the reference in the NAFTA Rules of Origin to "territory" is to be replaced with "Canada". (Consult [Annex 3.6](#) (9) of the *Supply Manual*.)
2. **Canadian service:** A service provided by an individual based in Canada is considered a Canadian service. Where a requirement consists of only one service, which is being provided by more than one individual, the service will be

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considered Canadian if a minimum of 80 percent of the total bid price for the service is provided by individuals based in Canada.

3. **Variety of goods:** When requirements consist of more than one good, one of the two methods below is applied:
  - a) aggregate evaluation: no less than 80 percent of the total bid price must consist of Canadian goods; or,
  - b) item by item evaluation: in some cases, the bid evaluation may be conducted on an item-by-item basis and contracts may be awarded to more than one supplier. In these cases, suppliers will be asked to identify separately each item that meets the definition of Canadian goods.
4. **Variety of services:** For requirements consisting of more than one service, a minimum of 80 percent of the total bid price must be provided by individuals based in Canada.
5. **Mix of goods and services:** When requirements consist of a mix of goods and services, no less than 80 percent of the total bid price must consist of Canadian goods and services (as defined above).  
For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#) (9), Example 2, of the *Supply Manual*.
6. **Other Canadian goods and services:** Textiles: Textiles are considered to be Canadian goods according to a modified rule of origin, copies of which are available from the Clothing and Textiles Division, Commercial and Consumer Products Directorate.

#### 5.2.3.2 Status and Availability of Resources

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

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

## PART 6 - RESULTING CONTRACT CLAUSES

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

## **6.1 Security Requirements**

**6.1.1** There is no security requirement applicable to the Contract.

## **6.2 Statement of Work**

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

## **6.3 Standard Clauses and Conditions**

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

### **6.3.1 General Conditions**

[2010B](#) (2016-04-04), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

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

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Chinthaka Somaratna  
Contracting Authority  
Public Works and Government Services Canada  
Ontario Region Real Property Contracting Branch  
12<sup>th</sup> Floor, 4900 Yonge Street  
Toronto, Ontario, Canada, M2N 6A6

Telephone: (416) 512-5268  
Facsimile: (416) 512-5862  
E-mail address: [chinthaka.somaratna@pwgsc-tps.gc.ca](mailto:chinthaka.somaratna@pwgsc-tps.gc.ca)

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

### **6.5.2 Technical Authority**

The Technical Authority for the Contract is: *(to be completed at Contract Award)*;

Solicitation No. - N° de l'invitation  
EQ754-170541/A  
Client Ref. No. - N° de réf. du client  
R.067842.004

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWL-6-39043

Buyer ID - Id de l'acheteur  
PWL034  
CCC No./N° CCC - FMS No./N° VME

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Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative

Contractor's Representative for the Contract is: *(to be completed at Contract Award)*.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 6.6 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.

### 6.7 Payment

#### 6.7.1 Basis of Payment

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

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

#### 6.7.2 Milestone Payments

1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract, up to 85 percent of the amount claimed and approved by Canada if:

- a. an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. the total amount for all milestone payments paid by Canada does not exceed 85 percent of the total amount to be paid under the Contract;
- c. all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
- d. all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.

#### 6.7.2.1 Schedule of Milestones

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

Milestone No. Plan Phase	Deliverable	Delivery Date ( number of weeks from Contract Award)	Firm Lot price(s)
1	Refer to Annex A (SOW) Section 3.1	Refer to Annex A (SOW) Section 7.1 & 8	\$ _____
2	Refer to Annex A (SOW) Section 3.2	Refer to Annex A (SOW) Section 7.2 & 8	\$ _____
3	Refer to Annex A (SOW) Section 3.3	Refer to Annex A (SOW) Section 7.3 & 8	\$ _____
4	Refer to Annex A (SOW) Section 3.4	Refer to Annex A (SOW) Section 7.4 & 8	\$ _____
5	Refer to Annex A (SOW) Section 3.5	Refer to Annex A (SOW) Section 7.5 & 8	\$ _____
6	Refer to Annex A (SOW) Section 3.6	Refer to Annex A (SOW) Section 7.6 & 8	\$ _____
7	Refer to Annex A (SOW) Section 3.7	Refer to Annex A (SOW) Section 7.7 & 8	\$ _____
8	Refer to Annex A (SOW) Section 3.8	Refer to Annex A (SOW) Section 7.8 & 8	\$ _____
9	Refer to Annex A (SOW) Section 3.9	Refer to Annex A (SOW) Section 7.9 & 8	\$ _____
10	Refer to Annex A (SOW) Section 3.10	Refer to Annex A (SOW) Section 7.10 & 8	\$ _____
11	Refer to Annex A (SOW) Section 3.11	Refer to Annex A (SOW) Section 7.11 & 8	\$ _____
12	Refer to Annex A (SOW) Section 3.12	Refer to Annex A (SOW) Section 7.12 & 8	\$ _____
13	Refer to Annex A (SOW) Section 3.13	Refer to Annex A (SOW) Section 7.13 & 8	\$ _____
14	Refer to Annex A (SOW) Section 3.14	Refer to Annex A (SOW) Section 7.14 & 8	\$ _____
Total Firm Price(Taxes Extra)			



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### 6.7.3 SACC Manual Clauses

SACC Manual clause A9117 (2007-11-30) T1204 – Direct Request by Customer Department

### 6.8 Invoicing Instructions - Progress Payment Claim

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.  
  
Each claim must show:
  - a) all information required on form [PWGSC-TPSGC 1111](#);
  - b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions; and
  - c) the description and value of the milestone claimed as detailed in the Contract.
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
3. The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Technical Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Technical Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

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

### 6.9 Certifications and Additional Information

#### 6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### 6.9.3 SACC Manual Clauses

#### 6.9.3.1 Canadian Content Certification

1. The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause [A3050T](#).
2. The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and

documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.

3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

#### **6.10 Applicable Laws**

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

#### **6.11 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 general conditions 2010B, 2016-04-04 General Conditions - Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s)*)

#### **6.12 Insurance**

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

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EQ754-170541/A  
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R.067842.004

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWL-6-39043

Buyer ID - Id de l'acheteur  
PWL034  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "A"**  
**STATEMENT OF WORK**

Solicitation No. - N° de l'invitation  
EQ754-170541/A  
Client Ref. No. - N° de réf. du client  
R.067842.004

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWL-6-39043

Buyer ID - Id de l'acheteur  
PWL034  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "B"

### BASIS OF PAYMENT

Firm Lot Prices for ALL LINE ITEMS are ALL INCLUSIVE, in Canadian funds. No additional payments, for example fees or disbursements, will be permitted.

The Contractor must perform all the services described in the Statement of Work in Annex "A" at the following Firm Lot prices:

The work (Plan Phases 1 to 14) must be performed within a period of forty (40) weeks from contract award.

Milestone No. Plan Phase	Deliverable	Delivery Date ( number of weeks from Contract Award)	Firm Lot price(s)
1	Refer to Annex A (SOW) Section 3.1	Refer to Annex A (SOW) Section 7.1 & 8	\$ _____
2	Refer to Annex A (SOW) Section 3.2	Refer to Annex A (SOW) Section 7.2 & 8	\$ _____
3	Refer to Annex A (SOW) Section 3.3	Refer to Annex A (SOW) Section 7.3 & 8	\$ _____
4	Refer to Annex A (SOW) Section 3.4	Refer to Annex A (SOW) Section 7.4 & 8	\$ _____
5	Refer to Annex A (SOW) Section 3.5	Refer to Annex A (SOW) Section 7.5 & 8	\$ _____
6	Refer to Annex A (SOW) Section 3.6	Refer to Annex A (SOW) Section 7.6 & 8	\$ _____
7	Refer to Annex A (SOW) Section 3.7	Refer to Annex A (SOW) Section 7.7 & 8	\$ _____
8	Refer to Annex A (SOW) Section 3.8	Refer to Annex A (SOW) Section 7.8 & 8	\$ _____
9	Refer to Annex A (SOW) Section 3.9	Refer to Annex A (SOW) Section 7.9 & 8	\$ _____
10	Refer to Annex A (SOW) Section 3.10	Refer to Annex A (SOW) Section 7.10 & 8	\$ _____
11	Refer to Annex A (SOW) Section 3.11	Refer to Annex A (SOW) Section 7.11 & 8	\$ _____
12	Refer to Annex A (SOW) Section 3.12	Refer to Annex A (SOW) Section 7.12 & 8	\$ _____
13	Refer to Annex A (SOW) Section 3.13	Refer to Annex A (SOW) Section 7.13 & 8	\$ _____
14	Refer to Annex A (SOW) Section 3.14	Refer to Annex A (SOW) Section 7.14 & 8	\$ _____
Total Firm Price(Taxes Extra)			

## **ANNEX A**

## **STATEMENT OF WORK**

### **SURVEYING – TRANSPORT CANADA LANDS - NIAGARA SOUTH OF THE QUEEN ELIZABETH WAY TO PORT ROBINSON**

#### **RESEARCH SURVEY AND TITLE REPORTS DESCRIPTION REFERENCE PLAN SURVEYS**

Prepared by:  
Public Works and  
Government Services Canada  
Professional and Technical Services  
Geomatics Services  
Ontario Region

June 24, 2016

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**PUBLIC WORKS AND GOVERNMENT SERVICES CANADA (PWGSC)**

**STATEMENT OF WORK  
SURVEYING – TRANSPORT CANADA LANDS – NIAGARA  
SOUTH OF THE QUEEN ELIZABETH WAY TO PORT ROBINSON**

**1. GENERAL**

**1.1 Summary description of work**

The Department of Transport Canada (TC) would like to obtain a series of boundary surveys for parcels that are under the custodianship of TC in the Niagara area. The Department of Transport Canada owns lands which are managed by the St. Lawrence Seaway Management Corporation (SLSMC).

This project includes cadastral surveying work required in order to establish the limits of certain TC lands in the Niagara area. These lands include approximately 405 hectares of land area. The lands are located immediately east and west of the working Welland Canal running from the Queen Elizabeth Way to the Welland River in Port Robinson.

More detailed instructions and specifications on the scope of work and deliverables are set out in subsequent sections.

**1.2 Purpose**

To provide Transport Canada with an up-to-date report on extent and quality of ownership of certain St. Lawrence Seaway managed lands located in the City of St. Catharines, Niagara Falls, Thorold and Port Robinson (refer to Enclosure 1 – Overall Sketch to Illustrate Survey Requirement Areas). The report is to include the results of a search of the local Registry Office records, field surveys and the preparation of Reference Plans of Survey. The survey must also include a limited amount of Topographic information as described in Section 3.

**2. PROJECT PLAN PHASES**

This project is divided into 14 surveys culminating in Reference Plans.

The objective of each Plan Phase is to prepare draft Reference Plans and Surveyor's written reports and provide the necessary survey documents required for review by the Technical Authority in consultation with TC and SLSMC.

PLAN PHASE 1: West of Canal, South of Queenston Street to Just South of Road Allowance between Concessions 7 and 8.

PLAN PHASE 2: West of Welland Canals Parkway, between Wilfred Laurier Crescent and Fred Fisher Crescent

PLAN PHASE 3: East of Canal, South of the QEW to Road Allowance between Townships of Thorold and Grantham

PLAN PHASE 4: East of Canal, South of the Road Allowance between Township of Thorold and Grantham and North of Hwy 58 (Thorold Stone Road)

PLAN PHASE 5: East of Highway 58, South of Old Thorold Stone Road and North of Road Allowance between Lots 25 and 43.

PLAN PHASE 6: East of Canal, within Registered Plan 650, Township of Thorold.

PLAN PHASE 7: West of Canal, South of Beaverdams Road and North of Railway within Lot 73, Township of Thorold.

PLAN PHASE 8: East of Canal, within Lot 95, Township of Thorold.

PLAN PHASE 9: East of Canal, within Lot 119, Township of Thorold.

PLAN PHASE 10: East of Canal, Within Index Plan D-5 and Index Plan D-6

PLAN PHASE 11: West of Canal, within Lot 187, Township of Thorold.



PLAN PHASE 12: West of Canal, within Lots 204, 205 and 213, Township of Thorold.

PLAN PHASE 13: East of Canal, south of Brick St., west of South St. N. and River St. and north of the Welland River.

PLAN PHASE 14: West of Canal, within Lot 1, Plan M-8, Township of Thorold

The work to be carried out and the documents to produce for each of these steps are detailed in the following sections.

### **3. WORK TO BE PERFORMED AND DELIVERABLES**

#### **3.1 PLAN PHASE 1: West of Canal, South of Queenston Street to Just South of Road Allowance between Concessions 7 and 8.**

The following Survey requirements must be read in conjunction with the attached Sketch (Enclosure 1-1) which highlights the area of the St. Lawrence Seaway property covered by Plan Phase 1, which is to be surveyed and reported on:

1. Establish the north and west limit of the parcel by surveying the north and west limits of Property Identifier Number (PIN) 46415-0354(R). The east limit will be established by surveying the physical limits of Welland Canal Service Road, and setting a distance of 10 metres from the centreline of the asphalt. The production easterly of the limit between PINs 46415-0331(LT) and 46415-0354(R) to intersect this limit of the Road as created, then following this limit southerly until to the south corner of PIN 46415-0354 (R) lying just south of the access road from the Welland Canals Parkway. Tie in any other physical elements on this west side of the centreline of Welland Canal Road which may be considered to be associated with the Road (i.e. drainage ditches, manholes or catch basins) as well as any visible services such as pole lines, Bell boxes, water valves, etc.). A separate Part will be required for the access Road that crosses through the south portion of this property.
2. Buildings and fences within 5 metres of all established limits must also be located.
3. A detailed report as to why the PIN 46415-0354(R) has not been converted to Land Title Conversion Qualified (LTCQ).
4. The electronic computer-aided design and drafting (CAD) file must include a layer containing the plot of the underlying deeds and releases to Her Majesty the Queen and/or St Lawrence Seaway Authority.

#### **3.2 PLAN PHASE 2: West of Welland Canals Parkway, between Wilfred Laurier Crescent and Fred Fisher Crescent**

The following Survey requirements must be read in conjunction with the attached Sketch (Enclosure 1-2) which highlights the area of the St. Lawrence Seaway property covered by Plan Phase 2, which is to be surveyed and reported on:

1. The parcel delineated by this Plan Phase is All of PIN 46415-0548(R).
2. Tie in any physical elements (i.e. drainage ditches, manholes or catch basins) as well as any visible services such as pole lines, Bell boxes, water valves, etc.
3. Buildings and fences within 5 metres of the PIN limits must also be located.
4. A detailed report as to the reasons why the PIN has not been converted to LTCQ.
5. The electronic CAD file must include a layer containing the plot of the underlying deeds and releases to Her Majesty the Queen and/or St Lawrence Seaway Authority.

**3.3 PLAN PHASE 3:** East of Canal, South of the QEW to Road Allowance between Townships of Thorold and Grantham

The following Survey requirements must be read in conjunction with the attached Sketch (Enclosure 1-3) which highlights the area of the St. Lawrence Seaway property covered by Plan Phase 3, which is to be surveyed and reported on:

1. This Plan Phase is comprised of all of PINs 46415-0336(R), 46415-0337(R), 46356-0002(LT) and 46416-0563(LT). Separate Parts are also required for Part of PINs 46416-0894 (LT) and 46416-0897 (R), as defined by the north, south and east limits of these PINs, with the west limit of these Parts being defined by a straight line drawn at a minimum distance of 10 meters from the water's edge of the ponds lying to the east of Seaway Haulage Road in this area. Title investigation is required on that portion of PIN 46356-0001(LT) lying between PIN 46415-0337(R) and PIN 46356-0002(LT), in order to confirm ownership in this area of the site. There is also an interest in that portion of Glendale Avenue described by PIN 46415-0361 (LT) lying between PINs 46416-0563 (LT) and 46415-0337(R). This will require the creation of a separate Part to facilitate a legal description for this area. There is also an interest lying to the north of PIN 46415-0336(R) adjacent to South Service Road/Taylor Road which will require a Title investigation to confirm ownership.
2. Tie in any physical elements (i.e. drainage ditches, manholes or catch basins) as well as any visible services such as pole lines, Bell boxes, water valves, etc.
3. Buildings and fences within 5 metres of the established limits must be located.
4. A detailed report as to the reasons that the "R" PINs have not been converted to LTCQ.
5. The electronic CAD file must include a layer containing the plot of the underlying deeds and releases to Her Majesty the Queen and/or St Lawrence Seaway Authority.

**3.4 PLAN PHASE 4:** East of Canal, South of the Road Allowance between Township of Thorold and Grantham and North of Hwy 58 (Thorold Stone Road)

The following Survey requirements must be read in conjunction with the attached Sketch (Enclosure 1-4) which highlights the area of the St. Lawrence Seaway property covered by Plan Phase 4, which is to be surveyed and reported on:

1. This Plan Phase is comprised of Part of PIN 64051-0067(LT), Part of PIN 64051-0116(R), All of PIN 64051-0113(R) and All of PIN 64051-0114(LT). There is a need to create separate Parts for those areas within PIN 64051-0067(LT) as illustrated on Enclosure 1-4. The west limit will be defined by creating a series of straight lines offset at a minimum distance of 10 m east of the water's edge of the overflow channel, commencing in that area of PIN 64051-0067(LT) lying to the north of the Railway line. Then continuing south of the Railway line, at this minimum 10 m distance from the water's edge of the overflow channel, to a point lying approximately 280 metres north of the "Valve Building at Weir 6" (refer to pdf photo of Valve Building attached). Then transitioning gradually in an angular fashion to a point lying in a line offset at a minimum distance of 33 m from the water's edge of the overflow channel, and located approximately 260 metres north of the "Valve Building at Weir 6". Then continuing south along this 33m offset and it's production to the intersection of a line offset 33 m from the water's edge of the south limit of that portion of the reservoir lying to the south of the Valve Building. Then continuing west along this line to its intersection with a line offset 10 m east from the center line of the travelled road known locally as Seaway Haulage Road. Then continuing south along this 10 m offset east of the center line of Seaway Haulage Road, and continuing south at a 10 m offset east from the center line of Leslie Street, in a series of straight line segments, to a fence on the east side of Leslie Street, and continuing south along the west side of this fence to the intersection of the north limit of the travelled Road that extends west from the Original Road Allowance known locally as Old Stone

Road. Separate Parts will need to be created for the Original Road Allowance in this area of the site, as well as the travelled portions of Leslie Street and the westerly extension of Old Thorold Stone Road to its intersection with the limit of Seaway Haulage Road. The northerly part will be created using the north and east limits of PIN 64051-0067(LT); the Part limit in this area will need to follow the limits of PIN 64051-0067 (LT) as it goes around and through the railway. There will be a need to create a separate Part for the area of PIN 64051-0067(LT) which is affected by the Railway. The north, east and south limits of the southerly part of PIN 64051-0067(LT) will be created using the limits of PIN 64051-0067(LT). Parts must be created for PINs 64051-0113(R) and 64051-0114(LT). A separate Part will be required for that portion of PIN 64051-0067(LT) lying within Lot 12.

2. Tie in any physical elements (i.e. drainage ditches, manholes or catch basins) as well as any visible services such as pole lines, Bell boxes, water valves, etc.
3. Buildings and fences within 5 metres of the established limits must be located.
4. A detailed report as to the reasons the PINs have not been converted to LTCQ.
5. The electronic CAD file must include a layer containing the plot of the underlying deeds and releases to Her Majesty the Queen and/or St Lawrence Seaway Authority.

**3.5 PLAN PHASE 5:** East of Highway 58, South of Old Thorold Stone Road and North of Road Allowance between Lots 25 and 43

The following Survey requirements must be read in conjunction with the attached Sketch (Enclosure 1-5) which highlights the area of the St. Lawrence Seaway property covered by Plan Phase 5, which is to be surveyed and reported on:

1. This Plan phase is comprised of All of PIN 64051-0094(LT), All of PIN 64266-0002(LT), All of PIN 64266-0003(LT), All of PIN 64266-0028(LT), All of PIN 64266-0008(LT), All of PIN 64266-0009(LT), and Part of PIN 64266-0004(LT). For PIN 64051-0094(LT), PIN 64266-0002(LT), PIN 64266-0003(LT) and PIN 64266-0028(LT), the limits of the parts will be defined by the limits of the PINs. For PIN 64266-0008 the parts will be defined by the limits of the PIN – a part will need to be created for a parcel at the southeast corner of the PIN to describe an unregistered transfer. For PIN 64266-0009 the parts will be defined by the limits of the PIN – a part will need to be created for a parcel at the southeast corner of the PIN to describe an unregistered transfer. For PIN 64266-0004(LT), the north, west and south limits will be the north, west and south limits of the PIN; the easterly limit will be defined by projecting the east limit of PIN 64266-0008(LT) northerly.
2. Tie in any physical elements (i.e. drainage ditches, manholes or catch basins) as well as any visible services such as pole lines, Bell boxes, water valves, etc.
3. Buildings and fences within 5 metres of the established limits must be located.
4. The electronic CAD file must include a layer containing the plot of the underlying deeds and releases to Her Majesty the Queen and/or St Lawrence Seaway Authority.

**3.6 PLAN PHASE 6:** East of Canal, within Registered Plan 650, Township of Thorold.

The following Survey requirements must be read in conjunction with the attached Sketch (Enclosure 1-6) which highlights the area of the St. Lawrence Seaway property covered by Plan Phase 6, which is to be surveyed and reported on:

1. This Plan Phase will comprise by part of PIN 64055-0562(LT). The east and south limits of this plan phase will be determined the east and south limits of PIN 64055-0562(LT) in this area. The

west limit will be determined by joining the west end of the South limit to the north end of the east limit.

2. Tie in any physical elements (i.e. drainage ditches, manholes or catch basins) as well as any visible services such as pole lines, Bell boxes, water valves, etc.).
3. Buildings and fences within 5 metres of the established limits must be located.
4. A detailed report as to the reasons the PIN has not been converted to LTCQ.
5. The electronic CAD file must include a layer containing the plot of the underlying deeds and releases to Her Majesty the Queen and/or St Lawrence Seaway Authority.

**3.7 PLAN PHASE 7:** West of Canal, South of Beaverdams Road and North of Railway within Lot 73, Township of Thorold

The following Survey requirements must be read in conjunction with the attached Sketch (Enclosure 1-7) which highlights the area of the St. Lawrence Seaway property covered by Plan Phase 7, which is to be surveyed and reported on:

1. This Plan Phase will comprise part of PIN 64055-0373(LT), All of PIN 64055-0352(LT) and All of PIN 64055-0353(LT). For PINs 64055-0352(LT) and 64055-0353(LT), the limits of the Parts will be defined by the limits of the PINs. The limits of the part for west and east limits within PIN 64055-0373(LT) is determined by the west and east limits of the PIN in the area. The northeast limit of the part within PIN 64055-0373(LT) will be determined by joining a point at the jog located south of the northeast corner of PIN 64055-0373(LT) through a point 3.5 m west of the bridge located at the north end of PIN 64055-0373(LT) to the west limit of PIN 64055-0373(LT).
2. Tie in any physical elements (i.e. drainage ditches, manholes or catch basins) as well as any visible services such as pole lines, Bell boxes, water valves, etc.
3. Buildings and fences within 5 metres of the established limits must be located.
4. The electronic CAD file must include a layer containing the plot of the underlying deeds and releases to Her Majesty the Queen and/or St Lawrence Seaway Authority.

**3.8 PLAN PHASE 8:** East of Canal, within Lot 95, Township of Thorold.

The following Survey requirements must be read in conjunction with the attached Sketch (Enclosure 1-8) which highlights the area of the St. Lawrence Seaway property covered by Plan Phase 8, which is to be surveyed and reported on:

1. This plan phase is comprised of part of PIN 64055-0550(R). The limits of the part for north, east and south limits within PIN 64055-0550(R) is determined by the north, east and south limits of PIN 64055-0550(R) in the area. The west limit will be created by joining a line at the west end of the north limit of the PIN in the area to a point located 8 m east of the centre line of the road where a gate is located across the said road; thence southerly to a point 3m south of the south edge of asphalt of the intersection of road along the east side of the canal with the roadway from Centre Street midway between the two roads; thence southerly in a straight line splitting the distance between the said road on the east side of the canal and the roadway from Centre Street to the south limit of the PIN.
2. Tie in any physical elements (i.e. drainage ditches, manholes or catch basins) as well as any visible services such as pole lines, Bell boxes, water valves, etc.

3. Buildings and fences within 5 metres of the established limits must be located.
4. A detailed report as to the reasons the PIN has not been converted to LTCQ.
5. The electronic CAD file must include a layer containing the plot of the underlying deeds and releases to Her Majesty the Queen and/or St Lawrence Seaway Authority.

**3.9 PLAN PHASE 9:** East of Canal, within Lot 119, Township of Thorold.

The following Survey requirements must be read in conjunction with the attached Sketch (Enclosure 1-9) which highlights the area of the St. Lawrence Seaway property covered by Plan Phase 9, which is to be surveyed and reported on:

1. This Plan Phase is comprised of part of PIN 64059-0385(LT). There will be one part created in this plan phase. The north, east and south limits of the part will be created using the north, east and south limits of the PIN in this area. The west limit of each of the part will be created by joining the west end of the north limit with the west end of the south limit. (There may be issues with the PIN Block mapping in the area of this PIN and Barron Road).
2. Tie in any physical elements (i.e. drainage ditches, manholes or catch basins) as well as any visible services such as pole lines, Bell boxes, water valves, etc.
3. Buildings and fences within 5 metres of the established limits must be located.
4. The electronic CAD file must include a layer containing the plot of the underlying deeds and releases to Her Majesty the Queen and/or St Lawrence Seaway Authority.

**3.10 PLAN PHASE 10:** East of Canal, Within Index Plan D-5 and Index Plan D-6

The following Survey requirements must be read in conjunction with the attached Sketch (Enclosure 1-10) which highlights the area of the St. Lawrence Seaway property covered by Plan Phase 10, which is to be surveyed and reported on:

1. This Plan Phase will comprise All of PIN 64059-0292(LT), All of PIN 64059-0293(LT), All of PIN 64060-0247(LT), All of PIN 64060-0248(LT), All of PIN 64060-0044(LT), All of PIN 64060-0046(LT), All of PIN 64060-0047(LT) and Part of PIN 64060-0296(LT). The limits of the Parts will be defined by the limits of the PINs. For the part within PIN 64059-0296(LT), the east limit will be defined by the east limit of the PIN and the west limit will be defined by joining the northeast limit of the PIN to the southeast limit of the PIN.
2. Tie in any physical elements (i.e. drainage ditches, manholes or catch basins) as well as any visible services such as pole lines, Bell boxes, water valves, etc.
3. Buildings and fences within 5 metres of the established limits must be located.
4. The electronic CAD file must include a layer containing the plot of the underlying deeds and releases to Her Majesty the Queen and/or St Lawrence Seaway Authority.

**3.11 PLAN PHASE 11:** West of Canal, within Lot 187, Township of Thorold.

The following Survey requirements must be read in conjunction with the attached Sketch (Enclosure 1-11) which highlights the area of the St. Lawrence Seaway property covered by Plan Phase 11, which is to be surveyed and reported on:

1. This Plan Phase will comprise All of PIN 64060-0040(LT). The limits of the Part will be defined by the limits of the PIN.

2. Tie in any physical elements (i.e. drainage ditches, manholes or catch basins) as well as any visible services such as pole lines, Bell boxes, water valves, etc.
3. Buildings and fences within 5 metres of the established limits must be located.
4. The electronic CAD file must include a layer containing the plot of the underlying deeds and releases to Her Majesty the Queen and/or St Lawrence Seaway Authority.

**3.12 PLAN PHASE 12:** West of Canal, within Lots 204, 205 and 213, Township of Thorold.

The following Survey requirements must be read in conjunction with the attached Sketch (Enclosure 1-12) which highlights the area of the St. Lawrence Seaway property covered by Plan Phase 12, which is to be surveyed and reported on:

1. This plan phase will comprise All of PIN 64060-0098(LT), All of PIN 64060-0092(LT), All of PIN 64060-0086(LT), All of PIN 64060-0096(LT) and Part of PIN 64060-0089(LT). The limits of the Parts will be defined by the limits of the PINs. For PIN 64060-0089(LT), the north limit will be defined by joining the northeast corner of PIN 64060-0086(LT) to the northwest corner of PIN 64060-0092(LT); the south limit will be defined by joining the southeast corner of PIN 64060-0086(LT) to the southwest corner of PIN 64060-0092(LT)
2. Tie in any physical elements (i.e. drainage ditches, manholes or catch basins) as well as any visible services such as pole lines, Bell boxes, water valves, etc.
3. Buildings and fences within 5 metres of the established limits must be located.
4. The electronic CAD file must include a layer containing the plot of the underlying deeds and releases to Her Majesty the Queen and/or St Lawrence Seaway Authority.

**3.13 PLAN PHASE 13:** East of Canal, south of Brick Street, west of South Street North and River Street and north of the Welland River.

The following Survey requirements must be read in conjunction with the attached Sketch (Enclosure 1-13) which highlights the area of the St. Lawrence Seaway property covered by Plan Phase 13, which is to be surveyed and reported on:

1. This plan phase will comprise parts of PINs 64060-0129(LT), 64060-0183(LT), 64060-0137(LT), 64428-0245(LT), 64428-0240(LT), 64428-0243(LT), 64428-0451(LT) and All of PIN 64060-0287(LT). A part will be created for PIN 64060-0287(LT). For part within PIN 64060-0129(LT) and for the northerly part within PIN 64060-0183(LT), the north, east and south limits of the parts will be the north, east and south limit of the PINs; the west limit will be determined by projecting the west limit of PIN 64060-0138(LT) northerly until it meets the north limit of the PIN 64060-0129(LT). For the southerly part within PIN 64060-0183(LT), the north, east and south limits of the part will be the north, east and south limit of the PIN; the west limit will be determined by joining the southwest corner of PIN 64060-0138(LT) to the northeast corner of PIN 64060-0184(LT). For parts within PIN 64428-0245(LT), PIN 64428-0240 and PIN 64428-0243(LT) the north, east and south limits of the parts will be the north, east and south limit of the PIN; the west limit will be determined by joining from southeast corner of PIN 64060-0184(LT) to a point 15 m west of the centre line of River Street and 15 m north of the road leading into the seaway property north of the Welland River. There will be 2 parts created within PIN 64428-0245(LT). The northerly part will be created by projecting the southerly limit of PIN 64060-0287 westerly. For part within PIN 64428-0451(LT) the west limit will be the same as above (15 m west etc.) the south limit will be determined by joining the said point (15 m from the centre line of each of the



roads) to the southeast corner of PIN 64428-0451(LT). For part within PIN 64060-0137(LT), the north, west and south limits of the parcel will be the north, west and south limit of the PIN; the east limit will be determined by drawing a line perpendicular to the south limit of PIN 64060-0137(LT) from the northeast corner of PIN 64060-0183(LT) (in the area) northerly until it meets the north limit of the PIN. This area of PIN 64060-0137(LT) will require a Title investigation to confirm ownership.

2. Tie in any physical elements (i.e. drainage ditches, manholes or catch basins) as well as any visible services such as pole lines, Bell boxes, water valves, etc.
3. Buildings and fences within 5 metres of the established limits must be located.
4. The electronic CAD file must include a layer containing the plot of the underlying deeds and releases to Her Majesty the Queen and/or St Lawrence Seaway Authority.

**3.14 PLAN PHASE 14:** West of Canal, within Lot 1, Plan M-8, Township of Thorold

The following Survey requirements must be read in conjunction with the attached Sketch (Enclosure 1-14) which highlights the area of the St. Lawrence Seaway property covered by Plan Phase 14, which is to be surveyed and reported on:

1. This Plan Phase will comprise part of PIN 64428-0240(LT). The north and west limits of the Part will be defined by the north and west limits of the PIN. The east limit will be determined joining a series of straight lines 33 m west of and parallel to the water's edge of the west side of the canal.
2. Tie in any physical elements (i.e. drainage ditches, manholes or catch basins) as well as any visible services such as pole lines, Bell boxes, water valves, etc.
3. Buildings and fences within 5 metres of the established limits must be located.
4. The electronic CAD file must include a layer containing the plot of the underlying deeds and releases to Her Majesty the Queen and/or St Lawrence Seaway Authority.

**4. SITE SECURITY AND CONTACTS**

Before going into the field, it will be necessary to contact the Technical Authority who will make the necessary arrangements for site access through the St. Lawrence Seaway Management Corporation.

Main contact:

*to be completed at Contract award*

**5. SURVEY AND PLAN REQUIREMENTS**

- 5.1** The draft Reference Plan(s) must be in accordance with the Surveys Act, the Registry Act, the Land Titles Act and the Regulations made under them and in accordance with the standards and guidelines of the Association of Ontario Land Surveyors (AOLS), and any additional provisions outlined herein.
- 5.2** The draft Reference Plan(s) must be prepared in digital MicroStation (dgn) or AutoCAD (dwg / dxf) formats and presented in a metric scale. The MicroStation cell library or AutoCAD layer structures will also be supplied with the award of contract in the form of a sample plan and

supporting documents. The digital graphics file (either MicroStation or AutoCAD) must be based on the integrated coordinate system shown on the plan. The draft Reference Plan(s) and associated digital file must be provided in a form consistent with and similar to the sample plan.

- 5.3** The plan must contain a key plan illustrating the area in which the property is situated. The Standard Geographic Code (SGC) and Item Number will be supplied by the Technical Authority upon award of Contract and must be shown at the bottom right corner of the plan in the PWGSC 'Title Block' (to be provided).

**5.4 Drawing Sheets:**

Allowable trimmed sheet size and border dimensions are shown in the following table:

DRAWING SHEET SIZE DESIGNATION	TRIMMED SHEET DIMENSIONS (mm) Height x Width	INSIDE BORDER DIMENSIONS (mm) Height x Width
A0	841 x 1189	821 x 1159
A1	594 x 841	574 x 811
A2	420 x 594	400 x 564

Lettering on the plan is not to be less than 2 mm in height. Unless preauthorized by the Technical Authority, plans must be oriented with the long side (width) at the top of the sheet. Plan sizes must conform to the sheet sizes noted above.

**5.5 Draft Reference Plan Details:**

The survey and plan must be in the form of a draft Reference Plan(s).

The perimeter of the Area of Survey must be monumented where existing boundaries require retracement. Where the perimeter of the Area of Survey is limited by a natural boundary (i.e. water's edge), monumented traverse lines with ties to the water's edge sufficient to detail the location of the water's edge are required. Where the perimeter of the Area of Survey is limited by a fixed structure, as in the outside face of a canal wall, the fixed structure must be considered the boundary for the purposes of the Plan of Survey.

The survey and plan(s) must also include the location of topographic features as described in the "Work to be performed and Deliverables" and as illustrated on the Survey Requirement Detail sketches **only within the "Areas of Interest" as described** as shown on Enclosure 1-1 to 1-14: Sketch to Illustrate Survey Requirement Area. This would include any visible evidence of underground and overhead services, including hydro, bell, gas and water, or any other features that may be associated with rights arising from possible leases, licences or permits.

**5.6 Integration to the 6° UTM NAD83 Canadian Spatial Reference System (CSRS) Coordinate System**

The preparation of these Plans of Survey must be integrated to the 6° UTM NAD83 (CSRS) Coordinate system in accordance with the Surveyors Act, Ontario Regulation 216/10.

Plan bearings must be grid bearings and plan distances must be ground distances. Where bearings are derived from project integration, integrated points must be selected at sufficient separation to provide accurate bearings. Large projects may require integration of more than two points to comply with AOLS regulations and standards.

The digital graphics file (either MicroStation or AutoCAD) must be based on the integrated coordinate system shown on the plans. The plan must state the particulars of the coordinate system in a form consistent with the required regulations, standards and guidelines.



## 5.7 Elevations (when required)

When elevations are required as part of the survey, the following elevation note must be shown on the plan:

*"Elevations shown hereon are referenced to the International Great Lakes Datum or the Canadian Geodetic Vertical Datum (CGVD) 1928 and are derived from elevation benchmark (describe benchmark) having an elevation of XXX.XX metres as recorded in (describe source of data)." Where another elevation reference is used, a note providing similar information must be used.*

## 5.8 Unrestricted Use

An unrestricted license to use the Plan of Survey, Surveyor's Report, CAD files, field notes and other deliverables is deemed to have been provided by the Contractor to Her Majesty, in Right of Canada as represented by PWGSC upon payment to the Contractor of the invoice(s) for the work. This license includes the right to provide copies of the deliverables to any other party.

## 5.9 General Plan and Field Work requirements

- Use of All-Terrain vehicles will **not** be permitted anywhere on the site.
- Site access must be arranged through the PWGSC Project Manager (Technical Authority). PWGSC through SLSMC will be coordinating the notification of the current tenants by way of a formal letter. Under no circumstance should a tenant be contacted without the prior authorization of the Technical Authority.
- Where the need for topographic details has been requested, unless the need for elevations has been specified, planimetric detail will suffice.
- The accuracy of the topographic details should be limited to +/- 0.05 m for manmade structures, and +/- 0.30 m for natural features.

## 6. RETURNS AND DELIVERY

6.1 The following materials must be submitted to the PWGSC Geomatics Project Manager (Technical Authority) upon completion of the draft Reference Plan(s):

- A pdf copy and 2 paper prints of the signed **draft** Reference Plan(s), along with a copy of the associated digital CAD file. The CAD file is to be geographically referenced and correctly oriented to the geodetic datum required for this project (see section 5.6 Integration). The CAD drawing is to be submitted in grid dimensions. Distances reported on the face of the Plan are to be reported in ground units.
- All pertinent title search material and other related information.
- Photocopies of the field notes of survey (including printouts of data collector measurements).
- COSINE report for each Control Monument used to integrate the field survey measurements with the 6° UTM NAD83 (CSRS) Coordinate system and a report on the closeness of fit of the control survey field work and the existing Horizontal Control Monuments. The report must include all details related to the use of any Real Time Base Station Network services.

- Plan closures and an ASCII text file of the adjusted coordinates
- The signed Surveyor's report on issues (title or otherwise) uncovered during the course of the Survey.
- The signed Surveyor's Report shall include the following items:
  - Results of title investigation or research.
  - Issues related to site access.
  - Survey methodology.
  - Issues specific to particular real property interests both on and off the site (easements and/or rights of way) encroachments.
  - Title or other issues requiring further investigation or research which would fall outside of the original Scope of the work required for this project, with recommendations for resolution.
- Digital photographs in support of the Surveyor's Report where permissible by on site Security personnel. All photographs taken are to be numbered and indexed, then referenced on a diagram or sketch showing the direction taken for each photo.

## 7. EXPECTED DELIVERY DATES

Alternatives to the following schedule will be considered, but will require pre-approval by the PWGSC Geomatics Project Manager (Technical Authority). The following delivery schedule will require confirmation by the Technical Authority prior to the commencement of the work:

### 7.1 Plan Phase 1 Delivery Schedule:

A **first submission** of the signed draft Reference Plan(s) and written report along with other preliminary returns described in Section 3.1 must be provided by the Contractor within 6 weeks from the Contract Award date.

After review of the draft Reference Plan(s) and draft Surveyor's Report on Title, the Technical Authority will provide any comments and/or recommendations regarding the plan(s) and issue instructions to finalize the draft Reference plan(s). These instructions are anticipated to be given approximately 2 weeks following the first submission by the Contractor. (Note: the plan is not to be deposited in the Registry Office at this stage).

A **second submission** of the signed draft Reference Plan(s) described in Section 3.1 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the first draft reference plan(s).

The Technical Authority will review the second submission of the signed draft Reference Plan(s) in consultation with the TC and SLSMC clients. Following this review, the Technical Authority will provide the Contractor with any comments and/or recommendations regarding the plan(s). If the changes requested are minor in nature (i.e. no further field work and/or research required) the Technical Authority will issue instructions to finalize the draft Reference Plan(s). These instructions are anticipated to be given within 2 weeks to 6 weeks following the

second submission by the Contractor for Plan Phase 1. (Note: the plan(s) are not to be deposited in the Registry Office at this stage).

A **third submission** of the signed draft Reference Plan(s) described in Section 3.1 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the second draft reference plan(s).

The Technical Authority will consult with the TC and SLSMC clients in order to ensure there are no subsequent requirements. Finalization and deposit of the Reference Plan(s) is to occur after this consultation.

## **7.2 Plan Phase 2 Delivery Schedule:**

A **first submission** of the signed draft Reference Plan(s) and written report along with other preliminary returns described in Section 3.2 must be provided by the Contractor within 8 weeks from the Contract Award date.

After review of the draft Reference Plan(s) and draft Surveyor's Report on Title, the Technical Authority will provide any comments and/or recommendations regarding the plan(s) and issue instructions to finalize the draft Reference plan(s). These instructions are anticipated to be given approximately 2 weeks following the first submission by the contractor. (Note: the plan is not to be deposited in the registry office at this stage)

A **second submission** of the signed draft Reference Plan(s) described in Section 3.2 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the first draft reference plan(s).

The Technical Authority will review the second submission of the signed draft Reference Plan(s) in consultation with the TC and SLSMC clients. Following this review, the Technical Authority will provide the Contractor with any comments and/or recommendations regarding the plan(s). If the changes requested are minor in nature (i.e. no further field work and/or research required) the Technical Authority will issue instructions to finalize the draft Reference Plan(s). These instructions are anticipated to be given within 2 weeks to 6 weeks following the second submission by the Contractor for Plan Phase 2. (Note: the plan(s) are not to be deposited in the Registry Office at this stage).

A **third submission** of the signed draft Reference Plan(s) described in Section 3.2 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the second draft reference plan(s).

The Technical Authority will consult with the TC and SLSMC clients in order to ensure there are no subsequent requirements. Finalization and deposit of the Reference Plan(s) is to occur after this consultation.

## **7.3 Plan Phase 3 Delivery Schedule:**

A **first submission** of the signed draft Reference Plan(s) and written report along with other preliminary returns described in Section 3.3 must be provided by the Contractor within 10 weeks from the Contract Award date.

After review of the draft Reference Plan(s) and draft Surveyor's Report on Title, the Technical Authority will provide any comments and/or recommendations regarding the plan(s) and issue instructions to finalize the draft Reference plan(s). These instructions are anticipated to be given approximately 2 weeks following the first submission by the Contractor. (Note: the plan is not to be deposited in the Registry Office at this stage).

A **second submission** of the signed draft Reference Plan(s) described in Section 3.3 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the first draft reference plan(s).

The Technical Authority will review the second submission of the signed draft Reference Plan(s) in consultation with the TC and SLSMC clients. Following this review, the Technical Authority will provide the Contractor with any comments and/or recommendations regarding the plan(s). If the changes requested are minor in nature (i.e. no further field work and/or research required) the Technical Authority will issue instructions to finalize the draft Reference Plan(s). These instructions are anticipated to be given within 2 weeks to 6 weeks following the second submission by the Contractor for Plan Phase 3. (Note: the plan(s) are not to be deposited in the Registry Office at this stage).

A **third submission** of the signed draft Reference Plan(s) described in Section 3.3 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the second draft reference plan(s).

The Technical Authority will consult with the TC and SLSMC clients in order to ensure there are no subsequent requirements. Finalization and deposit of the Reference Plan(s) is to occur after this consultation.

#### **7.4 Plan Phase 4 Delivery Schedule:**

A **first submission** of the signed draft Reference Plan(s) and written report along with other preliminary returns described in Section 3.4 must be provided by the Contractor within 12 weeks from the Contract Award date.

After review of the draft Reference Plan(s) and draft Surveyor's Report on Title, the Technical Authority will provide any comments and/or recommendations regarding the plan(s) and issue instructions to finalize the draft Reference plan(s). These instructions are anticipated to be given approximately 2 weeks following the first submission by the Contractor. (Note: the plan is not to be deposited in the Registry Office at this stage)

A **second submission** of the signed draft Reference Plan(s) described in Section 3.4 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the first draft reference plan(s).

The Technical Authority will review the second submission of the signed draft Reference Plan(s) in consultation with the TC and SLSMC clients. Following this review, the Technical Authority will provide the Contractor with any comments and/or recommendations regarding the plan(s). If the changes requested are minor in nature (i.e. no further field work and/or research required) the Technical Authority will issue instructions to finalize the draft Reference Plan(s). These instructions are anticipated to be given within 2 weeks to 6 weeks following the second submission by the Contractor for Plan Phase 4. (Note: the plan(s) are not to be deposited in the Registry Office at this stage).

A **third submission** of the signed draft Reference Plan(s) described in Section 3.4 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the second draft reference plan(s).

The Technical Authority will consult with the TC and SLSMC clients in order to ensure there are no subsequent requirements. Finalization and deposit of the Reference Plan(s) is to occur after this consultation.

#### **7.5 Plan Phase 5 Delivery Schedule:**

A **first submission** of the signed draft Reference Plan(s) and written report along with other preliminary returns described in Section 3.5 must be provided by the Contractor within 14 weeks from the Contract Award date.

After review of the draft Reference Plan(s) and draft Surveyor's Report on Title, the Technical Authority will provide any comments and/or recommendations regarding the plan(s) and issue instructions to finalize the draft Reference plan(s). These instructions are anticipated to be given approximately 2 weeks following the first submission by the Contractor. (Note: the plan is not to be deposited in the Registry Office at this stage).

A **second submission** of the signed draft Reference Plan(s) described in Section 3.5 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the first draft reference plan(s).

The Technical Authority will review the second submission of the signed draft Reference Plan(s) in consultation with the TC and SLSMC clients. Following this review, the Technical Authority will provide the Contractor with any comments and/or recommendations regarding the plan(s). If the changes requested are minor in nature (i.e. no further field work and/or research required) the Technical Authority will issue instructions to finalize the draft Reference Plan(s). These instructions are anticipated to be given within 2 weeks to 6 weeks following the second submission by the Contractor for Plan Phase 5. (Note: the plan(s) are not to be deposited in the Registry Office at this stage).

A **third submission** of the signed draft Reference Plan(s) described in Section 3.5 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the second draft reference plan(s).

The Technical Authority will consult with the TC and SLSMC clients in order to ensure there are no subsequent requirements. Finalization and deposit of the Reference Plan(s) is to occur after this consultation.

#### **7.6 Plan Phase 6 Delivery Schedule:**

A **first submission** of the signed draft Reference Plan(s) and written report along with other preliminary returns described in Section 3.6 must be provided by the Contractor within 16 weeks from the Contract Award date.

After review of the draft Reference Plan(s) and draft Surveyor's Report on Title, the Technical Authority will provide any comments and/or recommendations regarding the plan(s) and issue instructions to finalize the draft Reference plan(s). These instructions are anticipated to be

given approximately 2 weeks following the first submission by the Contractor. (Note: the plan is not to be deposited in the Registry Office at this stage).

A **second submission** of the signed draft Reference Plan(s) described in Section 3.6 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the first draft reference plan(s).

The Technical Authority will review the second submission of the signed draft Reference Plan(s) in consultation with the TC and SLSMC clients. Following this review, the Technical Authority will provide the Contractor with any comments and/or recommendations regarding the plan(s). If the changes requested are minor in nature (i.e. no further field work and/or research required) the Technical Authority will issue instructions to finalize the draft Reference Plan(s). These instructions are anticipated to be given within 2 weeks to 6 weeks following the second submission by the Contractor for Plan Phase 6. (Note: the plan(s) are not to be deposited in the Registry Office at this stage).

A **third submission** of the signed draft Reference Plan(s) described in Section 3.6 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the second draft reference plan(s).

The Technical Authority will consult with the TC and SLSMC clients in order to ensure there are no subsequent requirements. Finalization and deposit of the Reference Plan(s) is to occur after this consultation.

#### **7.7 Plan Phase 7 Delivery Schedule:**

A **first submission** of the signed draft Reference Plan(s) and written report along with other preliminary returns described in Section 3.7 must be provided by the Contractor within 18 weeks from the Contract Award date.

After review of the draft Reference Plan(s) and draft Surveyor's Report on Title, the Technical Authority will provide any comments and/or recommendations regarding the plan(s) and issue instructions to finalize the draft Reference plan(s). These instructions are anticipated to be given approximately 2 weeks following the first submission by the Contractor. (Note: the plan is not to be deposited in the Registry Office at this stage)

A **second submission** of the signed draft Reference Plan(s) described in Section 3.7 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the first draft reference plan(s).

The Technical Authority will review the second submission of the signed draft Reference Plan(s) in consultation with the Transport Canada (TC) and St. Lawrence Seaway Management Corporation (SLSMC) clients. Following this review, the Technical Authority will provide the Contractor with any comments and/or recommendations regarding the plan(s). If the changes requested are minor in nature (i.e. no further field work and/or research required) the Technical Authority will issue instructions to finalize the draft Reference Plan(s). These instructions are anticipated to be given within 2 weeks to 6 weeks following the second submission by the Contractor for Plan Phase 7. (Note: the plan(s) are not to be deposited in the Registry Office at this stage).

A **third submission** of the signed draft Reference Plan(s) described in Section 3.7 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the second draft reference plan(s).

The Technical Authority will consult with the TC and SLSMC clients in order to ensure there are no subsequent requirements. Finalization and deposit of the Reference Plan(s) is to occur after this consultation.

#### **7.8 Plan Phase 8 Delivery Schedule:**

A **first submission** of the signed draft Reference Plan(s) and written report along with other preliminary returns described in Section 3.8 must be provided by the Contractor within 20 weeks from the Contract Award date.

After review of the draft Reference Plan(s) and draft Surveyor's Report on Title, the Technical Authority will provide any comments and/or recommendations regarding the plan(s) and issue instructions to finalize the draft Reference plan(s). These instructions are anticipated to be given approximately 2 weeks following the first submission by the Contractor. (Note: the plan is not to be deposited in the Registry Office at this stage)

A **second submission** of the signed draft Reference Plan(s) described in Section 3.8 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the first draft reference plan(s).

The Technical Authority will review the second submission of the signed draft Reference Plan(s) in consultation with the TC and SLSMC clients. Following this review, the Technical Authority will provide the Contractor with any comments and/or recommendations regarding the plan(s). If the changes requested are minor in nature (i.e. no further field work and/or research required) the Technical Authority will issue instructions to finalize the draft Reference Plan(s). These instructions are anticipated to be given within 2 weeks to 6 weeks following the second submission by the Contractor for Plan Phase 8. (Note: the plan(s) are not to be deposited in the Registry Office at this stage).

A **third submission** of the signed draft Reference Plan(s) described in Section 3.8 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the second draft reference plan(s).

The Technical Authority will consult with the TC and SLSMC clients in order to ensure there are no subsequent requirements. Finalization and deposit of the Reference Plan(s) is to occur after this consultation.

#### **7.9 Plan Phase 9 Delivery Schedule:**

A **first submission** of the signed draft Reference Plan(s) and written report along with other preliminary returns described in Section 3.9 must be provided by the Contractor within 22 weeks from the Contract Award date.

After review of the draft Reference Plan(s) and draft Surveyor's Report on Title, the Technical Authority will provide any comments and/or recommendations regarding the plan(s) and issue instructions to finalize the draft Reference plan(s). These instructions are anticipated to be



given approximately 2 weeks following the first submission by the Contractor. (Note: the plan is not to be deposited in the Registry Office at this stage)

A **second submission** of the signed draft Reference Plan(s) described in Section 3.9 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the first draft reference plan(s).

The Technical Authority will review the second submission of the signed draft Reference Plan(s) in consultation with the TC and SLSMC clients. Following this review, the Technical Authority will provide the Contractor with any comments and/or recommendations regarding the plan(s). If the changes requested are minor in nature (i.e. no further field work and/or research required) the Technical Authority will issue instructions to finalize the draft Reference Plan(s). These instructions are anticipated to be given within 2 weeks to 6 weeks following the second submission by the Contractor for Plan Phase 9. (Note: the plan(s) are not to be deposited in the Registry Office at this stage).

A **third submission** of the signed draft Reference Plan(s) described in Section 3.9 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the second draft reference plan(s).

The Technical Authority will consult with the TC and SLSMC clients in order to ensure there are no subsequent requirements. Finalization and deposit of the Reference Plan(s) is to occur after this consultation.

#### **7.10 Plan Phase 10 Delivery Schedule:**

A **first submission** of the signed draft Reference Plan(s) and written report along with other preliminary returns described in Section 3.10 must be provided by the Contractor within 24 weeks from the Contract Award date.

After review of the draft Reference Plan(s) and draft Surveyor's Report on Title, the Technical Authority will provide any comments and/or recommendations regarding the plan(s) and issue instructions to finalize the draft Reference plan(s). These instructions are anticipated to be given approximately 2 weeks following the first submission by the Contractor. (Note: the plan is not to be deposited in the Registry Office at this stage)

A **second submission** of the signed draft Reference Plan(s) described in Section 3.10 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the first draft reference plan(s).

The Technical Authority will review the second submission of the signed draft Reference Plan(s) in consultation with the TC and SLSMC clients. Following this review, the Technical Authority will provide the Contractor with any comments and/or recommendations regarding the plan(s). If the changes requested are minor in nature (i.e. no further field work and/or research required) the Technical Authority will issue instructions to finalize the draft Reference Plan(s). These instructions are anticipated to be given within 2 weeks to 6 weeks following the second submission by the Contractor for Plan Phase 10. (Note: the plan(s) are not to be deposited in the Registry Office at this stage).



A **third submission** of the signed draft Reference Plan(s) described in Section 3.10 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the second draft reference plan(s).

The Technical Authority will consult with the TC and SLSMC clients in order to ensure there are no subsequent requirements. Finalization and deposit of the Reference Plan(s) is to occur after this consultation.

#### **7.11 Plan Phase 11 Delivery Schedule:**

A **first submission** of the signed draft Reference Plan(s) and written report along with other preliminary returns described in Section 3.11 must be provided by the Contractor within 26 weeks from the Contract Award date.

After review of the draft Reference Plan(s) and draft Surveyor's Report on Title, the Technical Authority will provide any comments and/or recommendations regarding the plan(s) and issue instructions to finalize the draft Reference plan(s). These instructions are anticipated to be given approximately 2 weeks following the first submission by the Contractor. (Note: the plan is not to be deposited in the Registry Office at this stage)

A **second submission** of the signed draft Reference Plan(s) described in Section 3.11 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the first draft reference plan(s).

The Technical Authority will review the second submission of the signed draft Reference Plan(s) in consultation with the TC and SLSMC clients. Following this review, the Technical Authority will provide the Contractor with any comments and/or recommendations regarding the plan(s). If the changes requested are minor in nature (i.e. no further field work and/or research required) the Technical Authority will issue instructions to finalize the draft Reference Plan(s). These instructions are anticipated to be given within 2 weeks to 6 weeks following the second submission by the Contractor for Plan Phase 11. (Note: the plan(s) are not to be deposited in the Registry Office at this stage).

A **third submission** of the signed draft Reference Plan(s) described in Section 3.11 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the second draft reference plan(s).

The Technical Authority will consult with the TC and SLSMC clients in order to ensure there are no subsequent requirements. Finalization and deposit of the Reference Plan(s) is to occur after this consultation.

#### **7.12 Plan Phase 12 Delivery Schedule:**

A **first submission** of the signed draft Reference Plan(s) and written report along with other preliminary returns described in Section 3.12 must be provided by the Contractor within 28 weeks from the Contract Award date.

After review of the draft Reference Plan(s) and draft Surveyor's Report on Title, the Technical Authority will provide any comments and/or recommendations regarding the plan(s) and issue instructions to finalize the draft Reference plan(s). These instructions are anticipated to be

given approximately 2 weeks following the first submission by the Contractor. (Note: the plan is not to be deposited in the Registry Office at this stage)

A **second submission** of the signed draft Reference Plan(s) described in Section 3.12 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the first draft reference plan(s).

The Technical Authority will review the second submission of the signed draft Reference Plan(s) in consultation with the TC and SLSMC clients. Following this review, the Technical Authority will provide the Contractor with any comments and/or recommendations regarding the plan(s). If the changes requested are minor in nature (i.e. no further field work and/or research required) the Technical Authority will issue instructions to finalize the draft Reference Plan(s). These instructions are anticipated to be given within 2 weeks to 6 weeks following the second submission by the Contractor for Plan Phase 12. (Note: the plan(s) are not to be deposited in the Registry Office at this stage).

A **third submission** of the signed draft Reference Plan(s) described in Section 3.12 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the second draft reference plan(s).

The Technical Authority will consult with the TC and SLSMC clients in order to ensure there are no subsequent requirements. Finalization and deposit of the Reference Plan(s) is to occur after this consultation.

#### **7.13 Plan Phase 13 Delivery Schedule:**

A **first submission** of the signed draft Reference Plan(s) and written report along with other preliminary returns described in Section 3.13 must be provided by the Contractor within 30 weeks from the Contract Award date.

After review of the draft Reference Plan(s) and draft Surveyor's Report on Title, the Technical Authority will provide any comments and/or recommendations regarding the plan(s) and issue instructions to finalize the draft Reference plan(s). These instructions are anticipated to be given approximately 2 weeks following the first submission by the Contractor. (Note: the plan is not to be deposited in the Registry Office at this stage)

A **second submission** of the signed draft Reference Plan(s) described in Section 3.13 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the first draft reference plan(s).

The Technical Authority will review the second submission of the signed draft Reference Plan(s) in consultation with the TC and SLSMC clients. Following this review, the Technical Authority will provide the Contractor with any comments and/or recommendations regarding the plan(s). If the changes requested are minor in nature (i.e. no further field work and/or research required) the Technical Authority will issue instructions to finalize the draft Reference Plan(s). These instructions are anticipated to be given within 2 weeks to 6 weeks following the second submission by the Contractor for Plan Phase 13. (Note: the plan(s) are not to be deposited in the Registry Office at this stage).

A **third submission** of the signed draft Reference Plan(s) described in Section 3.13 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the second draft reference plan(s).

The Technical Authority will consult with the TC and SLSMC clients in order to ensure there are no subsequent requirements. Finalization and deposit of the Reference Plan(s) is to occur after this consultation.

#### **7.14 Plan Phase 14 Delivery Schedule:**

A **first submission** of the signed draft Reference Plan(s) and written report along with other preliminary returns described in Section 3.14 must be provided by the Contractor within 32 weeks from the Contract Award date.

After review of the draft Reference Plan(s) and draft Surveyor's Report on Title, the Technical Authority will provide any comments and/or recommendations regarding the plan(s) and issue instructions to finalize the draft Reference plan(s). These instructions are anticipated to be given approximately 2 weeks following the first submission by the contractor. (Note: the plan is not to be deposited in the registry office at this stage)

A **second submission** of the signed draft Reference Plan(s) described in Section 3.14 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the first draft reference plan(s).

The Technical Authority will review the second submission of the signed draft Reference Plan(s) in consultation with the TC and SLSMC clients. Following this review, the Technical Authority will provide the Contractor with any comments and/or recommendations regarding the plan(s). If the changes requested are minor in nature (i.e. no further field work and/or research required) the Technical Authority will issue instructions to finalize the draft Reference Plan(s). These instructions are anticipated to be given within 2 weeks to 6 weeks following the second submission by the Contractor for Plan Phase 14. (Note: the plan(s) are not to be deposited in the Registry Office at this stage).

A **third submission** of the signed draft Reference Plan(s) described in Section 3.14 must be provided by the Contractor within 2 weeks from issuance of instructions to finalize the second draft reference plan(s).

The Technical Authority will consult with the TC and SLSMC clients in order to ensure there are no subsequent requirements. Finalization and deposit of the Reference Plan(s) is to occur after this consultation.

### **8. FINALIZATION AND DEPOSIT**

- 8.1** The Technical Authority will provide instructions for finalization and deposit of the Reference Plans. These instructions are anticipated to be given approximately 2 weeks and no longer than 8 weeks following the completion of the draft plans as described in Sections 7.1 thru 7.14.
- 8.2** Within 2 weeks of the instructions to deposit provided in Section 8.1, the surveyor must deposit the plan and supply the following:

- one paper print and a scanned (monochrome, 300 dpi) digital file (pdf preferred) of the **original** signed and deposited final plan;
- a copy of the digital files in MicroStation or AutoCAD formats;
- photocopies of any research materials and / or field notes of Contractor not provided previously (see Section 6.1);
- an ASCII text file of the final adjusted coordinates if changed from previous; and
- A comprehensive report on title issues related to the subject lands that identifies all interests and supporting documentation. The report must also identify issues related to the extent and chain of title that require additional research. The report must also contain recommendations that may be considered in the resolution of issues requiring additional attention.

## **9. ENCLOSURE LIST**

Enclosure 1 – Overall Sketch to Illustrate Survey Requirement Areas

Enclosures 1-1 to 1-14 - Sketches to Illustrate Survey Requirement Areas

Copies of background plans are located in the Appendices.

**Please note that copies of any additional associated plans and documents on file with the Technical Authority will be provided to the successful contracting firm at the start of the project. However, it will be the responsibility of the contracting firm to undertake proper research to ensure that they have all of the relevant information required for the completion of the survey.**

## APPENDICES

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