



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**

**800 Burrard Street, Room 219**

**800, rue Burrard, pièce 219**

**Vancouver**

**British Columbia**

**V6Z 0B9**

**Bid Fax: (604) 775-9381**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> ESC Site Characterization CTA	
<b>Solicitation No. - N° de l'invitation</b> EZ897-170760/A	<b>Date</b> 2016-08-17
<b>Client Reference No. - N° de référence du client</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWY-019-7848	
<b>File No. - N° de dossier</b> PWY-6-39077 (019)	<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 2016-09-28</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<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> Ngan, Ken (PWY)	<b>Buyer Id - Id de l'acheteur</b> pwy019
<b>Telephone No. - N° de téléphone</b> (604) 658-2755 ( )	<b>FAX No. - N° de FAX</b> (604) 775-6633
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PWGSC - Various Locations, BC & Yukon	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific  
Region

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British C

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

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REQUEST FOR PROPOSAL  
ENVIRONMENTAL SITE CHARACTERIZATIONS  
CONTRACT WITH TASK AUTHORIZATION  
PACIFIC REGION - BC & YT

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List of Annexes:

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## **PART 1- GENERAL INFORMATION**

### **1. Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Point Rated Evaluation Criteria & Basis of Selection, and the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form 572 and any other annexes.

### **2. Summary**

Public Works and Government Services Canada Environmental Services, has a requirement for environmental site characterization services on an "as and when requested" basis on behalf of PWGSC and other federal clients in British Columbia and Yukon.

Generally, the required services may include:

- a) program and project management;
- b) Phase 1 and Phase 2 Environmental Site Assessments;
- c) Preliminary and Detailed Site Investigations; and
- d) other related environmental services

It is expected that PWGSC will award up to five (5) Contracts as a result of this Request For Proposal. The overall estimated volume of work to be distributed amongst successful bidders is up to \$20,000,000.00 (including applicable taxes). The period of the Contracts will be from date of award until March 31, 2019.

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

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

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

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

### **3. Debriefings**

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

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## **PART 2 : BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

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

The 2003 2015-07-03 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days  
Insert: ninety (90) days

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

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

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

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than **ten (10)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **4. Applicable Laws**

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

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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## **5. Improvement of requirement During Solicitation Period**

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

## **6. Basis for Canada's Ownership of Intellectual Property**

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

- 6.1 where the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

## **7. Performance Evaluation**

Bidders shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

## **PART 3 - BIDDER PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

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

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

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

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

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

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

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

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

### **2. Section I: Technical Bid**

#### **2.1 Technical Bid**

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

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

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3. Section II: Financial Bid

3.1 Bidders must submit their financial bid in accordance with Annex D – Evaluation Criteria Part 2. The total amount of Applicable Taxes must be shown separately, if applicable.

3.2 Exchange Rate Fluctuation

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

4. Section III: Certifications

Bidders must submit the certifications required under Part 5.

## **PART 4. EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **1.1 Technical Evaluation**

Mandatory and point rated technical evaluation criteria are included in Annex "D" – Evaluation Criteria Part 1.

#### **1.2 Financial Evaluation**

Bidders will be assessed based on the information provided, as per Annex "B" - Basis of Payment, in accordance with the procedure set out in Annex D - Evaluation Criteria Part 2

##### **1.2.1 Mandatory Financial Criteria**

Bidders must submit firm rates for all categories listed in Annex D – Evaluation Criteria – Part 2.

##### **1.2.2 Evaluation of Price**

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

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

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

2.2.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory technical criteria;
- (c) obtain the required minimum pass score of 60% in the technical criterion (see 2.2.7); and
- (d) have a price no greater than 1.25 times the average bid prices.

**All price proposals which are greater than 25% above the average price will be set aside and will receive no further consideration.**

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

2.2.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 90% for the technical merit and 10% for the price.

2.2.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 90%.

2.2.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 10%.

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

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

- (a) Bids will be ranked, highest to lowest, based on their final combined Merit and Price score.
- (b) Up to five (5) contracts may be awarded depending on the number of responsive bids received.
- (c) The Estimated Overall Value of this requirement will be distributed among the top ranked bids as follows:

Number of responsive bids	Overall Ranking of Bidder from Total Score				
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
1	100%				
2	75%	25%			
3	55%	25%	20%		
4	40%	25%	20%	15%	
5 or more	30%	25%	20%	15%	10%

Bidders that are responsive (i.e. which meet all the mandatory requirements set out in the Request For Proposal) will be reviewed, evaluated and rated by a PWGSC Evaluation Board. In the first instance, price envelopes will remain sealed and only the technical components of the proposal will be evaluated in accordance with Annex D3.

No further consideration will be given to bidders not achieving the minimum pass scores.

### 3. Financial Evaluation

All financial bid envelopes corresponding to responsive bids which have achieved the minimum pass scores are opened upon completion of the technical evaluation.

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

Financial bids will be rated as per Annex D.4.

### 4. Total Score

Total Scores will be established in accordance with Annex D5.

## PART 5 - CERTIFICATIONS

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

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

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

### 5.1.1. Mandatory Certifications Required Precedent to Contract Award

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

### 5.1.2 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.

### 5.1.3 Education and Experience

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

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#### 5.1.4 Workers' Compensation Certification - Letter of Good Standing

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

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

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## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 1. Security Requirement

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

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

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

### 2. Financial Capability

SACC Manual clause A9033T (2012-07-16) Financial Capability

### 3. Insurance Requirements

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

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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

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

### 1.2 Task Authorization

#### 1.2.1 Task Authorization Process

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

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

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

#### Percent Distribution

The best fit exception is described as follows:

A Contractor may be considered based on their history in conducting previous phases of a client's project/program. For example, if a Contractor has completed a baseline ecological assessment or habitat mapping at a site, then this Contractor may be considered for a subsequent phase such as habitat restoration or a site-specific Species at Risk management plan. The rationale for this best-fit exception would be based on the Contractor's significant previous experience with the site, thereby reducing planning time and costs for subsequent project packages.

#### Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using a Terms of Reference (ToR) or Statement of Work (SoW) document.
2. The Terms of Reference (ToR) or Statement of Work (SoW) will contain the details of the activities to be performed, a summary of known on-site hazards, a description of the deliverables, and a schedule indicating completion dates for the major activities or

submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.

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

#### 1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$200,000 applicable taxes included, inclusive of any revisions.

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

#### 1.2.3 Task Authorization - Order of Distribution

(To be determined) contracts were awarded as a result of Public Works and Government Services Canada bid solicitation number EZ897-170760/A. The Contractor's order of distribution is as follows:

1 <sup>st</sup> (Best Overall)	= up to <u>(To be determined)</u> %
2 <sup>nd</sup>	= up to <u>(To be determined)</u> %
3 <sup>rd</sup>	= up to <u>(To be determined)</u> %
4 <sup>th</sup>	= up to <u>(To be determined)</u> %
5 <sup>th</sup>	= up to <u>(To be determined)</u> %

#### 1.2.4 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

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

"Minimum Contract Value" means 5% of each Maximum Contract Value.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### 1.2.5 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

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

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

The quarterly periods are defined as follows:

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

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

#### Reporting Requirement- Details:

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

For each authorized task:

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

For all authorized tasks:

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

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

## 2. Standard Clauses and Conditions

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

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## 2.1 General Conditions

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 2.2 Supplemental General Conditions

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

## 3. Security Requirement

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

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

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

## 4. Term of Contract

### 4.1 Period of the Contract

The period of the Contract is from the date of Contract Award to March 31, 2019 inclusive.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

Telephone: 604-658-2755  
Facsimile: 604-775-6633  
E-mail address: [ken.ngan@pwgsc.gc.ca](mailto:ken.ngan@pwgsc.gc.ca)

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

#### 5.2 Project Authority (to be determined)

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

#### 5.3 Authorized Environmental Services Project Manager (AESPM)

Specific work requirements will be detailed in Task Authorization as issued by an Authorized Environmental Services Project Manager. The AESPM is the PWGSC Environmental Services Project Manager authorized by the Contracting Authority in writing to issue Task Authorizations.

#### 5.4 Contractor's Representative (to be completed by Bidder)

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

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

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

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

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

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

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

### 6. Payment

#### 6.1 Basis of Payment - Limitation of Expenditure - Task Authorizations

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

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

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

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

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

whichever comes first.

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

## 6.3 Method of Payment

### 6.3.1 Monthly Payments

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

## 6.4 SACC Manual Clauses (if applicable)

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

## 6.5 Time Verification

C0711C (2008-05-12), Time Verification

## 7. Invoicing Instructions

### 7.1 Invoicing Instructions

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

Each invoice must be supported by:

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

2. Invoices must be distributed electronically as follows:

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

8. Certifications

8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

8.2 Workers Compensation

A0285C (2007-05-25), Workers Compensation

9. Applicable Laws

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

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## 10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16) Canada to Own Intellectual Property
- (c) the general conditions 2035 (2016-04-04), General Conditions - Services (Higher Complexity);
- (d) Annex "A", Statement of Work;
- (e) Annex "B", Basis of Payment;
- (f) Annex "C", Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated (To be Determined).

## 11. SACC Manual Clauses (if applicable)

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

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

## 12. Insurance - Specific Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 13. Comprehensive Land Claims Agreements

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

## 14. SACC Manual Clauses

A9039C (2008-05-12), Salvage

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

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## ANNEX A STATEMENT OF WORK

This Statement of Work generally describes the various services that the Contractor may be requested to perform during the Contract. Specific work requirements for each Task Authorization (TA) will be detailed in the TA issued by an Authorized Environmental Services Project Manager (AESPM). An Authorized Environmental Services Project Manager" as defined in Section 5.3 of the contract, is the PWGSC Environmental Services Project Manager authorized by the Contracting Authority in writing to issue and administer Task Authorizations within the authority levels granted to them.

### A.1 Work Location

Work for this Contract with Task Authorizations is restricted to the Pacific Region, which is comprised of British Columbia and Yukon. Individual Work Sites may be in urban settings (eg within city or community boundaries) or in remote settings (eg rural or wildlands).

### A.2 Types of Sites

Types of Sites that PWGSC may require Work on include:

- Airports, including fire training areas
- Active and historical highway maintenance yards along both the current and the historic Alaska Highway
- Historical commercial or industrial dumping along both the current and the historic Alaska Highway
- Active and historical above ground and below ground fuel storage tanks incidental to residential or commercial purposes (eg not service stations)
- Sensitive environments, including National Parks, National Wildlife Areas, sites with Species At Risk
- Remote RCMP detachments, including firing ranges
- Military bases, including firing ranges

Other federal or former federal Sites may also be included.

### A.3 Environmental Quality Criteria

Generally, provincial and territorial laws and municipal by-laws do not apply on federal lands and to federal undertakings. Environmental standards, guidelines and objectives established by provincial, territorial or municipal departments, ministries, and agencies will be considered for the purposes of establishing investigation and remediation/risk management environmental quality criteria. Also, material removed from federal jurisdiction may become subject to provincial and territorial laws and municipal by-laws.

Investigation and remediation/risk management environmental quality standards may include:

- Canadian Council of Ministers of the Environment (CCME) Canadian Environmental Quality Guidelines (CEQG)
- CCME Canada-wide Standard for Petroleum Hydrocarbons in Soil (CWS PHC)
- Health Canada Guidelines for Canadian Drinking Water Quality
- Environment Canada Guidance Document on Federal Interim Groundwater Quality Guidelines for Federal Contaminated Sites
- BC Contaminated Sites Regulation (CSR)
- BC Hazardous Waste Regulation (HWR)

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- BC Approved Water Quality Guidelines
  - Yukon Contaminated Sites Regulation (YCSR)
  - Yukon Special Waste Regulation (YSWR)

## B. Environmental Site Characterization Services

### B.1 Program and Project Management

1. Manage Contract with Task Authorizations including:
  - Coordinate with PWGSC regarding Programs (ie multiple Projects), key Projects, general procedures (eg Workplan and invoice formats), and communication protocols.
  - Address systematic concerns from PWGSC.
  - Allocate appropriate resources to individual Tasks, including Key Personnel.
  - Ensuring Projects, which consist of one or more individual Tasks, are managed in accordance with requirements in Scope of Services.
2. Manage individual Tasks using the following guidance:
  - Best management practices (eg Project Management Body of Knowledge (PMBOK)).
  - PWGSC National Project Management System located at:  
<http://www.tpsgc-pwgsc.gc.ca/biens-property/sngp-npms/index-eng.html>.
  - Project specific project management reporting requirements, including: daily/weekly/monthly meetings and/or reports on: Key Performance Indicators (scope, time, cost), additional items as requested (eg risks, change, safety, and environmental).
3. Manage Health and Safety including:
  - Prepare and implement site-specific Health and Safety Plan for consultants.
  - Ensure compliance with Canada Labour Code requirements as applicable.
  - Ensure compliance with PWGSC requirements, including Hazardous Occurrence Investigation and Reporting and Fatal or Serious Accidents Procedures.
  - Ensure compliance with Provincial or Territorial worker safety requirements as applicable.
  - Report on hazard identification.
  - Report near misses and incidents.
4. Manage Environmental Protection including:
  - Prepare and implement site-specific Environmental Protection Plan for consultants.
  - Ensure compliance with Canadian Environmental Protection Act requirements as applicable.
  - Ensure compliance with PWGSC requirements.
  - Ensure compliance with Provincial or Territorial environmental protection requirements as appropriate.
  - Report near misses and incidents.
  - Report spills to Provincial Emergency Program as appropriate.

### B.2 Phase 1 and Phase 2 Environmental Site Assessment

1. Perform Phase 1 Environmental Site Assessments using:
  - Canadian Standards Association CSA Z768-01 standard.
  - Canadian Council of Ministers of the Environment guidelines.
  - Health Canada guidelines.
  - Environment Canada guidelines.

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- Federal Contaminated Sites Action Plan guidance and advisories located at:  
<http://www.federalcontaminatedsites.gc.ca/default.asp?lang=En&n=B15E990A-1>.
  - As appropriate, conduct interviews with local First Nations to augment the records Review and/or the site visit by incorporating Traditional Ecological Knowledge.
2. Perform Phase 2 Environmental Site Assessments using:
- Canadian Standards Association CSA Z769-00 standard.
  - Canadian Council of Ministers of the Environment guidelines.
  - Health Canada guidelines.
  - Environment Canada guidelines.
  - Federal Contaminated Sites Action Plan guidance and advisories located at:  
<http://www.federalcontaminatedsites.gc.ca/default.asp?lang=En&n=B15E990A-1>.

### B.3 Preliminary and Detailed Site Investigations

1. Generally, provincial and territorial laws and municipal by-laws do not apply on federal lands and to federal undertakings. Environmental standards, guidelines and objectives established by provincial, territorial or municipal departments, ministries, and agencies will be considered for the purposes of establishing investigation and remediation/risk management environmental quality criteria. Also, material removed from federal jurisdiction may become subject to provincial and territorial laws and municipal by-laws.
2. Perform Preliminary Site Investigation – Stage 1 using:
- BC or Yukon (as appropriate) Preliminary Site Investigation – Stage 1 as described in regulations, guidelines, procedures, and protocols.
  - Supporting BC or Yukon (as appropriate) regulations, guidelines, procedures, and protocols.
3. Perform Preliminary Site Investigation – Stage 2 using:
- BC or Yukon (as appropriate) Preliminary Site Investigation – Stage 2 as described in regulations, guidelines, procedures, and protocols.
  - Supporting BC or Yukon (as appropriate) regulations, guidelines, procedures, and protocols.
4. Perform Detailed Site Investigation using:
- BC or Yukon (as appropriate) Detailed Site Investigation as described in regulations, guidelines, procedures, and protocols.
  - Supporting BC or Yukon (as appropriate) regulations, guidelines, procedures, and protocols.

### B.4 Other Services

1. Preliminary Archaeological Assessment
- Obtain site-specific archaeological resource information from BC or Yukon (as appropriate) records.
  - Identify presence or absence of areas of potential archaeological significance.
  - Compile and assess site-specific archaeological resource information.
2. Preliminary Species at Risk Assessment
- Obtain site-specific Species at Risk information from Federal and BC or Yukon (as appropriate) records.
  - Identify presence or absence of areas of critical wildlife habitat.

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- Compile and assess site-specific Species at Risk information.
3. Environmental Performance Assessments
    - Conduct performance audits in accordance with the standards of the International Organization for Standardization (ISO) including ISO 14001, ISO 31000, ISO 45001, OHSAS 18001 and other environmental, health and safety or integrated management system standards including those of the Canadian Standards Association and the Policy on Internal Audit and the Internal Audit Standards for the Government of Canada.
    - Assess conformance with standards, regulations, and federal environmental targets and objectives.
    - Assess risks and environmental readiness.
    - Develop environmental management system elements, up to and including complete system documents.
  4. National Classification Scoring
    - For upland and dry land sites, the assessor shall use the detailed National Classification System (NCS) evaluation form from the document National Classification System for Contaminated Sites (NCSCS) (Canadian Council of Ministers of the Environment (CCME, 2008), located at [http://www.ccme.ca/files/Resources/csm/pn\\_1403\\_ncscs\\_guidance\\_e.pdf](http://www.ccme.ca/files/Resources/csm/pn_1403_ncscs_guidance_e.pdf)
    - For marine and freshwater properties, use the Method for Ranking Contaminated Marine and Aquatic Sites on Canadian Federal Properties (Final Version) located at [http://www.federalcontaminatedsites.gc.ca/B15E990A-C0A8-4780-9124-07650F3A68EA/NCSCS%20Supplemental%20Guidance%20Document\\_June%203\\_FINAL%20EN-Font.pdf](http://www.federalcontaminatedsites.gc.ca/B15E990A-C0A8-4780-9124-07650F3A68EA/NCSCS%20Supplemental%20Guidance%20Document_June%203_FINAL%20EN-Font.pdf)
  5. Preliminary Remedial Action Plan/Risk Management Plan (RAP/RMP)
    - For comparative and planning purposes, all practical site-specific remediation and risk management options will be costed, supporting explanations of estimated costs and risks. Even where risk management is recommended as the preferred option, the Contractor shall identify, describe, and provide indicative cost estimates for all practical site-specific remediation and risk management alternatives.
  6. Estimate of liability or contingent liability
    - Develop an estimate of liability or contingent liability for all known contaminated sites on the property, based on the implementation cost for the preferred RAP/RMP. The indicative estimates of liability or contingent liability must be completed in accordance with the TBS requirements for estimating liabilities as described in the TBS Policy on Remediation Liabilities Related to Contaminated Sites: A Supplement to the Financial Information Strategy (FIS) Manual, located at: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=20888>.
  7. Other services required to complete Environmental Site Characterization.

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## C. General Procedures

### C.1 Resource Categories and Specializations

The following are the only allowed Resource Categories:

1. Expert
2. Senior
3. Intermediate
4. Junior

Only the allowed Resource Category may be invoiced as detailed in Annex "B", Basis of Payment.

The following are the minimum requirements for the specializations in the categories of personnel required to be provided for this Contract. Other personnel with more specialized attributes may be required for specific Task Authorizations and the rules for their incorporation into a Task Authorization are detailed in Annex "B", Basis of Payment.

1. Expert Qualified Professional - Environmental: Minimum 20 years relevant experience and currently registered with an appropriate professional association. Relevant experience must specifically be in the field of environmental site characterization.
2. Expert Qualified Professional - CSAP: Minimum 10 years relevant experience and currently registered with the Society of Contaminated Sites Approved Professionals of British Columbia. Relevant experience must specifically be in the field of environmental site characterization.
3. Senior Qualified Professional - Environmental: Minimum 10 years relevant experience and currently registered with an appropriate professional association. Relevant experience must specifically be in the field of environmental site characterization.
4. Senior Qualified Professional - Hydrogeologist: Minimum 10 years relevant experience and currently registered with an appropriate professional association. Relevant experience must specifically be in the field of hydrogeology for environmental site characterization.
5. Intermediate Qualified Professional: Minimum 5 years relevant experience and currently registered with an appropriate professional association. Relevant experience must specifically be in the field of environmental site characterization.
6. Junior: Minimum 1 year relevant experience, may include project team members not currently registered with an appropriate professional association eg drafting or administrative support. Relevant experience must be specifically in the appropriate field.

Note: Relevant experience does not include time for education.

### C.2 Licensing, Certification or Authorization

The Bidder shall be a Qualified Professional to provide the necessary professional services to the full extent that may be required by provincial or territorial law in the province or territory of British Columbia or Yukon.

A Qualified Professional is a person working for the Bidder who is registered in the relevant jurisdiction with his or her appropriate professional association, acts under that professional association's code of ethics, and is subject to disciplinary action by that professional association, and through suitable education, experience, accreditation and knowledge can be reasonably relied on to provide advice within his or her area of expertise. Appropriate professional associations include:

- The Association of Professional Engineers and Geoscientists of the Province of British Columbia
- The British Columbia Institute of Agrologists
- The British Columbia College of Applied Biology
- The Association of the Chemical Profession of British Columbia
- Engineers Yukon

Only full membership will be considered to be a Qualified Professional (ie no "in training" designations).

## ANNEX B

### BASIS OF PAYMENT

#### B.1 Labour Rates

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

<b>Resource Category</b>	<b>Firm Hourly Rate (\$CDN)</b>
Expert	\$___/hr
Senior	\$___/hr
Intermediate	\$___/hr
Junior	\$___/hr

B.1.3 Hourly rates will remain firm for the full period of the Contract. The hourly rates for each person in a specific category of personnel must be the same.

B.1.4 The hourly rates quoted must include all overhead, including field supplies, internal equipment charges (including equipment charges considered to be internal although they may be rented), and other indirect support such as report printing costs for 3 hardcopies.

B.1.5 Extraordinary printing costs (e.g. high quality photograph reproduction not possible on standard laser printers or plotters) may be charged only if specific prior approval from PWGSC is obtained.

B.1.6 Time worked which is more or less than an hour must be prorated to reflect actual time worked.

B.1.7 The Contractor will only be allowed to charge for the categories of personnel identified above. If other personnel, such as clerical support, are normally charged out for these services then the bidder must include their estimated costs in the hourly rates of one of the categories above.

B.1.8 Overtime, holidays, weekend and evening work must be charged at the firm hourly rate.

B.2 New or Replacement Personnel

- 
- B.2.1 If the Contractor plans to use any personnel who have not previously received approval by PWGSC, the Contractor must get PWGSC approval prior to allowing the person to work on, or be chargeable to, the project. The Contractor must provide detailed justification documenting the necessity for the substitution. Resumes and cover letters must be submitted evidencing that the individual(s) proposed as substitution(s) have qualifications and experience equal to or better than the individual(s) originally proposed in the Task Authorization. PWGSC reserves the right not to make payment for personnel not pre-approved by PWGSC.
- B.2.2 The rates for the replacement personnel must be the same rate as the category their replacement was in or whichever category is appropriate based on their skills.
- B.3 Personnel Moving to Different Category
- B.3.1 If the Contractor plans to move a pre-approved personnel listed in a certain category into another category, they must get pre-approval by PWGSC. PWGSC reserves the right not to make payment for personnel not pre-approved into a different category.
- B.4 Other Direct Expenses
- B.4.1 The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost with mark-up, upon submission of an itemized statement supported by receipt vouchers as per B.7 Disbursements.
- B.4.2 Non-allowable field supplies and internal equipment charges include the following:
- .1 Health and safety equipment and supplies (e.g. Personal Protective Equipment) including: hard hats, protective goggles, safety footwear, gloves, disposable gloves, coveralls, respirators, life jackets, survival suits, first aid kits.
  - .2 Water monitoring equipment and supplies including: pH meters, conductivity meters, turbidity meters, dissolved oxygen meters, water level meters, interface probes.
  - .3 Water and biota sampling equipment and supplies including: grabs and cores, pump tubing, filters, bottles and preservatives.
  - .4 Surveying equipment and supplies including: measuring wheel, GPS unit (non-differential), tapes, stakes, spray paint.
  - .5 Miscellaneous equipment and supplies including: telephone charges, cell phone, fax charges, computer, software, plotter, camera, common hand tools, batteries, stationary, printing charges.
- B.4.3 Extraordinary field supplies, field equipment, and internal equipment charges may be allowed on a case by case basis with prior approval from PWGSC.
- B.4.4 Extraordinary field supplies and internal equipment charges will be paid for actual costs incurred with no mark-up. If the extraordinary field supplies or internal equipment charge is Contractor - owned, proof that Contractor rates are industry competitive must be provided. Extraordinary field supplies and internal equipment charges must be specifically identified in the work plan and prior approval from PWGSC is required. All extraordinary field supplies purchased for Work under the Contract becomes the property of PWGSC.

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## B.5 Sub-contractors

- B.5.1 Sub-contractors required to complete the activities may be hired by the Contractor if the work is less than \$25,000 (inclusive of taxes).
- B.5.2 Sub-contractors required to complete the activities greater than \$25,000 (inclusive of taxes) must undergo a competitive process involving at least 3 bidders or otherwise selected using a process acceptable to PWGSC.
- B.5.3 Work which requires construction or demolition activities greater than \$25,000 (inclusive of taxes) is not permitted under the task authorization.

## B.6 Travel and Living

- B.6.1 The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without markup, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B,C and D of the National Joint Council Travel Directive, : <http://www.njc-cnm.gc.ca/directive/travel- voyage/index-eng.php>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Charges for air travel must not exceed that for economy class.
- B.6.2 All travel must have the prior authorization of PWGSC. All payments are subject to government audit.
- B.6.3 For projects located in British Columbia (excluding Vancouver Island) and Yukon, travel-related expenses associated with the delivery of services will be calculated from the PWGSC's Vancouver Office, 800 Burrard Street, Vancouver, BC V6Z 0B9 or from the Contractor's project personnel's office to the project site, whichever is closer.

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

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

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

## B.7 Disbursements

There is no markup allowed on disbursements.

## ANNEX C

### INSURANCE REQUIREMENTS

#### C.1 Insurance

##### Insurance – Specific Requirements G1001C (2013-11-16)

The Contractor must comply with the insurance requirements specified herein. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

##### Commercial General Liability Insurance G2001C (2014-06-26)

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises
- o. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- p. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents

#### Environmental Impairment Liability Insurance G2040C (2014-06-26)

1. The Contractor must obtain Contractors Pollution Liability insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The Contractors Pollution Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

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- c. Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

#### Errors & Omissions/Professional Liability Insurance G2002C (2008-05-12)

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:  
  
Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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## CERTIFICATE OF INSURANCE

Description and Location of Work					Contract No. EZ897-170760	
Environmental Services Site Characterization (Task Authorizations) – Various Location in BC & Yukon					Project No. Unassigned	
Name of Insurer, Broker or Agent		Address (No., Street)		City	Province	Postal Code
Name of Insured (Contractor)		Address (No., Street)		City	Province	Postal Code
Additional Insured Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services						
Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
Commercial General Liability				Per Occurrence \$	Annual General Aggregate \$	Completed Operations Aggregate \$
Umbrella/Excess Liability				\$	\$	\$
Environmental Impairment Liability Insurance				\$ \$ \$	Per Incident Per Occurrence	Aggregate \$
Errors & Omissions / Professional Liability Insurance						
I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.						
Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)					Telephone number	
Signature					Date D / M / Y	

## ANNEX D

### EVALUTAION CRITERIA

#### Part 1 Technical Evaluation

##### D.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. An evaluation team composed of representatives of Canada will evaluate the bids.

Each responsive offer will be evaluated against the point- rated criteria listed below. The information should be detailed enough so as to allow a complete evaluation. It would assist in the evaluation if each section clearly indicates the specific criteria it is addressing.

For each rated criterion where a maximum number of points is shown, evaluators may award any whole number in the range of points from zero up to the maximum number of points.

Bidders' responses will be evaluated against the definitions and information requirements as described by these Evaluation Criteria. Bidders should ensure that all responses provide the necessary details regarding dates, education and credentials, and demonstrative project experience. Points will be awarded solely on the basis of information as explicitly written in the Bidder's response.

The maximum number of pages (including text and graphics) to be submitted for the Point Rated Requirements is 28 pages, and must not exceed the limits below:

- Achievements of Bidders on Projects:  
4 projects x 2 pages/project = 8 pages
- Achievements of Key Personnel on Projects:  
8 Key Personnel x 2 pages/Key Personnel = 16 pages
- Management of Services:  
4 pages

The following are not part of the page limitation mentioned above;

- Covering letter
- Integrity Provisions – Annex F
- Front page of the Request for Proposal document
- Front page of revision(s) to the Request for Proposal document
- Price Proposal Form / Basis of Payment – Annex B

***Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be forwarded to the PWGSC Evaluation Board members for evaluation.***

## D.2 Bid Preparation Instructions - Point Rated Requirements

### D.2.1 Achievements of Bidders on Projects

Describe the Bidder's accomplishments, achievements and experience as prime consultant on projects. A project is considered to be work the Bidder conducted at the same site for the same client even though the work may span several years and involve different phases. Comparable/relevant/requested/components of/related projects is in reference to Statement of Work:

- Work Location
- Types of Sites
- Environmental Quality Criteria
- Program and Project Management
- Phase 1 and Phase 2 Environmental Site Assessment
- Preliminary and Detailed Site Investigations

Select a **maximum** of 4 projects undertaken within the last 10 years. Joint venture submissions are not to exceed the maximum number of projects. Only the first 4 projects listed in sequence will receive consideration and any others will receive none as though not included. The 4 projects should describe the Required Services as follows:

- Program and Project Management for all 4 projects
- Phase 1 and Phase 2 Environmental Site Assessment for 2 projects
- Preliminary and Detailed Site Investigations for 2 projects

Information that should be supplied for each project:

- clearly indicate how this project is comparable/relevant to the requested project.
- brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions
- budget control and management - i.e. contract price & final cost - explain variation
- project schedule control and management - i.e. initial schedule and revised schedule - explain variation
- client references - name, address, phone and fax of client contact at working level - references may be checked
- names of key personnel responsible for project delivery
- awards received

The client reference is mandatory information. Failure to provide a client reference will result in that project not being considered.

Please indicate those projects which were carried out in joint venture and the responsibilities of each of the involved entities in each project.

### D.2.2 Achievements of Key Personnel on Projects

Describe the experience and performance of key personnel to be assigned to this project regardless of their past association with the current Bidder firm. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements. Relevant experience/expertise/role/responsibility/weaknesses is in reference to Statement of Work:

- Work Location
- Types of Sites
- Environmental Quality Criteria
- Program and Project Management
- Phase 1 and Phase 2 Environmental Site Assessment
- Preliminary and Detailed Site Investigations

Information that should be supplied for each key personnel:

- professional accreditation
- accomplishments/achievements/awards
- relevant experience, expertise, number of years experience
- role, responsibility and degree of involvement of individual in past projects

Accomplishments/achievements/awards includes:

- accomplishments demonstrating qualifications
- achievements demonstrating experience
- awards bestowed by an independent organization relevant to the requirements

The key personnel must be included in one of the Resource Categories specializations only:

- Expert Qualified Professional - Environmental, only one personnel
- Expert Qualified Professional - CSAP, only one personnel
- Senior Qualified Professional - Environmental, up to 5 personnel
- Senior Qualified Professional - Hydrogeologist, only one personnel

Key personnel included must identify their Resource Category, relevant experience and professional accreditation. Failure to provide this identification, or failure to meet the minimum relevant experience and professional accreditation, will result in those key personnel being not considered in the evaluation.

#### D.2.3 Management of Services

The Bidder should describe how he /she proposes to perform the services and meet the constraints; how the services will be managed to ensure continuing and consistent control as well as production and communication efficiency; how the team will be organized and how it will fit in the existing structure of the firms; to describe how the team will be managed. The Bidder is also to identify sub-consultant disciplines and specialists required to complete the consultant team. Services/requirements/capability is in reference to Statement of Work:

- Work Location
- Types of Sites
- Environmental Quality Criteria
- Program and Project Management
- Phase 1 and Phase 2 Environmental Site Assessment
- Preliminary and Detailed Site Investigations

If the Bidder proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

Information that should be supplied:

- Organization chart with position titles and names (key personnel). Joint Venture business plan, team structure and responsibilities, if applicable
- What back-up will be committed for key personnel
- Profiles of the key positions (specific assignments and responsibilities) for personnel other than key personnel
- Outline of an action plan of the services with implementation strategies and sequence of main activities
- Communication strategies

The project team personnel must be included in one of the Resource Categories only, and must have the minimum relevant experience and professional accreditation to be considered for the corresponding Resource Category.

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Project team personnel included must identify their Resource Category, relevant experience and professional accreditation. Failure to provide this identification, or failure to meet the minimum relevant experience and professional accreditation, will result in those project team personnel being not considered in the evaluation.

#### D 2.4 Technical Evaluation

Description	Rating	Weight Factor	Weighted Points
Achievements of Bidder on Projects			
1. Project #1	0 - 10	1.0	0 - 10
2. Project #2	0 - 10	1.0	0 - 10
3. Project #3	0 - 10	1.0	0 - 10
4. Project #4	0 - 10	1.0	0 - 10
Achievements of Key Personnel on Projects			
1. Expert Qualified Professional-Environmental	0 - 10	0.5	0 - 5
2. Expert Qualified Professional-CSAP	0 - 10	0.5	0 - 5
3. Senior Qualified Professional-Environmental #1	0 - 10	0.5	0 - 5
4. Senior Qualified Professional-Environmental #2	0 - 10	0.5	0 - 5
5. Senior Qualified Professional-Environmental #3	0 - 10	0.5	0 - 5
6. Senior Qualified Professional-Environmental #4	0 - 10	0.5	0 - 5
7. Senior Qualified Professional-Environmental #5	0 - 10	0.5	0 - 5
8. Senior Qualified Professional-Hydrogeologist	0 - 10	0.5	0 - 5
Management of Services	0 - 10	2.0	0 - 20
<b>Total Technical Score</b>			<b>0 - 100</b>

## D2.5 PWGSC Evaluation Board and Generic Evaluation Table

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

## (a) Generic Evaluation Table

	<b>INADEQUATE</b>	<b>WEAK</b>	<b>ADEQUATE</b>	<b>FULLY SATISFACTORY</b>	<b>STRONG</b>
<b>0 point</b>	<b>2 points</b>	<b>4 points</b>	<b>6 points</b>	<b>8 points</b>	<b>10 points</b>
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Proponent do not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

All technical proposals which do not meet a minimum Total Technical Score of 60 points will be set aside and will receive no further consideration

## Part 2 Financial Evaluation

### D.3 Financial Evaluation

#### D.3.1 Category Rate Evaluation

Bidders must submit their price/rate proposal separate sealed envelope. Failure to do so will result in the bid being considered non-responsive and not considered for Contract award.

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

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

The price proposal is determined by the following calculation:

Resource Category	Hourly Rate	Weighting	Weighted Rating
Expert	\$ /hour	10%	\$
Senior	\$ /hour	40%	\$
Intermediate	\$ /hour	30%	\$
Junior	\$ /hour	20%	\$
<b>Total Evaluated Rate</b>			<b>\$</b>

#### D.4 Total Financial Score

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

$$Bid's TFS = \frac{\text{lowest TER from all technically responsive bids}}{Bid's TER} \times 100 \text{ points}$$

#### D.5 Basis of Selection - Highest Combined Rating of Technical Merit and Price

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory technical criteria;
- c. obtain the required minimum pass score of **60 points** for Total Technical Score; and
- d. have a price no greater than 1.25 times the average bid prices.

Bids not meeting (a) or (b) or (c) or (d) above will be declared non-responsive.

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Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Total Technical Score	0 - 100	90	0 - 90
Total FinancialScore	0 - 100	10	0 - 10
<b>Total Score</b>		<b>100</b>	<b>0 - 100</b>

The top 5 considered Bidders receiving the highest Total Score will be the entities that the Evaluation Board will recommend for the provision of the required services. The number of Bidders recommended, and the intended distribution of work, will be established in accordance with the following:

Number of responsive bids	Overall Ranking of Bidder from Total Score				
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
1	100%				
2	75%	25%			
3	55%	25%	20%		
4	40%	25%	20%	15%	
5 or more	30%	25%	20%	15%	10%

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ANNEX E  
TASK AUTHORISATION FORM TPSGC-PWGSC 572



To: A: ..... PST Exempt No. - No. d'exemption de la TVP Contact - Per. somme ressource Tel. No. - No. du t. l. Fax No. - No. de telecop.		Order No. No. de a commande	
As per Contract Selon le contrat Contract number / Num ro du contrat RP/SI-PACIFIC		Order date Date de la commande	
Vendor No. No. fournisseur Contact Name - Nom du contact Ace. No. - No. comp.		& : irle	
Item No. No. de l'ar Description de l'article		Quantity Quantite	Unit Price Prix unitaire
U of U de D		Disc Esc.	Ext. Price Prix calcul
Delivery Address - Adresse de livraison PWGSCITPSGC 800 Burrard Street Vancouver BC V6Z 2V8		Amount - Montant CAD	
Invoicing Address - Adresse de facturation PWGSCITPSGC REGIONAL DIRECTOR PACIFIC 800 BURRARD ST UNIT 219 VANCOUVER BC V6Z 0B9		Terms of payment - Modalites de paiement T-lexes - T-lexes - CAD Net30	
Special Instructions - Instructions specialises Security: This task authorization includes security provisions. If yes, an SRCL shall accompany all PWGSC documents. Securite: Cette autorisation des tâches comprend des exigences en matière de sécurité. Si oui, on doit joindre une LVERS a toutes les commandes du TPSGC. <input checked="" type="radio"/> Yes / <input type="radio"/> No Oui / Non		Start - Debut T-Amount - Montant T.	
The order number must appear on invoices, billing lists, packing lists, correspondence and outside containers. Le numero de la demande doit etre indique sur les factures, les connaissements, les listes d'emballage, la correspondance eta l'exterieur des contenants.		Signature (Mandatory - Obligatoire) PWGSC Authorization - Autorisation de TPSGC	
Please note additional instructions attached if applicable. Veuillez consulter les instructions supplementaires s'il y a lieu.		Signature (Mandatory - Obligatoire) Contractor - Entrepreneur	
		Date	

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NOTE TO TENDERERS: Use the mailing label below and affix it securely to the outside of the envelope or package containing your tender. Use this sheet as the cover sheet. Always ensure your company name, return address, tender number and closing date appear legibly on the outside of your bid submission.

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

Requisition No.: EZ897-170760/A  
Tender Closing Date & Time: September 28, 2016 @ 1400 P.D.T.  
Project Description: Environmental Services Site Characterization  
(Task Authorization) – Various Locations in BC & Yukon

**TECHNICAL BID**

KN

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

Requisition No.: EZ897-170760/A  
Tender Closing Date & Time: September 28, 2016 @ 1400 P.D.T.  
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(Task Authorization) – Various Locations in BC & Yukon

**FINANCIAL BID**

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