



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

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

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

Title - Sujet CTA - Remediation Services	
Solicitation No. - N° de l'invitation EZ897-170838/A	Date 2017-01-19
Client Reference No. - N° de référence du client	
GETS Reference No. - N° de référence de SEAG PW-\$PWY-026-7962	
File No. - N° de dossier PWY-6-39225 (026)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-02-27	Time Zone Fuseau horaire Pacific Standard Time PST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Yi (PWY), Patty	Buyer Id - Id de l'acheteur pwy026
Telephone No. - N° de téléphone (778) 919-2578 ()	FAX No. - N° de FAX (604) 775-6633
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC - Various Locations, BC	

Instructions: See Herein

Instructions: Voir aux présentes

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

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REQUEST FOR PROPOSAL
REMEDIATION CONSULTING SERVICES
TASK AUTHORIZATION CONTRACT
PACIFIC REGION - BC & YT

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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:

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

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

2. Summary

Public Works and Government Services Canada (PWGSC), Environmental Services – Pacific Region, has a requirement for Remediation Consulting Services, on an “as and when requested” basis, on behalf of PWGSC and other client departments. These services include the following:

Remediation Construction Planning

- 1 Supplemental Investigations
- 2 Remedial Options Analysis
- 3 Project Plan / Planning
- 4 Schedule and Cost Estimation
- 5 Risk Registry / Risk Management Planning

Remediation Construction Design and Tendering

- 1 Regulations and Authorizations
- 2 Design and Performance Requirements
- 3 Specifications Preparation
- 4 Specification Appendices Preparation
- 5 Tender Support

Remediation Project Management

- 1 Scheduling and Budgeting
- 2 Quality Assurance
- 3 Health and Safety
- 4 Progress Reporting

5 Contract Management

Remediation Construction Management

- 1 Contractual Compliance Monitoring
- 2 Construction Progress Monitoring
- 3 Environmental Monitoring
- 4 Environmental Sampling
- 5 Geotechnical Monitoring

Remediation Construction Closure

- 1 As-built Documents
- 2 Post-Remediation Monitoring for Confirmation of Remediation
- 3 Confirmation of Remediation Report
- 4 Long Term Monitoring for Residual Risks
- 5 Federal Reporting Requirements and site closure documentation

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

It is expected that PWGSC will award up to **five (5) Contracts** as a result of this bid solicitation. 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 up to three (3) years from contract award.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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).

This bid solicitation is to establish a contract with task authorizations (TA) for the delivery of the requirement detailed in the bid solicitation, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements.

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.

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

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days 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 2016-04-04 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: one hundred and twenty (120) 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. Former Public Service

This clause is to identify any bidder who may be a former public servant for:

- a. approval purposes when the successful bidder is a former public servant in receipt of a pension paid under the [Public Service Superannuation Act](#);
- b. the application of the \$5,000 contract fee limit, including Applicable Taxes, when the successful bidder is a former public servant, including former members of the Canadian Forces and the Royal Canadian Mounted Police, in receipt of a lump sum payment pursuant to a work force adjustment program; and
- c. to advise the successful bidder that the published proactive disclosure reports will include information to indicate if the successful bidder is a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension.

Providing this information is a condition precedent to contract award as opposed to a mandatory requirement for evaluation purposes.

4. 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.

5. Applicable Laws

Any resulting task authorization must be interpreted and governed, and the relations between the parties determined, by the laws in force in **British Columbia and/or Yukon Territory**.

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.

6. 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.

7. Bidder's Conference

A bidder's conference will be held at PWGSC Vancouver Office - Room 1902, 800 Burrard Street, Vancouver, BC on January 27, 2017. The conference will begin at 0900 PST. The scope of the requirement outlined in the solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative. If attending in person, please limit the number of representative(s) to two.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the names of the person(s) who will be attending and a list of issues they wish to table at least two (2) working days before the scheduled conference.

Bidders attending via teleconference:

Call-in toll-free number: 1-877-413-4781

Conference ID: 3825445

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

8. 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 reasons, as set out in [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

- the Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

9. 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) 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.

The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under Annex E is twenty four (24) pages.

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

- Covering letter
- Index Page / Table of Contents
- Tabs – Bidders are to note no text other than the number and title of the tabbed section are to be on the tab(s)
- Front page of the RFP
- Front page of revision(s) of the RFP document
- Annex "A" - Statement of Work
- Annex "B" - Basis of Payment
- Annex "C" – Security Requirements Check List
- Annex "D" - Insurance Requirements

- Annex "E" - Point Rated Evaluation Criteria and Basis of Selection
- Annex "F" - Task Authorization Form 572
- Annex "G" - Federal Contractors Program for Employment Equity - Certification
- Annex "H" - Integrity Provisions

Consequence of non-compliance: any pages which extend beyond the 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.

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 for carrying out the work in a thorough, concise and clear manner.

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

3. Section II: Financial Bid

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

3.2 Exchange Rate Fluctuation

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

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

1.1.1 Technical and Management Bid

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

1.2 Financial Evaluation

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

1.2.1 Mandatory Financial Criteria

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

1.2.2 Evaluation of Price

A0222T (2014-06-26), Evaluation of Price / Foreign Bidders

2. Basis of Selection

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

2.2.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory technical criteria; and
- (c) obtain the required minimum of 70 weighted points for the technical evaluation criteria
- (d) have a price within 25% of the average of all technically passing bid prices.

All price proposals which are greater than twenty-five (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) will be declared non-responsive.

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

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

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

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

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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:

No of Contracts Awarded	Overall Ranking of Proposals (Technical and Financial)				
	1 st	2 nd	3 rd	4 th	5 th
1	100%	-	-	-	-
2	75%	25%	-	-	-
3	55%	25%	20%	-	-
4	40%	25%	20%	15%	-
5	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 the following to establish Technical Ratings:

Description	Raw Points	Weighting Factor	Weighted Points
Corporate Capability Table	0 - 10	0.1	0 - 10
Corporate Sample Projects	0 - 100	0.5	0 - 50
Personnel Sample Projects	0 - 200	0.4	0 - 40
Total Technical Score			0 – 100

To be considered further, bidders **must** achieve a minimum of 70 weighted points for the rated technical criteria as specified above.

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

3. Financial Evaluation

3.1 All financial bid envelopes corresponding to responsive bids which have achieved the pass mark of seventy **(70) points** are opened upon completion of the technical evaluation.

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

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

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

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4. Total Score

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Technical Rating	0 – 100	80	0 – 80
Financial Rating	0 – 100	20	0 – 20
Total Score		100	0 - 100

PART 5 - CERTIFICATIONS

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

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

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

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>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process

5.2 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.

5.3 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.

5.4 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 Contacting 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.

5.5 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#afed) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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

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

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

- 1 Before award of a contract, the following conditions must be met:
 - (a) The Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;
 - (b) The Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites(s) must meet the security requirements as indicated in Part 7 – Resulting Contract Clauses
 - (c) The Bidder must provide the name of all individuals who will require access to classified or protected information ,assets, or sensitive work sites;
- 2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority
- 3 For additional information on security requirements, Bidders should refer to the **Industrial Security Program (ISP)** of Public Works and Government Services Canada (<http://ssi-iss.tpsgcpgwsc.gc.ca/index-eng.html>) website.

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 "D".
- (b) If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

1.2 Task Authorization

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.

1.2.1 Task Authorization Process

As more than one contract will be awarded for this requirement, Canada will use the following approach to select/assign an appropriate contractor. Unless a best fit exception is approved by the Contracting Authority, a Contractor will be selected based on which Contractor is farthest away from their predetermined maximum percentage distribution, therefore ensuring that work is evenly distributed as identified to the Contractor's in the RFP/resulting contract. In the case where insufficient funds remain in a Contractor's contract to complete a proposed TA, the Contractor next farthest away from their percentage distribution, and with enough funds remaining, will be selected for the work.

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 initial phases of a specific client's project, then this Contractor may be considered for a subsequent phase. 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 and ensuring consistency with the work.

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 "F",

has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.2.2 Task Authorization Limit

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

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

1.2.3 Task Authorization - Order of Distribution

(To be determined) contracts were awarded as a result of Public Works and Government Services Canada bid solicitation number EZ897-170838/A as per Part 4 of Section 2.2.7. The Contractor's order of distribution is as follows:

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

1.2.4 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

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

"Minimum Contract Value" means **10%** of each Maximum Contract Value.

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

1.2.5 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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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.

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

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

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1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada (PWGSC)**.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/**PWGSC**.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/**PWGSC**.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

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

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

Telephone: 778-919-2578
Facsimile: 604-775-6633
E-mail address: patty.yi@pwgsc.gc.ca

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

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5.2 Project Authority

*To be provided at Contract Award

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 under the Contract. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Authorized Client

Authorized Client: PWGSC Environmental Services Project Manager authorized by the Contracting Authority to issue Task Authorizations using the Contract with Task Authorization.

5.4 Contractor's Representative (To be Completed by Bidder)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____ - _____ - _____

Facsimile: _____ - _____ - _____

E-mail address: _____

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.

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;

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- 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;

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- 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.

7. Payment

7.1 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.

7.2 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.

7.3 Method of Payment

7.3.1 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.

7.4 SACC Manual Clauses (if applicable)

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

7.5 Time Verification

C0711C (2008-05-12), Time Verification

8. Invoicing Instructions

8.1 Invoicing Instructions

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

Each invoice must be supported by:

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

2. Invoices must be distributed electronically as follows:

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

9. Certifications

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.

9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

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

9.3 Workers Compensation

A0285C (2007-05-25), Workers Compensation

10. Applicable Laws

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

11. 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", Security Requirements Check List
- (g) Annex "D", Insurance Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated (*To be Determined*).

12. SACC Manual Clauses (if applicable)

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

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

13. Insurance - Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex "D". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements 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

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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.

14. 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.

15. SACC Manual Clauses

A9039C (2008-05-12), Salvage

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

ANNEX "A"

STATEMENT OF WORK

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

A.1 Background and Contractor Responsibilities

A.1.1 Roles

PWGSC Environmental Services – Pacific Region ("PWGSC") remediates and manages federal contaminated Sites. PWGSC may perform this work on sites owned by PWGSC, or PWGSC may perform this work on behalf of Other Government Departments (OGD). Remediation Construction Work is performed by a Remediation Construction Contractor, retained either by PWGSC directly or, for minor works, by the Contractor.

A.1.2 Contractor Responsibilities

The Contractor is responsible for performing or reviewing all activities as required to ensure the scope of work, including the remedial objectives, for individual Task Authorizations are met.

A.1.3 Work Location

PWGSC Work for this Task Authorization Contract 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). Sites include uplands, groundwater, freshwater bodies, or freshwater sediments without strong tidal influences (eg wetlands, streams and creeks).

A.1.4 Types of Sites, Contaminants, and Media

Types of Sites that PWGSC remediate may include:

- Airports, including fire training areas
- Active highway maintenance yards along the Alaska Highway
- Historical commercial or industrial activities, including dumping, along both the current and the historic Alaska Highway
- Historical commercial or industrial activity sites, including dumps and landfills, in urban or remote areas
- Sensitive environments, including National Parks, National Wildlife Areas, sites with Species At Risk
- Border crossings
- Correctional facilities
- Abandoned mine sites
- Remote RCMP detachments and firing ranges
- Military bases and firing ranges
- Commercial/Office building sites in urban locations
- Railway lines or other rights of way or transportation corridors
- Vacant lands

Other federal or former federal Sites are also be included.

Typical Contaminants: Types of contaminants PWGSC remediates may include:

- Metals, heavy metals, metalloids and organometallics
- Petroleum hydrocarbons (PHC's)
- Polycyclic Aromatic Hydrocarbons (PAH's)
- Polychlorinated Biphenyl's (PCBs)
- Polychlorinated dibenzo-p-dioxin/dibenzofurans (PCDD/F's or Dioxins / Furans)
- Benzene, Toluene, Ethylbenzene, and Xylene (BTEX) and other VOC's
- Chlorinated/Halogenated Hydrocarbons
- Pesticides
- Nuisance Substances
- Oxygen depleting substances
- Toxic organics
- Microorganisms
- Isotopes
- Energetic Substances
- Biological/Chemical warfare agents
- May include emerging contaminants (e.g. PFAS/PFOS)
- Other

Typical Media: Typical media includes soil, groundwater, surface water, and freshwater sediment. Investigation to support remediation activities may include biological tissues.

A.1.5 Regulatory context

Federal regulations and guidelines generally take precedent on federal lands and federal undertakings. 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 by PWGSC for the purposes of establishing investigation and remediation environmental quality criteria. Provincial and territorial standards, guidelines, and objectives may also be considered for property transfer, sale and disposal agreements. Also, material removed from federal jurisdiction may become subject to provincial and territorial laws and municipal by-laws.

A.1.6 Environmental Quality Criteria and Guidelines

Investigation and remediation environmental quality standards and related guidance may include the most recent versions of:

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

Project must be conducted in accordance with the relevant Federal Contaminated Sites Action Plan (FCSAP), Environment Canada (EC), Department of Fisheries and Oceans (DFO), Health Canada (HC), and federal Contaminated Sites Management Working Group (CSMWG) guidance documents, if applicable to the scope of work. Guidance documents include:

- Decision Making Framework for the Federal Contaminated Sites Action Plan (2016)
- Site Closure Tool with embedded Tool for Risk Assessment Validation (2013)
- Long Term Monitoring Guidance (2013)
- National Contaminates Sites Classification System (NCSCS)
- Interim Groundwater Quality Guidelines for Federal Contaminated Sites (2010)
- Interim Advice for the Management of Federal Contaminated Sites Containing Perfluorooctane Sulfonate (PFOS) (2015)
- FCSAP Sediment Remediation Conceptual Cost Estimation Tool (2013)
- Health Canada Guidance for Soil Vapour Intrusion Assessment at Contaminated Sites (2010)
- Guidance and Orientation for the Selection of Technologies (PWGSC)
<http://gost.irb-bri.cnrc-nrc.gc.ca>
- Risk Communication, Consultations and Public Involvement
<http://www.hc-sc.gc.ca/ewh-semt/contamsite/docs/index-eng.php>

A.2 Scope of Services

The Contractor will complete the following Work as requested by the Authorized Client.

A.2.1 Remediation Construction Planning

A.2.1.1 Supplemental Investigations

- a. Data gap analysis
- b. Prepare Sampling and Analysis Plan
- c. Prepare Health and Safety Plan
- d. Obtain required permits and coordination to access site
- e. Survey or verify survey of key site features e.g. property boundaries
- f. Survey all sample locations
- g. Measure insitu parameters, including geotechnical
- h. Sample relevant media, including soil, sediment, surface water, groundwater, soil vapours, and tissue. May include emerging contaminants (eg PFAS)
- i. Submit samples to laboratory for appropriate analyses and compare to relevant criteria, including geotechnical. May include emerging contaminants (eg PFAS)
- j. Prepare or update Conceptual Site Model (CSM), identifying contaminant sources, pathways, and receptors
- k. Confirm significance and extent (vertical and lateral) of contamination
- l. Prepare report, including addressing PWGSC comments

A.2.1.2 Remedial Options Analysis and Remedial Action / Risk Management Plan

- a. In conjunction with PWGSC, identify mandatory criteria (eg compliance with federal/provincial/territorial regulations, protection of human health, protection of environment)
- b. In conjunction with PWGSC, identify appraised criteria (eg feasibility, liability reduction, impacts, duration, cost)
- c. In conjunction with PWGSC, develop scoring parameters and criteria weighting
- d. In conjunction with PWGSC, rate appraised criteria
- e. Identify remedial/risk management action objectives, including numerical; may be generic, site-specific, or risk-based
- f. Conduct remedial options analysis / evaluation, including evaluation of applicable remedial technologies
- g. In conjunction with PWGSC, identify preferred remediation option. May include approach for remediation emerging contaminants (eg. PFAS). May include analysis of innovative, green, and sustainable options. May include or consist of risk management activities.

- h. Prepare Remedial Action / Risk Management Plan (RAP/RMP), outlining details for implementing preferred remediation option or risk management activities and long term management requirements
- i. Prepare report, including addressing PWGSC comments

A.2.1.3 Project Plan

- a. In conjunction with PWGSC, identify Remediation/Risk Management Plan, including confirmation of remediation/risk management objectives (numerical and other)
- b. Identify/confirm remediation technologies
- c. In conjunction with PWGSC, identify technical communications, data management, and records management protocols
- d. Identify remediation volumes (eg excavation volumes including overburden), including groundwater and surface water, and surface water controls during excavations
- e. Determine consulting requirements, including contractual compliance monitoring, regulatory compliance monitoring, environmental monitoring, environmental sampling, construction progress monitoring, and geotechnical monitoring
- f. Prepare Sampling and Analysis Plan for environmental and geotechnical/other sampling/monitoring during construction
- g. Prepare Environmental Management Plan
- h. Prepare report, including addressing PWGSC comments

A.2.1.4 Schedule and Cost Estimation

- a. Gantt Chart with logical relationships (eg dependencies) and critical path
- b. Identify key milestones
- c. Describe basis of schedule (eg durations of tasks, production rates)
- d. Indicative and substantive cost estimate for main cost elements
- e. Describe basis of cost estimate (eg "bottom up method", source of costs)
- f. Identify key assumptions (eg weather period)
- g. Describe range of variance
- h. Prepare report, including addressing PWGSC comments

A.2.1.5 Risk Registry

- a. Describe all PWGSC, Consultant, and Contractor risks
- b. Identify the source of risk
- c. Identify likelihood/probability of risk
- d. Identify impact
- e. Describe controls and risk response strategy
- f. Prepare report using PWGSC template, including addressing PWGSC comments

A.2.2 Remediation Construction Tendering

A.2.2.1 Regulations and Authorizations

- a. Identify required authorizations, including permits
- b. Obtain appropriate authorizations or assist PWGSC in obtaining appropriate authorizations, including permits
- c. Monitor to ensure compliance with project requirements, applicable regulations, and authorizations

A.2.2.2 Design and Performance Requirements

- a. Prepare a Basis of Design Report, including remedial objectives, scope of remediation, opportunities, constraints, and assumptions
- b. Prepare a Conceptual Design for scheduling and cost estimating purposes
- c. For Design-Build components of Remediation Construction projects, identify performance objectives and their measurement parameters

- d. For Design-Bid-Build components of Remediation Construction projects, prepare a Detailed Design for Construction, sealed as appropriate

A.2.2.3 Specifications Preparation

- a. Prepare Specifications using National Master Specifications standard Divisions and Sections, including addressing PWGSC comments
- b. Prepare Specifications using PWGSC template Sections, including addressing PWGSC comments
- c. Prepare Drawings, sealed as appropriate, including addressing PWGSC comments
- d. Attend workshops with PWGSC to review Specifications

A.2.2.4 Specification Appendices Preparation

- a. Photography log of Site
- b. As-builts of known infrastructure, including utilities
- c. Preconstruction condition survey
- d. Collate all environmental investigation data without interpretation, hardcopy and electronic
- e. Collate all geotechnical investigation data without interpretation, hardcopy and electronic, including groundwater information

A.2.2.5 Tender Support

- a. In conjunction with PWGSC, prepare Invitation To Tender or Request For Proposal
- b. Respond to Bidder or Proponent questions
- c. Attend and support mandatory or optional bidders meetings
- d. Prepare Amendments to Specifications as required
- e. Assist with technical review of Bids or Proposals

A.2.3 Remediation Project Management

A.2.3.1 Scheduling and Budgeting

- a. Review and assess Remediation Construction Contractor schedule
- b. Track current schedule, forecast future schedule, and compare with baseline schedule
- c. Track current Unit Price Table quantities, forecast future quantities, and compare with baseline quantities estimates
- d. Track Remediation Construction Contractor costs, consultant fees and disbursements, and PWGSC fees and disbursements, forecast future costs, and compare with baseline cost estimates

A.2.3.2 Quality Assurance

- a. Develop Construction Quality Assurance Plan
- b. Perform Quality Control as required
- c. Perform Quality Assurance inspections, reviews, and reporting
- d. Comply with PWGSC filing protocols
- e. Manage project documentation, including PWGSC Instructions and Contractor Notifications
- f. Audit project processes
- g. Audit treatment facilities
- h. Audit disposal facilities
- i. Audit import material facilities

A.2.3.3 Health and Safety

- a. Prepare and implement site-specific Health and Safety Plan for consultants
- b. Ensure compliance with Canada Labour Code requirements
- c. Ensure compliance with PWGSC requirements
- d. Ensure compliance with Provincial or Territorial requirements
- e. Report on hazard identification

- f. Report near misses and incidents

A.2.3.4 Progress Reporting

- a. Report on daily progress, including major activities and Unit Price Table quantities
- b. Report on weekly progress, including major milestones
- c. Report on monthly progress, including percent complete of each task and Unit Price Table line item quantities (original, revised, progress to date, forecasted final)

A.2.3.5 Contract Management

- a. Retain subcontractors with justification of selection process, including remediation contractors for minor works
- b. Prepare Task Authorization Amendments
- c. Assist PWGSC with preparation of Contemplated Change Notices (CCN's) for Remediation Construction Contractor
- d. Assist PWGSC with review of Remediation Construction Contractor CCN responses.
- e. Assist PWGSC with preparation of Advisories (ADV's) to be issued to Contractor
- f. Assist PWGSC with review of Requests for Information (RFI's) received from Contractor
- g. Provide review of Contractor submittals

A.2.4 Remediation Construction Management

A.2.4.1 Contractual Compliance Monitoring

- a. Review or coordinate review of Contractor Submissions
- b. Monitor compliance with Specifications
- c. Monitor compliance with Contractor Submissions
- d. Monitor compliance with Health and Safety Plan
- e. Monitor compliance with Environmental Protection Plan

A.2.4.2 Construction Progress Monitoring

- a. Progress surveying
- b. Tracking Unit Price Table Quantities
- c. Reviewing Contractor Quantities
- d. Manifest tracking

A.2.4.3 Environmental Monitoring

- a. Review Contractor's Environmental Protection Plan and other environmental Submissions
- b. Noise monitoring
- c. Vibration monitoring
- d. Air quality monitoring, including dust
- e. Spill monitoring
- f. Water quality monitoring
- g. Potential environmental impacts monitoring, including sensitive species or habitats
- h. Report near misses and incidents

A.2.4.4 Environmental Sampling

- a. Confirmation of remediation sampling, analysis, and interpretation
- b. Exsitu stockpile sampling, analysis, and interpretation
- c. Import material sampling, analysis, and interpretation – environmental quality
- d. Import material sampling, analysis, and interpretation – geotechnical quality
- e. Water treatment plant influent and effluent sampling, analysis, and interpretation

A.2.4.5 Geotechnical Monitoring

- a. Shoring Submissions review
- b. Shoring compliance monitoring

- c. Independent geotechnical assessment

A.2.5 Remediation Construction Closure

A.2.5.1 As-built Documents

- a. Postconstruction condition survey
- b. Document limits of excavation
- c. Import material quality records
- d. Import material records, including quality, placement location, and compaction
- e. As-built drawings of infrastructure placed or maintained
- f. Identify maintenance or monitoring requirements

A.2.5.2 Post-Remediation Monitoring for Confirmation of Remediation

- a. Prepare Sampling and Analysis Plan
- b. Prepare Health and Safety Plan
- c. Obtain required permits and coordination to access site
- d. Survey all sample locations
- e. Measure insitu parameters
- f. Sample relevant media, including soil, sediment, surface water, groundwater, soil vapours, and tissue
- g. Submit samples to laboratory for appropriate analyses and compare to relevant criteria
- h. Prepare report, including addressing PWGSC comments

A.2.5.3 Confirmation of Remediation Report

- a. Document confirmation of remediation results
- b. Document offsite transport of material, including manifests
- c. Document treatment, including Certificates of Treatment
- d. Document disposal, including Certificates of Disposal

A.2.5.4 Long Term Monitoring for Residual Risks

- a. If required, complete or update a Remedial Action Plan/Risk Management Plan
- b. Complete Human Health and / or Ecological Risk Assessment on residual risks, in accordance with applicable federal guidance
- c. Prepare Sampling and Analysis Plan
- d. Prepare Health and Safety Plan
- e. Obtain required permits and coordination to access site
- f. Survey all sample locations
- g. Measure insitu parameters
- h. Sample relevant media, including soil, sediment, surface water, groundwater, soil vapours, and tissue
- i. Submit samples to laboratory for appropriate analyses and compare to relevant criteria
- j. Prepare report, including addressing PWGSC comments

A.2.5.5 Federal Reporting Requirements

- a. Complete or update National Classification System for Contaminated Sites
- b. As appropriate, complete or update Federal Contaminated Sites Action Plan Aquatic Sites Classification System in lieu of National Classification System for Contaminated Sites
- c. Complete or update the Federal Contaminated Sites Action Plan Contaminated Sites Inventory
- d. Complete Federal Site Closures Tool
- e. Develop or update an indicative estimate of liability or contingent liability

Other associated services may also be required.

A.3 Categories of Work / Specializations

Mandatory criteria and typical responsibilities of Specializations are as follows:

A.3.1 Expert Remediation Professional

A.3.1.1 Mandatory Criteria

- a. Minimum 20 years of relevant experience

A.3.1.2 Typical Responsibilities

- a. Project Director for consultant
- b. Provides specialized review of deliverables
- c. Provides specialized advice on technical or management items

A.3.2 Expert Contaminated Sites Approved Professional

A.3.2.1 Mandatory Criteria

- a. Minimum 10 years of relevant experience
- b. Current member of the Society of Contaminated Sites Approved Professionals of British Columbia and be appointed to the BC Ministry of Environment Roster of Approved Professionals –Numerical Standards

A.3.2.2 Typical Responsibilities

- a. Provides specialized advice on environmental planning
- b. Provides specialized advice on environmental sampling
- c. Provides specialized advice on regulations and authorizations

A.3.3 Senior Qualified Professional – Environmental Remediation

A.3.3.1 Mandatory Criteria

- a. Minimum 10 years of relevant experience
- b. Current member of a relevant professional association

A.3.3.2 Typical Responsibilities

- a. Project Coordinator
- b. Supervises Intermediate personnel
- c. Responsible for overall technical and administrative components, including planning, tendering, monitoring, management, and closure
- d. Responsible for project management of Task Authorization

A.3.4 Senior Qualified Professional - Hydrogeologist

A.3.4.1 Mandatory Criteria

- a. Minimum 10 years of relevant experience
- b. Current member of a relevant professional association

A.3.4.2 Typical Responsibilities

- a. Supervises Intermediate personnel
- b. Provides specific advice on groundwater contamination and flow

A.3.5 Senior Qualified Professional – Environmental Assessor

A.3.5.1 Mandatory Criteria

- a. Minimum 10 years of relevant experience
- b. Current member of the College of Applied Biology and be a Registered Professional Biologist
- c. Meets the Fisheries and Oceans Canada requirements of a Qualified Environmental Professional

A.3.5.2 Typical Responsibilities

- a. Supervises Intermediate personnel

- b. Provides specialized advice on regulations, authorizations, biology, and potential environmental impacts

A.3.6 Senior Qualified Professional – Geotechnical Engineer

A.3.6.1 Mandatory Criteria

- a. Minimum 10 years of relevant experience
- b. Current member of the Association of Professional Engineers and Geoscientists of BC or the Association of Professional Engineers of Yukon

A.3.6.2 Typical Responsibilities

- a. Supervises Intermediate personnel
- b. Provides specialized advice on geotechnical planning, investigations, and design

A.3.7 Senior Environmental Engineer

A.3.7.1 Mandatory Criteria

- a. Minimum 10 years of relevant experience
- b. Current member of the Association of Professional Engineers and Geoscientists of BC or the Association of Professional Engineers of Yukon
- c. Association of Professional Engineers of Yukon

A.3.7.2 Typical Responsibilities

- a. Supervises Intermediate personnel
- b. Provides specialized advice on contaminated sites remediation planning, investigation, and design, and quality assurance

A.3.8 Intermediate Field Supervisor

A.3.8.1 Mandatory Criteria

- a. Minimum 5 years of relevant experience
- b. Relevant experience required to perform responsibilities

A.3.8.2 Typical Responsibilities

- a. Supervises junior personnel
- b. Provides field supervision during investigation, planning, and construction monitoring
- c. Responsible for on site environmental monitoring, sampling and reporting on aspects of construction

A.3.9 Intermediate Environmental Engineer

A.3.9.1 Mandatory Criteria

- a. Minimum 5 years of relevant experience
- b. Current member of the Association of Professional Engineers and Geoscientists of BC or the Association of Professional Engineers of Yukon

A.3.9.2 Typical Responsibilities

- a. Supervises Junior personnel, assists Senior personnel
- b. Provides specialized advice on contaminated sites remediation planning, investigation, and design

A.3.10 Intermediate Qualified Professional – Environmental Remediation

A.3.10.1 Mandatory Criteria

- a. Minimum 5 years of relevant experience
- b. Current member of a relevant professional association

A.3.10.2 Typical Responsibilities

- a. Supervises Junior Category Personnel

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- b. Assists in technical and administrative components, including planning, tendering, monitoring, management, and closure

A.3.11 Intermediate Environmental Professional

A.3.11.1 Mandatory Criteria

- a. Minimum 5 years of relevant experience
- b. Relevant experience required to perform responsibilities

A.3.11.2 Typical Responsibilities

- a. Undertakes in field investigations, construction monitoring, environmental monitoring, sampling, and reporting

A.3.12 Junior Environmental Professional

A.3.12.1 Mandatory Criteria

- a. Minimum 1 year of relevant experience
- b. Relevant experience required to perform responsibilities

A.3.12.2 Typical Responsibilities

- a. Assists in field investigations, construction monitoring, environmental monitoring, sampling, and reporting

A.3.13 Junior CADD / GIS

A.3.13.1 Mandatory Criteria

- a. Minimum 1 year of relevant experience
- b. Relevant experience required to perform responsibilities

A.3.13.2 Typical Responsibilities

- a. Conducts CADD and routine Geographical Information System services
- b. Provides support services such as drawing edits, managing project photographs, and laboratory data systems

A.3.14 Junior Administrative Support

A.3.14.1 Mandatory Criteria

- a. Minimum 1 year of relevant experience
- b. Relevant experience required to perform responsibilities

A.3.14.2 Typical Responsibilities

- a. Provides project/task-specific support services outside of general company overhead, such as assisting with reporting, word processing, tracking data, setting up subcontractor purchase orders, order project supplies, invoice review, and coordinating health and safety
- b. Other project/task-specific administrative support

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ANNEX "B"

BASIS OF PAYMENT

B.1 Labour Rates

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

B.1.1 Date of Award (To Be Determined) to 2018Mar31

Line	Resource Category	Hourly Rate
1	Expert <i>Name(s) and rates from Annex E to be inserted at Contract Award for following Categories of Work:</i> Expert Remediation Professional Expert Contaminated Sites Approved Professional	\$_____/hr
2	Senior <i>Name(s) and rates from Annex E to be inserted at Contract Award for following Categories of Work:</i> Senior Qualified Professional-Environmental Remediation #1 Senior Qualified Professional-Environmental Remediation #2 Senior Qualified Professional-Environmental Remediation #3 Senior Qualified Professional-Environmental Remediation #4 Senior Qualified Professional-Hydrogeologist Senior Qualified Professional-Environmental Assessor Senior Qualified Professional-Geotechnical Engineer Senior Qualified Professional-Environmental Engineer #1 Senior Qualified Professional-Environmental Engineer #2	\$_____/hr
3	Intermediate <i>Name(s) and rates from Annex E to be inserted at Contract Award for following Categories of Work:</i> Intermediate Field Supervisor #1 Intermediate Field Supervisor #2 Intermediate Environmental Engineer #1 Intermediate Environmental Engineer #2 Intermediate Qualified Professional- Environmental Remediation #1 Intermediate Qualified Professional- Environmental Remediation #2 Intermediate Environmental Professional #1 Intermediate Environmental Professional #2 Intermediate Environmental Professional #3 Intermediate Environmental Professional #4	\$_____/hr
4	Junior <i>Name(s) and rates from Annex E to be inserted at Contract Award for following Categories of Work:</i> Junior Environmental Professional #1 Junior Environmental Professional #2 Junior Environmental Professional #3 Junior Environmental Professional #4 Junior CADD/GIS #1 Junior CADD/GIS #2	\$_____/hr

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	<i>Junior Administrative Support</i>	
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B.1.2 2018Apr01 to 2019Mar31

Line	Resource Category	Hourly Rate
1	Expert <i>Name(s) and rates from Annex E to be inserted at Contract Award for following Categories of Work:</i> <i>Expert Remediation Professional</i> <i>Expert Contaminated Sites Approved Professional</i>	\$_____/hr
2	Senior <i>Name(s) and rates from Annex E to be inserted at Contract Award for following Categories of Work:</i> <i>Senior Qualified Professional-Environmental Remediation #1</i> <i>Senior Qualified Professional-Environmental Remediation #2</i> <i>Senior Qualified Professional-Environmental Remediation #3</i> <i>Senior Qualified Professional-Environmental Remediation #4</i> <i>Senior Qualified Professional-Hydrogeologist</i> <i>Senior Qualified Professional-Environmental Assessor</i> <i>Senior Qualified Professional-Geotechnical Engineer</i> <i>Senior Qualified Professional-Environmental Engineer #1</i> <i>Senior Qualified Professional-Environmental Engineer #2</i>	\$_____/hr
3	Intermediate <i>Name(s) and rates from Annex E to be inserted at Contract Award for following Categories of Work:</i> <i>Intermediate Field Supervisor #1</i> <i>Intermediate Field Supervisor #2</i> <i>Intermediate Environmental Engineer #1</i> <i>Intermediate Environmental Engineer #2</i> <i>Intermediate Qualified Professional- Environmental Remediation #1</i> <i>Intermediate Qualified Professional- Environmental Remediation #2</i> <i>Intermediate Environmental Professional #1</i> <i>Intermediate Environmental Professional #2</i> <i>Intermediate Environmental Professional #3</i> <i>Intermediate Environmental Professional #4</i>	\$_____/hr
4	Junior <i>Name(s) and rates from Annex E to be inserted at Contract Award for following Categories of Work:</i> <i>Junior Environmental Professional #1</i> <i>Junior Environmental Professional #2</i> <i>Junior Environmental Professional #3</i> <i>Junior Environmental Professional #4</i> <i>Junior CADD/GIS #1</i> <i>Junior CADD/GIS #2</i> <i>Junior Administrative Support</i>	\$_____/hr

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B.1.3 2019Apr01 to 2020Mar31

Line	Resource Category	Hourly Rate
1	Expert <i>Name(s) and rates from Annex E to be inserted at Contract Award for following Categories of Work:</i> <i>Expert Remediation Professional</i> <i>Expert Contaminated Sites Approved Professional</i>	\$_____/hr
2	Senior <i>Name(s) and rates from Annex E to be inserted at Contract Award for following Categories of Work:</i> <i>Senior Qualified Professional-Environmental Remediation #1</i> <i>Senior Qualified Professional-Environmental Remediation #2</i> <i>Senior Qualified Professional-Environmental Remediation #3</i> <i>Senior Qualified Professional-Environmental Remediation #4</i> <i>Senior Qualified Professional-Hydrogeologist</i> <i>Senior Qualified Professional-Environmental Assessor</i> <i>Senior Qualified Professional-Geotechnical Engineer</i> <i>Senior Qualified Professional-Environmental Engineer #1</i> <i>Senior Qualified Professional-Environmental Engineer #2</i>	\$_____/hr
3	Intermediate <i>Name(s) and rates from Annex E to be inserted at Contract Award for following Categories of Work:</i> <i>Intermediate Field Supervisor #1</i> <i>Intermediate Field Supervisor #2</i> <i>Intermediate Environmental Engineer #1</i> <i>Intermediate Environmental Engineer #2</i> <i>Intermediate Qualified Professional- Environmental Remediation #1</i> <i>Intermediate Qualified Professional- Environmental Remediation #2</i> <i>Intermediate Environmental Professional #1</i> <i>Intermediate Environmental Professional #2</i> <i>Intermediate Environmental Professional #3</i> <i>Intermediate Environmental Professional #4</i>	\$_____/hr
4	Junior <i>Name(s) and rates from Annex E to be inserted at Contract Award for following Categories of Work:</i> <i>Junior Environmental Professional #1</i> <i>Junior Environmental Professional #2</i> <i>Junior Environmental Professional #3</i> <i>Junior Environmental Professional #4</i> <i>Junior CADD/GIS #1</i> <i>Junior CADD/GIS #2</i> <i>Junior Administrative Support</i>	\$_____/hr

The hourly rates for each person in a specific category of personnel must be the same. The hourly rates quoted must include all overhead, including administrative time, non-allowable field supplies as described in B.3 Other Direct Expenses, internal equipment charges (including equipment charges considered to be

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internal although they may be rented), clerical support and other indirect support such as report printing costs for three hard copies. Extraordinary printing costs (eg. high quality photograph reproduction not possible on standard laser printers or plotters) may be charged only if specific prior approval from the Authorized Client is obtained. Time worked which is more or less than an hour must be prorated to reflect actual time worked.

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

B.2 Disbursements

Cost plus Firm Fixed percentage _____%.

B.3 Travel and Living Expenses

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

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

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

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

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

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

B.4 Other Direct Expenses

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

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

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is required. All extraordinary field supplies purchased for Work under the Contract becomes the property of PWGSC.

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

- (a) Health and safety equipment and supplies (eg. Personal Protective Equipment) including: hard hats, protective goggles, safety footwear, gloves, disposable gloves, coveralls, disposable coveralls, respirators, cartridges, disposable respirators, life jackets, survival suits, first aid kits.
- (b) General sampling equipment and supplies including: gastechtor, Photo Ionization Detector, sample containers, preservatives, coolers, ice.
- (c) Water monitoring equipment and supplies including: pH meters, conductivity meters, turbidity meters, dissolved oxygen meters, water level meters, and interface probes.
- (d) Water sampling equipment and supplies including: bailers, waterra tubing, peristaltic pumps, pump tubing, filters.
- (e) Vapour sampling equipment and supplies including: pumps, tubing, leak detection system.
- (f) Surveying equipment and supplies including: measuring wheel, GPS unit (non-differential), tapes, stakes, spray paint.
- (g) Miscellaneous equipment and supplies including: telephone charges, cell phone, fax charges, computer, software, plotter, camera, common hand tools, batteries, stationary, printing charges.

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

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité

Unclassified

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

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

Security Classification / Classification de sécurité

Unclassified



Contract Number / Numéro du contrat E2897-17083820-10938
Security Classification / Classification de sécurité Unclassified

PART A (continued) / PARTIE A (suite)

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

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |
- Special comments:
Commentaires spéciaux :
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

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



PART C (continued) / PARTIE C (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO				COMSEC						
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential NATO Confidentiel	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media Support TI																
IT Link Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX "D"

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. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- r. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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

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

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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CCC No./N° CCC - FMS No./N° VME

Description and Location of Work					Contract No. EZ897-170838	
Remediation Consulting Services Pacific Region, BC & YT					Project No.	
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				\$ <input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence		Aggregate \$
Errors & Omissions / Professional Liability Insurance						

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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

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ANNEX "E"

Point Rated Evaluation Criteria and Basis of Selection

Definitions:

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

Bidder: Includes the Bidder and their subconsultants and subcontractors for the purposes of this evaluation.

Contractor: Successful Bidders that are awarded a Task Authorization Contract.

Federal Contaminated Sites Action Plan: Government of Canada program with the primary objective to reduce environmental and human health risks from known federal contaminated sites and associated federal financial liabilities

Federal Contaminated Sites Inventory: list of federal sites that are confirmed contaminated sites, suspected contaminated sites, or "closed" sites where remediation was either completed or not required.

Proponent: same as Bidder.

Project: an undertaking to remediate an upland or minor freshwater contaminated site with a scope similar to that described in the Statement of Work. If the work is at the same site for the same client, then this considered a single Project, even though the work may span several years and involve different phases. The Project does not have to be completed, but only those components worked on within the last 5 years may be considered for evaluation purposes.

Qualified Professional: a person who is registered 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 may be reasonably relied on to provide advice within his or her area of expertise.

Remediation Construction Contractor: Third party Contractor that performs remediation construction Work, including insitu treatment, excavation, transport, treatment and disposal of contaminated material. For major works, Remediation Construction Contractor is retained directly by PWGSC. For minor works, Remediation Construction Contractor may be a subcontractor of Contractor.

Work: subject only to any express stipulation in the Contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to complete the services required under the Contract in accordance with the Contract Documents.

Unit Price Table: A table of price items for Remediation Construction Contractor contracts, including lump sum and unit rates.

Technical Submissions Summary

Section	Description	Details	Max page length
E.1.1	Corporate Capability Table	Completed table or reasonable facsimile	NA
E.2.2	Corporate Sample Projects	1 page/Project x 2 Projects/Scope of Work x 5 Scope of Works	10
E.2.3	Personnel Sample Projects	1 page/Project x 2 Projects/Core Team member x 10 Core Team members	20
Total maximum page count for Technical Submission			30

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.

Technical Submission

E.1 Technical Submission Part 1: Corporate Capability

E.1.1 Submission

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

Bidders must complete the Corporate Capability Table (or reasonable facsimile) providing details as described below. An incomplete table will result in a score of zero and no further evaluation of the proposal.:

- a. Name: Individuals may only be listed under one Specialization (ie. listed only once in table). Failure to fully complete the table (not providing an individual for each and all Specialisations) will result in a score of zero and no further evaluation of the proposal will occur.
- b. Accreditation: professional association. Must provide association name and designation. Identify jurisdiction that the accreditation applies to (eg. BC or Yukon), if applicable to the accreditation. Full accreditation is necessary; personnel with "In Training" designation will not be accepted. See Section A.3 for acceptable accreditation for each category. Accreditation is a requirement of the following categories:
 - I. Expert Contaminated Sites Approved Professional
 - II. Senior Qualified Professional-Environmental Remediation
 - III. Senior Qualified Professional-Hydrogeologist
 - IV. Senior Qualified Professional-Environmental Assessor
 - V. Senior Qualified Professional-Geotechnical Engineer
 - VI. Senior Qualified Professional-Environmental Engineer
 - VII. Intermediate Qualified Professional- Environmental Engineer
 - VIII. Intermediate Qualified Professional- Environmental Remediation
- c. Years experience: Experience refers to the number of years the individual has worked in the discipline relevant to the Specialization, and does not include time at school or time working in a different discipline. To be considered for a Specialization, the individual must have the following minimum years of experience:
 - I. 20 years minimum: Expert Remediation Professional
 - II. 10 years minimum:
 - i. Expert Contaminated Sites Approved Professional,

Specialization	Name	Accreditation (Association Name / Designation)	Years Experience
Expert Remediation Professional		Not Required	
Expert Contaminated Sites Approved Professional			
Senior Qualified Professional-Environmental Remediation #1			
Senior Qualified Professional Environmental Remediation #2			
Senior Qualified Professional-Environmental Remediation #3			
Senior Qualified Professional-Environmental Remediation #4			
Senior Qualified Professional-Hydrogeologist			
Senior Qualified Professional-Environmental Assessor			
Senior Qualified Professional-Geotechnical Engineer			
Senior Qualified Professional-Environmental Engineer #1			
Senior Qualified Professional-Environmental Engineer #2			
Intermediate Field Supervisor #1		Not Required	

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Intermediate Field Supervisor #2		Not Required	
Intermediate Environmental Engineer #1			
Intermediate Environmental Engineer #2			
Intermediate Qualified Professional- Environmental Remediation #1			
Intermediate Qualified Professional- Environmental Remediation #2			
Intermediate Environmental Professional #1		Not Required	
Intermediate Environmental Professional #2		Not Required	
Intermediate Environmental Professional #3		Not Required	
Intermediate Environmental Professional #4		Not Required	
Junior Environmental Professional #1		Not Required	
Junior Environmental Professional #2		Not Required	
Junior Environmental Professional #3		Not Required	
Junior Environmental Professional #4		Not Required	
Junior CADD/GIS #1		Not Required	
Junior CADD/GIS #2		Not Required	
Junior Administrative Support		Not Required	

E.1.2 Evaluation

The Corporate Capability Table will be evaluated as follows:

- Name: No points awarded for names, but names must be provided to receive a score. Failure to fully complete the table (not providing an individual for each and all Specialisations) will result in a score of zero and no further evaluation of the proposal will occur.
- Accreditation: No points awarded for accreditation, but accreditation must be provided for the Specialisations listed under E.1.1b. Failure to provide the appropriate accreditation where required will result in a score of zero for that individual. Project experience provided under Submission E.3.1 for that individual will also not be scored.
- Years experience: Year experience is weighted at 100% of an individual's score in the Corporate Capability Table. Scoring will be based on the number of years of relevant experience. The individual must meet the minimum Experience described under E.1.1c. If the individual proposed for the Specialization has less experience than the minimum number of years, a mark of zero (0) will be assigned for experience and the individual will not be considered further in the evaluation. Project experience provided under Submission E.3.1 for that individual will also not be scored. If the individual proposed for the specialization has relevant experience equalling the minimum

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

- d. Resumes: not evaluated directly, but will be used to verify information provided in the Corporate Capability Tables. Resumes not supporting the information provided in the Corporate Capability table will result in the individual receiving a score of zero and the individual will not be considered further in the evaluation. Project experience provided under Submission E.3.1 for that individual will also not be scored.

E.2 Technical Submission Part 2: Corporate Sample Projects

E.2.1 Submission

The Bidder should demonstrate they corporately have the necessary Project experience to cover all components of the Work required as described in the Statement of Work.

The Bidder must submit no more than two sample Projects for each of five Scope of Works. Submission must be no more than one page for each Project, for a maximum of ten pages total. Scope of Work are:

- a. Scope of Work #1: Remediation Construction Planning
- b. Scope of Work #2: Remediation Construction Tendering
- c. Scope of Work #3: Remediation Project Management
- d. Scope of Work #4: Remediation Construction Management
- e. Scope of Work #5: Remediation Construction Closure

The same Project may be used for more than one Scope of Work. Details to be described include:

- a. Project Name or description
- b. Describe corporate roles and responsibilities on the project and project name
- c. Corporate Scope of Work #1: Work Proponent performed with respect to Remediation Construction Planning relative to Scope of Services A.2.1
- d. Corporate Scope of Work #2: Work Proponent performed with respect to Remediation Construction Tendering relative to Scope of Services A.2.2
- e. Corporate Scope of Work #3: Work Proponent performed with respect to Remediation Project Management relative to Scope of Services A.2.3
- f. Corporate Scope of Work #4: Work Proponent performed with respect to Remediation Construction Management relative to Scope of Services A.2.4
- g. Corporate Scope of Work #5: Work Proponent performed with respect to Remediation Construction Closure relative to Scope of Services A.2.5
- h. For each sample Project: dates work commenced and completed, name of client organization, and a client reference name and phone number or email address that may be contacted to verify the provided information. Failure to provide a client name and phone number or email address will result in a score of zero for that project.

E.2.2 Evaluation

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

- a. Corporate involvement and responsibilities with respect to comparable planning components.

- b. Corporate involvement and responsibilities with respect to comparable tendering components.
- c. Corporate involvement and responsibilities with respect to comparable project monitoring components.
- d. Corporate involvement and responsibilities with respect to comparable construction management components.
- e. Corporate involvement and responsibilities with respect to comparable construction closure components.

If the submission is not considered to be a Project or the work was not performed by the Bidder then the information will not be evaluated. If the submission does not include date work commenced and client information then the information will not be evaluated. Reference checks may be completed if deemed necessary; if the reference checks do not corroborate submission then the information will not be evaluated. Failure to provide a client name and phone number or email address will result in a score of zero for that project.

E.3 Technical Submission Part 3: Personnel Sample Projects

E.3.1 Submission

The Proponent should demonstrate their personnel have the necessary Project experience to perform the Work required as described in the Statement of Work.

The Proponent must submit at no more than two sample Projects for each of the 10 Categories of Work / Specializations listed below. Submission must be no more than one page for each Project, for a maximum of twenty pages total. The Project submissions must document that the personnel being proposed for each specialization have the necessary project experience consistent with Sections A.1, A.2 and A.3. Specializations are:

- a. Expert Qualified Professional
- b. Expert Contaminated Sites Approved Professional
- c. Senior Qualified Professional – Environmental Remediation #1
- d. Senior Qualified Professional – Environmental Remediation #2
- e. Senior Qualified Professional – Hydrogeologist
- f. Senior Qualified Professional – Geotechnical Engineer
- g. Senior Qualified Professional-Environmental Engineer #1
- h. Senior Qualified Professional-Environmental Engineer #2
- i. Intermediate Field Supervisor #1
- j. Intermediate Field Supervisor #2

The same Project may not be used more than once by an individual Specialization, but the same Project may be used by more than one Specialization as long as their roles were different. Details to be described include:

- a. Specialization and name of team member
- b. Project name
- c. Location, including province or territory and accessibility (eg urban or remote)
- d. Contamination description, including type of site (eg activity that caused contamination (historic or current)) and type of contamination (eg contaminants, contaminated media)
- e. Regulatory environment, including primary remedial objectives (eg CCME or CSR) and regulatory agencies with direct involvement
- f. Size, including volume remediated, cost of consulting, total cost of remediation, duration of remediation

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- g. Roles and responsibilities of personnel on Project, including a detailed description of services provided in relation to the Statement of Work and typical responsibilities required by the Specialization
- h. Description of individual industry recognition and awards
- i. Innovative, green, or sustainable approaches undertaken or led by the individual
- k. Dates work commenced and completed, name of client organization, and a client reference name and phone number or email address that may be contacted to verify the provided information. Failure to provide a client name and phone number or email address will result in a score of zero for that project.

E.3.2 Evaluation

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

- a. Relevancy of sample Project to location described in Statement of Work Section A.1
- b. Relevancy of sample Project to Contamination description described in Statement of Work Section A.1
- c. Relevancy of sample Project to regulatory environment described in Statement of Work in A.1
- d. Relevancy of sample Project to roles and scope of work described in Statement of Work in A.2 and A.3
- e. Receipt of industry recognition and awards
- f. Use of innovative, green or sustainable approaches

If the submission is not considered to be a Project or the person being proposed was not involved in the project the information will not be evaluated. If the submission does not include date work commenced and client information then the information will not be evaluated. Failure to provide a client name and phone number or email address will result in a score of zero for that project. Reference checks may be completed if deemed necessary; if the reference checks do not corroborate submission then the information will not be evaluated.

E.4 Generic Evaluation Table

PWGSC Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table. The final score will be a single score agreed to by the entire board, which may be a consensus score or an average of individual scores, and which may not be an even number.

Table E.4.1 Generic Evaluation

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

E.3.2 Summary of Technical Evaluation

Bidders must submit their Technical Bid in the format described above. Failure to do so will result in the bid being considered non-responsive and not considered for Contract Award. For the technical evaluation, only those submissions which receive a minimum Total Technical Score of **70 weighted points** will be considered technically responsive.

Table E.3.2. Total Technical Score

Line	Description	Raw Points	Weighting Factor	Weighted Points
E.2.1	Corporate Capability	0 – 28	0.1	0 – 10
E.2.2	Corporate Sample Projects	0 – 100	0.5	0 – 50
E.2.3	Personnel Sample Projects	0 – 200	0.4	0 - 40
	Total Technical Score			0 – 100

E.4 Financial Evaluation**E.4.1 Category Rate Evaluation**

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

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

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

E.4.1.1 Date of Award (to be determined) to 2017Mar31

Line	Resource Category	Hourly Rate (B.1.1)	Weighting	Evaluated Rate
1	Expert	\$_____/hr	10%	\$
2	Senior	\$_____/hr	40%	\$
3	Intermediate	\$_____/hr	30%	\$
4	Junior	\$_____/hr	20%	\$
E.4.1.1 Sub-Total Evaluated Rate (100%)				\$

E.4.1.2 2018Apr01 to 2019Mar31

Line	Resource Category	Hourly Rate (B.1.2)	Weighting	Evaluated Rate
1	Expert	\$_____/hr	10%	\$
2	Senior	\$_____/hr	40%	\$
3	Intermediate	\$_____/hr	30%	\$
4	Junior	\$_____/hr	20%	\$
E.4.1.2 Sub-Total Evaluated Rate (100%)				\$

E.4.1.3 2019Apr01 to 2020Mar31

Line	Resource Category	Hourly Rate (B.1.3)	Weighting	Evaluated Rate
1	Expert	\$_____/hr	10%	\$
2	Senior	\$_____/hr	40%	\$
3	Intermediate	\$_____/hr	30%	\$
4	Junior	\$_____/hr	20%	\$
E.4.1.3 Sub-Total Evaluated Rate (100%)				\$

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E.4.2 Disbursements Evaluation

Estimated at \$100.00 (for evaluation purposes only) x (1 + Firm Fixed (B.2)____%) =

Total \$ _____

E.4.3 Summary of Estimated Costs

Sub-Total Evaluated Rates for Professional Fees (E.4.1.1 + E.4.1.2 + E.4.1.3)	\$
Disbursements (E.4.2)	\$
Total Evaluated Financial Bid Price (Applicable Taxes Extra)	\$

All price proposals which are greater than twenty-five (25%) above the average price will be set aside and will receive no further consideration.

E.4.4 Total Financial Score

The Total Financial Score (TFS) will be based on the lowest Total Evaluated Rate (TER) from section E.4.1. The lowest TER from all technically responsive bids will score 100 points for the TFS. The TFS for the other technically responsive bids will be calculated as follows:

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

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

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 70 weighted points for the Total Technical Score which are subject to point rating; and
 - d. have a price within 25% of the average of all technically passing bid prices.

The rating is performed on a scale of 100 Points.

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

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

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

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price by (lowest evaluated price) / (bid price), and multiplied by the ratio of 20%.

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

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

E.6 Example Basis of Selection

	Bidder 1	Bidder 2	Bidder 3 ¹	Bidder 4 ²
Total Technical Score	95	90	59	98
Calculated Technical Merit Score³	76	72	NA	78.4
Total Evaluated Financial Bid Price	\$105	\$95	NA	\$160
Total Financial Score⁴	18	20	NA	NA
Combined Rating	94	92	NA	NA
Overall Ranking	1 st	2 nd	NA	NA

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

Note 2: Bidder 4 had a price outside 25% of the average of all responsive proposals meeting the minimum weighted points for the Total Technical Score $(\$105 + \$95 + \$160)/3 \pm 25\% = \$90 \text{ to } \$150$ and thus was given no further consideration.

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

Note 4: Total Financial Score = $(\$95/\text{Bid Evaluated Price}) \times 100\% \times 20\%$

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ANNEX F
TASK AUTHORISATION SIGMA FORM
Bound Separately

Task Authorization
Autorisations des tâches

To: À :		PST Exempt No. - No. d'exemption de la TVP As per Contract Selon le contrat		Contact - Personne ressource RP/SL - PACIFIC		Tel. No. - No. du tél.		Fax No. - No. de télécop.		Order No. No. de la commande	
		Contract number / Numéro du contrat								Order date Date de la commande	
Vendor No. No. fournisseur		Contact Name - Nom du contact		Act. No. - No. comp.		Tel. No. - No. du tél.		Fax No. - No. de télécop.		Date required Demandé pour la	
Item No. No. de l'art		Item Description Description de l'article		U of I U de D		Quantity Quantité		Unit Price Prix unitaire		Disc Esc.	
00010		-Fees and Disbursements The item covers the following services: Le poste comprend les services suivants: Fees and Disbursements -									
00020		-Travel - The currency of this P.O. is - La devise de cette commande est: CAD =====									
		Invoice and Deliverable Address: 219-800 Burrard Street Vancouver, BC V6Z 0B9									
Delivery Address - Adresse de livraison PWGSC/TPSGC 800 Burrard Street Vancouver BC V6Z 2V8		Invoicing Address - Adresse de facturation PWGSC/TPSGC REGIONAL DIRECTOR PACIFIC 800 BURRARD ST UNIT 219 VANCOUVER BC V6Z 0B9		FOB - FAB		Amount - Montant / CAD					
				Terms of payment - Modalités de paiement Net 30		T. taxes - T. taxes / CAD					
				Start - Debut		End - Fin		T. Amount - Montant T. / CAD			
Special Instructions - Instructions spéciales Security: This task authorization includes security provisions. If yes, an SRCL shall accompany all PWGSC documents. Sécurité: Cette autorisation des tâches comprend des exigences en matière de sécurité. Si oui, on doit joindre une LVERS à toutes les commandes du TPSGC. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No											
The order number must appear on invoices, billing lists, packing lists, correspondence and outside containers. Le numéro de la demande doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.											
Please note additional instructions attached if applicable. Veuillez consulter les instructions supplémentaires s'il y a lieu.											
		Signature(Mandatory - Obligatoire) PWGSC Authorization / Autorisation de TPSGC								Date	
		Signature(Mandatory - Obligatoire) Contractor Entrepreneur								Date	
		Signature(Mandatory - Obligatoire)								Date	

Task Authorization Autorisation de tâche

Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization
(Use form DND 626 for contracts for the Department of National Defence)

Contract Number

Enter the PWGSC contract number.

Contractor's Name and Address

Enter the applicable information

Security Requirements

Enter the applicable requirements

Total estimated cost of Task (Applicable taxes extra)

Enter the amount

Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche
(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)

Numéro du contrat

Inscrire le numéro du contrat de TPSGC.

Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

Exigences relatives à la sécurité

Inscrire les exigences pertinentes

Coût total estimatif de la tâche (Taxes applicables en sus)

Inscrire le montant

For revision only

TA Revision Number

Enter the revision number to the task, if applicable.

Total Estimated Cost of Task (Applicable taxes extra) before the revision

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

Increase or Decrease (Applicable taxes extra), as applicable

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

Aux fins de révision seulement

Numéro de la révision de l'AT

Inscrire le numéro de révision de la tâche, s'il y a lieu.

Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

1. Required Work: Complete sections A, B, C, and D, as required.

A. Task Description of the Work required:

Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.

(a) Reason for revision of TA, if applicable: Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

1. Travaux requis : Remplir les sections A, B, C et D, au besoin.

A. Description de tâche des travaux requis :

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

B. Basis of Payment:

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

C. Cost of Task:**Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

Option 2:

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

D. Method of Payment

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

B. Base de paiement :

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

C. Coût de la tâche :**Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

Option 2 :

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

D. Méthode de paiement

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

2. Authorization(s):

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

3. Contractor's Signature

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

2. Autorisation(s) :

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

3. Signature de l'entrepreneur

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

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

For Revision only - Aux fins de révision seulement

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

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

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

1. Required Work: - Travaux requis :

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

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

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

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

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

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

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

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

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

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

Signature

Date

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ANNEX "G"

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

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

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

OR

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

B. Check only one of the following:

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

OR

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

[illegible]

Solicitation No. - N° de l'invitation
EZ897-170838/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy026

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

File No. - N° du dossier
PWY-6-39225

CCC No./N° CCC - FMS No./N° VME

NOTE TO TENDERERS: Use the mailing label below and affix it securely to the outside of the envelope or package containing your tender. 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
219- 800 Burrard Street
Vancouver, B.C. V6Z 0B9**

Requisition No.: EZ897-170838/A

Tender Closing Date & Time: FEBRUARY 27, 2017 @ 1400 P.S.T.

Project Description: Remediation Consulting Services
Task Authorization Contract
Pacific Region – BC & YT

TECHNICAL BID

PY

Requisition No.: EZ897-170838/A

Tender Closing Date & Time: FEBRUARY 27, 2017 @ 1400 P.S.T.

Project Description: Remediation Consulting Services
Task Authorization Contract
Pacific Region – BC & YT

FINANCIAL BID

PY