

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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

## Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

This Document contains a Security Requirement.

**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  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> Environmental Services - RISO	
<b>Solicitation No. - N° de l'invitation</b> EQ447-180276/A	<b>Date</b> 2017-08-24
<b>Client Reference No. - N° de référence du client</b> EQ447-180276	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$TOR-018-7346
<b>File No. - N° de dossier</b> TOR-7-40033 (018)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-10-10</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Pan, Long	<b>Buyer Id - Id de l'acheteur</b> tor018
<b>Telephone No. - N° de téléphone</b> (905)615-2076 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 11th Floor, 4900 Yonge St Toronto Ontario M2N6A6 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, Basis of Payment and Security Requirement Check List; the attachment include Electronic Payment Instrument, Technical Evaluation, Federal Contractors Program for Employment Equity and Call up allocation and rating process.

### 1.2 Summary

The Department of Public Works and Government Services Canada (PWGSC), Environmental Services and Contaminated sites (ESCS) Ontario Region has a requirement for the provision of professional and technical services for various types of environmental services.

The description and the number of Regional Individual Standing Offers (RISOs) which are anticipated for each Stream are as follows:

Stream	Description	Number of RISOs	Estimated Level of Effort (SO Period - 2 years)
1	Ecological And Environmental Assessments	2	\$ 1 Million
2	Environmental Management of Federal Facilities	3	\$ 2 Million
3	Contaminated Sites Consulting Services	5	\$15 Million

4	Sustainability and Greening Government Operations	2	\$ 2 Million
5	Contaminated Sites Consulting Services – Aboriginal Set-Aside	2	\$ 1 Million

Details of the Statement of Work for the Streams are contained in Annex "A". Offerors may submit an Offer for any or all Streams, however a separate AND complete offer is required for each Stream. Offers for parts of Streams are not acceptable. However, it is possible for Offerors to Joint Venture. The same subcontractor may be included in more than one Offer. If a subcontractor is proposed as one of the team members, company security clearances must be met. An organization can receive more than one Standing Offer, but not for the same Stream.

The period of the RISOs is two years with the right to request two additional one-year extension periods. For Stream 1, Stream 2, Stream 3 and Stream 5, the estimated start date will be April 1, 2018. For Stream 4, the estimated start date will be prior to April 1, 2018.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer. For more information on personnel and organization security screening or security clauses, Offerors should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

Stream 1 to Stream 4 are subject to the provisions of the World Trade Organization - Agreement on Government Procurement (WTO-AGP), North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA)

Stream 5 is set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses. Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; refer to Part 5 – Certifications and Additional Information, Part 7A -Standing Offer, and Part 7B - Resulting Contract Clauses and the annex named Federal Contractors Program for Employment Equity – Certification.

### 1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/escsrc/introduction-eng.html>) website.

### 1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 220 days

### 2.2 Submission of Offers

Offers 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 Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

### 2.3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive.

#### Definitions

For the purposes of this clause,

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various

programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

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

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror must provide the following information:

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

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

## **2.4. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada

determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

## **2.5. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.



## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1. Offer Preparation Instructions**

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (4 hard copies and 2 soft copies on USB drive)

Section II: Financial Offer (2 hard copies and 2 soft copies on USB drive)

Section III: Certifications (2 hard copies)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

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

#### **Section I: Technical Offer**

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

If offerors are bidding on more than one stream, a separate offer must be submitted for each Stream.

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

If offerors are bidding on more than one stream, a separate offer must be submitted for each Stream.

##### **3.1.1 Electronic Payment of Invoices - Offer**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 1 to Part 3 - Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 1 to Part 3 - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **Section III:      Certifications**

Offerors must submit the certifications and additional information required under Part 5.

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

### **4.1 Evaluation Procedures**

- a. Offers will be assessed in accordance with the entire requirement of the solicitation including the technical and financial evaluation criteria. For the purposes of this solicitation, Canada will utilize a two-step evaluation process for the Mandatory Technical Requirements as more fully described herein.
- b. If Offerors are bidding on more than one stream, a separate offer must be submitted for each Stream. Each stream will be evaluated separately.
- c. An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria - Two Step Evaluation Process**

Please refer to Attachment 1 to Part 4 – Technical Evaluation Criteria

###### Step 1: Initial Review of Mandatory Requirements

Canada will conduct an initial review of the Offeror's offer to determine if all mandatory requirements (as outlined in Attachment 1 to Part 4) have been addressed and met as required. This will be a paper evaluation only. After the initial review, if any offer is determined to be non-compliant, the Standing Offer Authority will provide each Offeror with a "Preliminary Evaluation Report" listing the non-compliant mandatory requirements evaluated to date. This will include only a list of RFSO references.

Offerors whose offers are considered to be non-compliant in the Mandatory technical evaluation will be invited by the Standing Offer Authority to submit additional or different information to demonstrate to Canada, in accordance with the solicitation, that the offer is compliant with the Mandatory requirements. This information must be submitted on or before the date and closing time specified in the invitation.

If all offers are determined to be compliant with the Mandatory technical evaluation, no Preliminary Evaluation Reports will be issued.

###### Step 2: Final Review of Mandatory Requirements

Canada will conduct a final review of the Offeror's offer, taking into account the new information submitted, to determine if all mandatory requirements have been met as required in the RFSO. Should one or more of the initially evaluated non-compliant mandatory requirements continue to be evaluated as non-compliant after receipt of the new information, or a new non-compliance is created as a result of the new information, the offer will be evaluated as non-responsive and will not be given any further consideration. The new information submitted will take precedence over that submitted with the original offer at solicitation closing.

Offers that have demonstrated compliance with mandatory requirements at the conclusion of the final review will continue to be evaluated.

Point Rated Technical Criteria and Financial Evaluation will not be included in the Two Step Evaluation Process, and therefore additional information will not be accepted after solicitation closing.

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

Please refer to Attachment 1 to Part 4 – Technical Evaluation Criteria

For Point-Rated Technical Evaluation, each responsive offer will be rated by assigning a score to the rated requirements, which are identified in the Request for Standing Offer by reference to a score. Offerors who fail to submit complete offers with all the information requested by this Request for Standing Offer will be rated accordingly. There is a mandatory overall pass mark for each respective Group in each Stream, any offer that receives less than the minimum passing score will be excluded from further consideration.

#### 4.1.2 Financial Evaluation

##### Mandatory Financial Criteria:

The Offeror must submit pricing in accordance with Annex "B", Basis of Payment for the standing offer period and the two extension periods. The Offeror must submit a firm hourly rate, in Canadian funds, for each of the seven categories of personnel.

Each of these firm hourly rates will be weighted to reflect the expected level of involvement normal in the type of work to be performed. The weighted rates will then be aggregated to arrive at a Total Evaluated price for each offeror. The following weighting will be used:

RISO Contact	5%
Senior Professional	20%
Intermediate Professional	20%
Junior Professional	10%
Senior Technologist	20%
Technologist	20%
Admin Support	5%

A sample calculation is listed as follows:

Category	Weighting Assigned	Hourly Charge-out Rate Year 1	Weighted Hourly Rate
RISO Contact	5%	\$100.00	\$ 5.00
Senior Professional	20%	\$ 80.00	\$16.00
Intermediate Professional	20%	\$ 60.00	\$12.00
Junior Professional	10%	\$ 50.00	\$ 5.00
Senior Technologist	20%	\$ 65.00	\$13.00
Technologist	20%	\$ 55.00	\$11.00
Admin. Support	5%	\$30.00	\$1.50
<b>Year 1 Total Weighted Hourly Rate</b>			<b>\$63.50</b>

**An aggregate of the total weighted hourly rates for the first 2 years plus the 2 additional extensions (totalling 4 years) will be used to determine the rate that will be used in the best value calculation.**

**Example:**

**Year 1 - \$ 63.50**  
**Year 2 - \$ 64.13**  
**Ext. 1 - \$ 64.77**  
**Ext. 2 - \$ 65.42**  
**\$257.82**

**The aggregate charge-out rate for evaluation purposes is \$257.82.**

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

1. To be declared responsive, an offer must:
  - a. comply with all the requirements of the Request for Standing Offers;
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum points for any Group specified for Point-Rated Technical Criteria for the technical evaluation.
2. Offers not meeting (a) or (b) or (c) 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 70% for the technical merit and 30% 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 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.
8. The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

**Table 1 - Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)**

		Offeror 1	Offeror 2	Offeror 3
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	<b>Pricing Score</b>	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
<b>Combined Rating</b>		84.18	73.15	77.70

Overall Rating	1st	3rd	2nd
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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 5.1 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

#### 5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federalcontractorprogram.html#s4>)

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

Canada will also have the right to terminate the Call-up 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 Offeror must provide the Standing Offer Authority with a completed annex titled [Federal Contractors Program for Employment Equity - Certification](#), before the issuance of a Standing Offer. If the Offeror is

a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### 5.1.3 Additional Certifications Precedent to Issuance of a Standing Offer

#### 5.1.3.1 Owner/Employee Certification - Set-aside for Aboriginal Business – For Stream 5 ONLY

If requested by the Standing Offer Authority, the Offeror must provide the following certification for each owner and employee who is Aboriginal:

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

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

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

\_\_\_\_\_  
Date

#### 5.1.3.2 Set-aside for Aboriginal Business – For Stream 5 ONLY

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

4. The Offeror must check the applicable box below:

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

**5.1.3.3 Canadian Content Certification – For Stream 5 ONLY**

*SACC Manual* clause A3050T (2014-11-27) Canadian Content Definition

**5.1.3.4 Status of Availability of Resources**

*SACC Manual* clause M3020T (2016-01-28) Status of Availability of Resources - Offer



## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

- 1) Before issuance of the Call-up against Standing Offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicate in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- 2) For additional information on security requirements, Offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **6.2 Financial Capability**

SACC Manual clause M9033T (2011-05-16) Financial Capability

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### 7.2 Security Requirements

**7.2.1** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

**7.2.2** Security Requirement for Canadian Supplier:

- 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 sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
- 3) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 4) The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b. Industrial Security Manual (Latest Edition).

#### 7.3 Standard Clauses and Conditions

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

##### 7.3.1 General Conditions

2005 (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 7.4 Term of Standing Offer

##### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_ *(to be completed by PWGSC upon award)*.

##### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## **7.5. Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Long Pan  
Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
33 City Centre Drive, Suite 480C  
Mississauga, Ontario  
L5B 2N5

Telephone: (905) 615-2076  
Facsimile: (905) 615-2060  
E-mail address: long.pan@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### **7.5.2 Technical Authority**

The Technical Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Technical Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### **7.5.3 Offeror's Representative**

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

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

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

## **7.7 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is a Representative of Environmental Services and Contaminated Sites, PWGSC, Toronto, Ontario.

## **7.8 Call-up Procedures**

The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

### **7.8.1 Work will be called-up as follows:**

- (a) The Technical Authority will establish the scope of work to be performed and will use a rotational distribution system to select an offeror to be assigned a call-up. This system will track all call-ups assigned and will maintain a running total of the Value of Business Distribution. For requirements under \$25,000.00 (excluding applicable tax), the Technical Authority will elect to either use the system-recommended offeror or another offeror based on location and technical expertise required for the assignment. For all requirements between \$25,000.00 and less than \$1,000,000.00 (excluding applicable tax), the system will identify the offeror who will be selected for the next call-up. The offeror selected will be the one which is furthest from achieving its' ideal business volume distribution in relation to the other offerors. For requirements that are follow-on work to a call-up that has been completed, the Technical Authority will have the option to either use the system-recommended offeror or select the offeror that performed the original work.

An estimate of the value of the required services will be used in the system when selecting offerors. This estimate will be adjusted in the system to reflect actual costs. An example is shown in Annex 1 to Part 7".

The Technical Authority will provide the Offeror selected in accordance with the system with a description of each task to be performed, in sufficient detail to enable the Offeror to establish one of the following for the work: a firm price, a ceiling price or an estimated cost. Firm price is the most desirable and must be used whenever possible. Ceiling price will be permitted only in cases where the work to be performed is not in sufficient detail to accurately determine a reasonable firm price. Estimated costs will only be permitted in cases where the nature of the task is such that unknown developments are anticipated which could change the level of effort required to obtain the desired results.

The Offeror must submit its price and supporting details to the Technical Authority's representatives including security cleared personnel to perform the work and time required to perform the work in a "proposal".

If the Offeror's submission is acceptable to Canada, a call-up document will be issued to authorize the start of the work and outline the work requirements, providing deliverable milestone dates and any interim reports that will be required.

If Canada considers the Offeror's submission to be unacceptable in some way, Canada will provide the Offeror an opportunity to revise the submission. If Canada and the Offeror are unable to agree on the scope of work or other particulars, Canada may proceed to another Offeror.

If, at any time during the work, it becomes evident that the authorized level of expenditure will be exceeded, the Offeror must immediately advise the Technical Authority and await instruction. Under no circumstances is the authorized level of expenditure to be exceeded by the Offeror.

All authority for travel or associated amendments must be obtained from the Technical Authority before the travel occurrence.

### **7.8.2 Exceptions to the above distribution system:**

In the following circumstances Offerors may not achieve their Ideal Business Distribution:

- 1) The offeror is currently providing unsatisfactory service; or
- 2) The offeror has recently provided unsatisfactory service and has not yet sufficiently demonstrated that it has addressed outstanding issues.

Each offeror will be monitored and evaluated on an ongoing basis during the standing offer period. Formal written feedback may be provided to the offerors. Verbal feedback will occur frequently and written comments are normally provided with each submitted report; however, offerors must take responsibility for monitoring their own commitments with respect to deliverables. The call up performance evaluation rating process is provided in Annex 1 to Part 7.

The purpose of the monitoring is to ensure that offerors are meeting their commitments with respect to delivery of service. Four factors will be evaluated and rated: scope, cost effectiveness, timeliness and quality.

Should an offeror not be capable of taking on additional work, as evidenced by a lack of ability to deliver services on previous or current call-ups, or as described above, it will not be considered for additional call-ups at that time. Canada reserves the right to apply other remedial action if unsatisfactory performance is continued.

Examples of an unsatisfactory level of service are: schedules not being met repeatedly; or quality control problems causing significantly reduced cost effectiveness.

In order to be moved back into the call-up process an offeror will need to demonstrate to the Departmental Representatives that it has corrected outstanding problems and resolved issues that caused the problems. Periods during which offerors are not meeting their commitments may result in the Ideal Business Distribution being permanently altered as a result of inactivity. However, offerors that occasionally turn down work due to other commitments will not be penalized.

## **7.9 Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

## **7.10 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$1,000,000.00 CAD (applicable taxes excluded).

## **7.11 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2035 (2016-04-04), General Conditions - High Complexity - Services
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List

- h) the Offeror's offer dated \_\_\_\_\_ (insert date of offer), (if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable).

## **7.12 Certifications and Additional Information**

### **7.12.1 Compliance**

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

### **7.12.2 Federal Contractors Program for Employment Equity - Setting aside**

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

### **7.13.3 SACC Manual Clauses**

*SACC Manual* clause M3020C (2016-01-28) Status of Availability of Resources – Standing Offer

## **7.13 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The Work must be completed in accordance with the call-up against the Standing Offer.

### 7.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

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

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

### 7.5 Payment

#### 7.5.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified on the Call-up document. Customs duties are included and Applicable Taxes are extra.

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

OR

#### 7.5.1 Basis of payment: Fixed time rate – Ceiling price

For the Work described in Statement of Work at annex A:

The Contractor will be paid for the Work performed in accordance with the ceiling rate described in Attachment 1 to Annex B Basis of Payment. Customs duties are included and Applicable Taxes are extra.

OR

#### 7.5.1 Basis of payment: Cost reimbursable – Limitation of expenditure

For the Work described in the statement of work in annex A:

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in attachment 1 to Annex B, t to a limitation of expenditure as specified on Call-up document. Customs duties are included and Applicable Taxes are extra.

Customs duties are included and Applicable Taxes are extra.

#### 7.5.2 Limitation of Price

SACC *Manual* clause C6000C (2011-05-16) Limitation of Price

OR

#### 7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed amount specified on Call-up document. Customs duties are included) and Applicable Taxes are extra.

2. No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. 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.
3. 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.

#### **7.5.3 SACC Manual Clauses**

SACC Manual clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department

#### **7.5.4 Monthly Payment**

SACC Manual clause H1008C (2008-05-12) Monthly Payment

#### **7.5.5 Electronic Payment of Invoices – Call-up**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

#### **7.6 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;
- 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 excluding meals;
- d. a copy of the monthly progress report.



2) Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- c. One (1) copy must be forwarded to the Technical Authority identified under the section entitled "Authorities" of the Contract.

## 7.7 Progress Reports

1. The Contractor must submit monthly reports, in electronic format, on the progress of the Work, to both the Contracting and Technical Authority. The progress report must contain two parts:

- a. Part 1: The Contractor must answer the following three questions:

- i. Is the project on schedule?
- ii. Is the project within budget?
- iii. Is the project free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.

- b. Part 2: A narrative report, brief, yet sufficiently detailed to enable the Technical Authority to evaluate the progress of the Work, containing as a minimum:

- i. A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
- ii. An explanation of any variation from the work plan.
- iii. A description of trips or conferences connected with the Contract during the period of the report.

## 7.8 Insurance Requirements

The Contractor must comply with the insurance requirements specified below. 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.

### 7.8.1 Commercial General Liability Insurance

- 1) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 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. 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.

#### **7.8.2 Environmental Impairment Liability Insurance**

- 1) The Contractor must obtain Type 4: "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 Type 4: "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.

f. 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.

### **7.8.3 Automobile Liability Insurance**

- 1) The Contractor must obtain Automobile 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.
- 2) The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

### **7.9 SACC Manual Clauses**

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EQ447-180276/A  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
TOR018  
CCC No./N° CCC - FMS No./N° VME

For Stream 5 ONLY - *SACC Manual* clause A3000C (2014-11-27) Aboriginal Business Certification

#### **7.10 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.

## ANNEX A STATEMENT OF WORK

**The Offeror must provide the following resources for each stream:**

**RISO Contact (minimum of 10 years relevant experience):** The RISO Contact role is to be the prime contact with the PWGSC Project Authority(s) overseeing all programs and projects under the standing offer. Responsibilities would include the overall management and control of all schedules, budgets, quality issues and deliverables. The RISO Contact must have a mix of strong communication skills, strong organizational skills, solid technical background, ability to make things happen, ability to lead projects outside their areas of expertise, and a willingness to be responsible for the firm's overall program.

**Senior Professional (minimum of 10 years relevant experience):** The role of the Senior Professional is to either manage projects and/or provide senior level technical assistance to the project team. The projects undertaken would often involve difficult or complex aspects. Responsibilities would include providing senior reviews and quality control assurance. The Senior Professional's role is, as required and within their field of specialty, to provide technical guidance, ensure quality control, prepare work plans, conduct assessments, prepare reports, and conduct peer reviews. They are responsible for providing technical support, as required, to the project team.

**Intermediate Professional (minimum of 5 years relevant experience):** The Intermediate Professional manages most routine projects and/or provides technical assistance to the project team. Responsibilities would normally include managing routine projects and/or providing specialized technical assistance to the project team. It would also normally include assisting with quality assurance.

**Junior Professionals (minimum of 2 years relevant experience):** The Junior Professional conducts and manages tasks as directed by the project manager, assists in report preparation and may prepare routine reports for review by senior staff. Responsibilities are normally limited to specific tasks or portions of a project.

**Senior Technologist (minimum of 8 years relevant experience):** The Senior Technologist's role is to manage the field programs of projects involving difficult or complex aspects under the direction of the project manager. They may also be involved in preparing routine reports or assessments. Responsibilities would normally include the development of work plans and health and safety plans, overseeing difficult or complex field programs and some reporting.

**Technologists (minimum of 2 years relevant experience):** The Technologist conducts field programs under the direction of the project manager including but not limited to subsurface investigations (i.e. test pits, monitoring wells), sampling for various media (i.e. soil, sediment, and groundwater) for potential contaminants as well as measuring, observing and recording field information. Responsible for following work plans including health and safety plans as directed by the project manager.

**Administrative Support:** The Administrative role provides project management support services to the project team in the following (but not limited to) categories: billing, word processing, document printing/transfer and other support tasks.

## **Appendix 1 to Annex A**

### **STREAM 1: ECOLOGICAL AND ENVIRONMENTAL ASSESSMENTS**

#### **1. Requirement**

- (i) The Department of Public Works and Government Services Canada (PWGSC), Environmental Services and Contaminated sites (ESCS), has a requirement for the provision of environmental services to assist departments in understanding potential environmental impacts of various undertakings on federal properties and to document existing environmental conditions on these properties. The Statement of Work (SOW) will outline the various types of work the Contractor may be requested to perform during the Contract.
- (ii) The federal properties mentioned above, consist of a variety of uses including office complexes, recreational waterways, national parks, navigation aids, border crossings, military bases, residential properties, airports, correctional institutions, hospitals, research properties, and others.
- (iii) Understanding and conducting projects on federal properties requires the adherence to federal legislation, regulations and the implementation of best practices to avoid significant impacts to the environment. Projects on federal properties must meet all federal requirements, and will use provincial or municipal requirements for comparison or guidance in the absence of federal legislation. All work must use the most recent, applicable federal and provincial legislation including Regulations, by-laws, Guidelines, Standards, or best practices. PWGSC Departmental Policies and Standards must also be adhered to. When these documents are updated or modified, the updated versions must be followed.
- (iv) The Contractor must assist federal departments in meeting their responsibilities primarily under the Canadian Environmental Assessment Act, 2012 (CEAA 2012), the Species at Risk Act (SARA) and Fisheries Act (FA). Resources must be familiar with Provincial, Municipal and Federal legislation and guidance including, but not limited to the following:
  - Canadian Environmental Assessment Act, 2012
  - Species at Risk Act
  - Fisheries Act
  - Migratory Birds Convention Act
  - Canadian Environmental Protection Act, 1999
  - Canada Wildlife Act
  - Ontario Environmental Assessment Act
  - Ontario Endangered Species Act
  - National Master Specifications
- (v) The Contractor must be current in their knowledge and use of applicable legislation, policies and guidelines. They will be expected to review and interpret legislation, best practices, collect data, and prepare reports which document the methodology, findings and recommendations of their projects. The Contractor will also provide advice and recommendations regarding environmental legislation or regulations.

#### **2. Scope of Work**

Depending on the site-specific requirements and environmental considerations, The Contractor will carry out assessments, surveys and develop plans including but not limited to the following project categories:

(i) Biological Studies

The Contractor is expected to be able to gather baseline information and comparative data prior to assessments and/or during and after project activities. Activities that will be conducted as part of biological studies include but are not limited to:

- ecological land classification,
- habitat assessments,
- Development of management plans (including forest management plans, wildlife management plans, integrated pest management plans and others as required related to the natural environment.
- wildlife (aquatic, terrestrial and avian) surveys,
- species at risk assessments,
- water quality surveys,
- air quality surveys (including noise) and other studies that are related to the natural environment
- Obtain necessary permits as required to conduct the work (SARA permits, CWA permits, Fisheries Act permits, etc).

The Contractor is expected to have experience in each of the following categories as it relates to the above listed activities and activities specified under each category:

- a. Avian Studies
  - Conducting breeding bird surveys
- b. Terrestrial Studies:
  - Conducting herpetofaunal surveys
  - Conducting vegetation (including tree) surveys
- c. Aquatic Studies:
  - Conducting fish and fish habitat surveys,
  - Conducting benthic studies.
- d. Species at Risk:
  - Develop and review site specific species-at-risk management plans
  - Review species-at-risk recovery strategies, action plans and management plans developed under SARA or the provincial ESA.

(ii) Environmental Impact Assessment

- a. Prepare or review reports pursuant to CEAA 2012 requirements.
- b. Conduct socio-economic assessments related to proposed project activities.
- c. Consult and coordinate with federal, provincial, regional/local jurisdictions, aboriginal groups and other stakeholders with regard to information gathering and anticipating the potential impacts of proposed projects and/or required studies.
- d. Prepare communication materials and conduct stakeholder, public, aboriginal consultation and communication.
- e. Conduct Strategic Environmental Assessments.

(iii) Environmental Monitoring

- a. Conduct and review project specific environmental studies related to project activities including, but not limited to, sediment and erosion control plans, environmental protection plans, storm water management plans, spill response plans, and fish habitat compensation plans.
- b. Prepare and implement environmental effects and mitigation monitoring plans and follow-up programs for reporting and inclusion in specifications.



(iv) Other

- a. Conduct archeological assessments as well as other heritage/cultural assessments.
- b. Conduct peer review of reports and studies undertaken by others.
- c. Prepare training and presentation materials that pertain to environmental assessment and related environmental legislation for delivery to federal employees and/or for information purposes.
- d. Provide expert advice and support related, but not limited to, litigation, negotiations, compensation and similar matters.
- e. Public Consultation and stakeholder engagement.

## Appendix 2 to Annex A

### STREAM 2: ENVIRONMENTAL MANAGEMENT OF FEDERAL FACILITIES

#### 1. Requirement

- (i) The Department of Public Works and Government Services Canada (PWGSC), Environmental Services and Contaminated sites (ESCS), has a requirement for the provision of environmental services to conduct a variety of assessments, audits, surveys and oversight activities related to the environmental management of federal facilities in Ontario. The Statement of Work (SOW) will outline the various types of work the Contractor may be requested to perform during the Contract.
- (ii) The federal facilities will consist of buildings such as office buildings, military bases and training areas, residential properties, airports, correctional institutions, schools, hospitals and research laboratories.
- (iii) The environmental management of federal facilities involves the adherence to federal legislation, regulations and the implementation of best practices to demonstrate due diligence. Projects in federal facilities must meet all federal requirements, and will use provincial and/or municipal for comparison or guidance in the absence of federal legislation. All work must be completed using the most recent, applicable federal and provincial legislation including Regulations, by-laws, Guidelines, Standards, or best practices. PWGSC Departmental Policies and Standards must also be adhered to. When these documents are updated or modified, the updated versions must be followed.
- (iv) The Contractor must assist federal departments in meeting their responsibilities primarily under the *Canada Labour Code* and *Canadian Environmental Protection Act, 1999*. PWGSC requires the Contractor to be familiar with Provincial, Municipal and Federal legislation and guidance including, but not limited to the following:
  - Canada Labour Code, Part II
  - Ontario's Occupational Health and Safety Act
  - Canadian Occupational Health and Safety Regulations
  - Canada Water Act
  - Surface Coating Regulations
  - Transportation of Dangerous Goods Act
  - Health Canada Guidelines for Canadian Drinking Water Quality (GCDWQ)
  - Clean Water Act
  - Safe Drinking Water Act
  - Ontario's Drinking Water Quality Management Standard (DWQMS)
  - Canadian Council of Ministers of the Environment (CCME) Canadian Environmental Quality Standards
  - National Master Specifications
  - Canadian Environmental Protection Act, 1999
  - Federal Halocarbon Regulations, 2003
  - Environmental Emergency Regulations
  - PCB Regulations
- (v) The Contractor must be current in their knowledge and use of applicable legislation, policies and guidelines. They must review and interpret legislation, best practices, review analytical results, and prepare reports which document the methodology, findings and recommendations of their projects. The development and delivery of training on topics related to this SOW may also be required.
- (vi) All laboratories used for performing analysis must be members of the Canadian Association for Laboratory Accreditation (CALA) or have Standards Council of Canada (SCC) Accreditation for the

type of analysis being performed. If CALA or SCC accreditation for a specific parameter is not available, equivalent accreditation bodies such as **National Voluntary Laboratory Accreditation Program (NVLAP)**, or AIHA (American Industrial Hygiene Association) Laboratory Accreditation Programs (AIHA-LAP, LLC) will be accepted if they are accredited for the specific parameter being analyzed.

## 2. Scope of Work

Depending on the site-specific considerations and environmental consideration, The Contractor may be retained to carry out studies, assessments, surveys and audits including but not limited to the following project categories:

### (i) Designated Substances and Hazardous Materials

The types of projects in this category may include, but are not limited to, general designated substances and hazardous materials surveys, lead and asbestos management plans, hazardous materials inventories, hazardous and non-hazardous waste management, project-specific designated substances and hazardous materials surveys and the development of the scope of work for lead and asbestos abatement projects including the preparation of specifications, conducting, supervising, coordinating and documenting abatement activities. The Contractor will also be required to provide recommendations and advice to PWGSC related to these activities.

### (ii) Air Quality

The types of projects in this category may include, but are not limited to, mould assessments, indoor air quality assessments, radon assessments, air emission monitoring and the development of the scope of work for mould abatement projects including the preparation of specifications, conducting, supervising, coordinating and documenting abatement activities. The Contractor will be required to provide recommendations and advice to PWGSC related to these activities.

### (iii) Potable Water

- a. The types of projects in this category include, but are not limited to, assessments of the quality and quantity of potable, non-potable, raw, treated, waste water streams at federal facilities, water audits, water well installation and decommissioning, pump tests and aquifer investigations, and water audits, water system assessments systems (source to end-user; including treatment devices and distribution systems) and development of the scope of work for well installation and decommissioning projects including the preparation of specifications, conducting, supervising, coordinating and documenting activities.
- b. Water sources are expected to include municipal, communal, shared, and individual private well systems. The Contractor will be required to provide recommendations and advice for improvements in current operating systems and sources.

### (iv) Environmental Management and Compliance

The types of projects in this category include, but are not limited to, general facility audits and environmental baseline studies, detailed environmental audit, provision of procedures, action plans and other recommendations to upgrade non-compliance and non-conformance items highlighted in audits. These tasks may include and are not limited to, PCBs, chlorinated solvents, halocarbons, ozone depleting substances, emergency response plans and integrated pest management. Projects may also involve the review and creation of environmental management systems, wastewater management and solid-waste management. The purpose of these projects is to identify and document significant environmental aspects and operations which are regulated or affected by applicable environmental legislation and federal government Policies, Guidelines, Codes and Best Management Practices and their degree of compliance.

### (v) Other

- a. Conduct peer review of reports and studies undertaken by others.
- b. Prepare training and presentation materials that pertain to environmental assessment and related environmental legislation for delivery to federal employees and/or for information purposes.

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Buyer ID - Id de l'acheteur  
TOR018  
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- c. Provide expert advice and support related, but not limited to, litigation, negotiations, compensation and similar matters.
- d. Public Consultation and stakeholder engagement.

## **Appendix 3 to Annex A**

### **STREAM 3: CONTAMINATED SITES CONSULTING SERVICES**

#### **1. Requirement**

The Department of Public Works and Government Services Canada (PWGSC), Environmental Services and Contaminated sites (ESCS), has a requirement for the provision of environmental services to conduct a variety of assessments and oversight activities related to the management of Federal Contaminated Sites. The Statement of Work (SOW) will outline the various types of work the Contractor may be requested to perform during the Contract including, but not limited to, conducting environmental site assessments, risk assessments, design and supervision of site remediation projects and other related services. General information on the Management of Federal Contaminates sites may be found at <http://www.federalcontaminatedsites.gc.ca>

#### **2. Scope of Work**

Depending on the site-specific considerations and environmental issues in hand, The Contractor may be required to carry out all or part of the following studies and services including but not limited to the following project categories:

##### **2.1 Screening Level Reviews**

- (i) Review reports for the site to identify historical environmental issues previously identified.
- (ii) Conduct limited interviews with people with present knowledge of the site operations.
- (iii) If required, conduct an inspection of the exterior of the property for evidence of possible environmental concerns such as staining, debris and tanks as well as environmental issues identified previously, if accessible from the exterior of the buildings, to determine whether those issues remain, have been remedied or have become a more significant concern.
- (iv) Compile a summary of findings and recommend whether a full Phase I Environmental Site Assessment (ESA) is required.
- (v) Full historical reviews, tenant interviews and interior building inspections are not included part of Screening Level Reviews.

##### **2.2 Phase I Environmental Site Assessment**

- (i) Phase I ESAs investigations consist of a compilation and review of all available information regarding the site including historical information. Information gathering will include, but is not limited to:
  - a. Information related to any past or present potential environmental issues (storage tanks, fire training areas, waste disposal areas, etc.);
  - b. The site characteristics (example; site geology, surface water and groundwater, soils, sediments, utilities, services, setting and adjacent land use); and
  - c. The historical background of the site including land title search and aerial photos.
- (ii) Phase I ESA will also include a site reconnaissance to determine any visible signs of contamination and to characterize the general extent of contamination, to the extent possible without use of intrusive methodologies. Adherence to Canadian Standards Association Standard Z768 to perform the work is mandatory. In addition to the standard Phase I ESA requirements, the site visit may also entail some representative sampling (soils, sediment, surface water, building materials such as paints, asbestos, and other media) and laboratory testing (example; 'Enhanced' Phase I ESA) on a site specific basis at the discretion of the Technical authority.
- (iii) Portions of the project requirements may be modified at the discretion of the Technical authority based on project specific requirements (example; Land titles searches may not be required in instances where this task has already been carried out by PWGSC or the Client department).
- (v) A report outlining the findings of the Phase I ESA with recommendations and cost estimate for further work, if required, will be produced.

##### **2.3 Phase II Environmental Site Assessment**

- (i) A Phase II ESA confirms the absence, or presence and nature of contamination, usually through a sampling, and laboratory analysis program.
- (ii) A Phase II ESA is performed in response to recommendations outlined in the Phase I ESA and includes the intrusive sampling of various impacted media at all areas of potential environmental concern (APEC's) and analytical testing to confirm the concentration of contaminants of potential concern (COPC) in relation to the Canadian Council of Ministers of the Environment (CCME) Environmental Quality Guidelines (EQG). Where CCME EQG do not exist, environmental guidelines or standards from other jurisdictions (example; Provincial and Territorial) may be applied. Adherence to Canadian Standards Association Standard -CAN/CSA-Z769-00 (R2008) to perform the work is mandatory.
- (iii) Phase II ESAs consist of field investigations that may involve geophysical surveys, test pitting, sediment sampling, storage tank site assessments, borehole drilling, and/or the installation of groundwater monitoring wells, as well as other site specific tasks. The field program should provide sufficient information for the evaluation of any site contamination by characterizing soil, surface and bedrock geology, sediment, hydrology, hydro- geology and other relevant environmental components.
- (iv) The results of the investigation and laboratory analysis should then be assessed to confirm the presence of contamination and identify the type of impacts on-site.
- (v) Consideration should be given to such factors as potential for migration and off-site contamination, background levels, magnitude and number of exceedences.
- (vi) If possible, the results of the investigation are used to determine the extent of any surface and/or subsurface contamination associated with the area of investigation. However, a Phase III ESA may be required to delineate contamination.
- (vii) Site plans and subsurface profiles would be produced to assist in characterizing and possibly delineating the contamination and migration patterns, if applicable. Conceptual site models may also be required to emphasize the type and extent of subsurface contamination, define the pathways for contaminant migration and identify potential receptors. Conceptual site models should be prepared for the sites investigated.
- (viii) A report outlining the findings of the Phase II ESA and recommendations for further work, if required, will be produced. A substantive cost estimate for any additional site assessment work required is to be included with recommendations.
- (ix) The Phase II ESA will gather the mandatory information required for reporting to the Federal Contaminated Sites Inventory, including a classification or ranking completed in accordance with the FCSAP Contaminated Site Classification. This classification may need to be updated after completion of the Phase III ESA.
- (x) Some client departments may also require that department specific data sheets be completed to assist the department in reporting site information into the Federal Contaminated Sites Inventory.

#### **2.4 Phase III Environmental Site Assessment**

- (i) Phase III ESAs include additional field sampling and laboratory analysis to further define the extent of contaminants identified on-site during the Phase II ESA.
- (ii) A detailed characterization of the site will be completed in order to assess chemical movement along various pathways and the resultant human and environmental exposures.
- (iii) The detailed investigation will delineate boundaries of contamination found during the Phase II ESA.
- (iv) An examination and definition of areas of unknown subsurface anomalies will be undertaken in areas that have been identified through remote sensing or geophysical techniques.
- (v) If required, collection of additional infrastructure data that will be required to demolish, clean, stabilize and isolate man-made structures on the site (example; buildings, tanks, pits and lagoons) or facilitate remediation or reclamation of the site may be required.

- (vi) Collect all site information required to further assess clean-up criteria and assess the feasibility of various remedial options and associated costs necessary to attain preferred end land use.
- (vii) A report outlining the findings of the Phase III ESA and recommendations for further work, if required, will be produced. This document may be presented in a single document or under separate cover at the discretion of the Technical authority. This document will include, as required, one or more of the following:
  - a. A substantive cost estimate for additional investigation;
  - b. Preparation of remedial options evaluation;
  - c. Remedial action plan.

## **2.5 Human Health and Ecological Risk Assessment**

- (i) Work required may include assessing the risks to human health and ecological health, and may take the following:
  - a. Preliminary Quantitative Risk Assessment for Human Health (PQRA);
  - b. Screening Level Ecological Risk Assessment (SLERA);
  - c. Human Health and Ecological Risk Assessment (HHERA);
  - d. Site Specific Risk Assessment (SSRA);
  - e. Detailed Quantitative Risk Assessment (DQRA); and
  - f. Human Health and Ecological Risk Assessment under Ontario Regulation (O. Reg.) 153/04, as amended.
- (ii) Depending on the site-specific considerations and environmental issues at hand, The Contractor may be retained to perform all or part of the following tasks but not limited to:
  - a. Review all previous site information and reports.
  - b. Analyze existing information and identify any significant gaps in data required to complete a risk assessment.
  - c. Conduct a site reconnaissance to determine, understand and/or verify relevant risk information including such characteristics as site access, site usage, potential human and ecological receptors, additional exposure pathways, habitat assessments and visible signs of ecological stress.
  - d. Identify appropriate human and ecological receptors through available information, relevant literature and/or field observations.
  - e. Develop, update or revise a conceptual site model for a contaminated site.
  - f. Design and implement a sampling plan to collect additional samples (soils, sediment, benthic, invertebrates, groundwater and surface water, indoor air, etc.) to eliminate data gaps from previous assessments and/, provide additional data to reduce assumptions. All sampling should be completed following Volume 1 through 4 of CCME's Guidance Manual for Environmental Site Characterization in Support of Environmental and Human Health Risk Assessment.
  - g. Collect ecological samples of plants, animals, fish and insects, as required.
  - h. Conduct quantitative and qualitative assessments for both human and ecological receptors, considering all COPCs and all applicable exposure pathways. Where possible, risk assessments are required to follow the most current available federal risk assessment protocols developed by CCME, Health Canada, Environmental Canada and Climate Change and the Department of Fisheries and Ocean. For risk assessments involving sediments or for sediment toxicity studies the work shall follow the Canada-Ontario Agreement: Contaminated Sediment Assessment Decision-Making Framework and the Framework for Addressing and Managing Aquatic Contaminated Sites under the FCSAP.

- i. In some cases (example; federal property is transferred to the province of Ontario or a municipality), a Record of Site Condition (RSC) may be required. In these cases the risk assessment and supporting documentation will need to meet the requirements set-out in O.Reg. 153/04 – Record of Site Condition Regulation, as amended from time to time. The Contractor may be expected to submit the resulting RSC on behalf of PWGSC or the federal client department.
- j. Develop and assist in implementing remedial action plans, risk management measures and remediation strategies, following the completion of the risk assessment.
- k. Provide a NCSCS 2008 score for the site or complete a Site Closure Tool.
- l. Peer review risk assessments or related reports prepared by others.
- A. Other related work as required.

## **2.6 Remediation and Risk Management Measures**

- (i) The Contractor may be required to assist in developing and implementing environmental remedial options evaluations and risk management plans including site investigation, identification of significant aspects, preparation of detailed procedures, preparation of plans and drawings, specifications briefs, options and recommendations, tendering documentation as per PWGSC approved National Master Specifications (NMS) standards and remedial cost estimates (indicative and substantive).
- (ii) In some cases, The Contractor may also be required to coordinate, supervise, monitor and verify site conditions during environmental remedial activities. Furthermore, the Contractor may be required to undertake minor remedial projects, such as removal of debris and removal of leaking underground storage tanks.
- (iii) The Contractor may be required to complete all or parts of the following tasks:
  - a. Identify significant gaps in the delineation of contaminants at a site prior to remediation.
  - b. Provide or review indicative cost estimates of proposed remediation projects including estimates of volumes of media impacted by a contaminant of concern.
  - c. Design project specification briefs and associated tendering documentation for use by PWGSC, using PWGSC established NMS standards in the approved NMS-Edit Professional software format.
  - d. Ensure any risk mitigation measures required or recommended from CEAA section 67 requirements are included in the project tendering documentation.
  - e. Provide assistance to PWGSC during the tendering process of remediation/risk management measures projects, for example when responding to requests for clarification and issuing addenda.
  - f. Provide oversight and monitoring of remediation activities including tender specification enforcement and daily site management of volumes and activity reports.
  - g. Plan and conduct appropriate confirmatory sampling prior to and during the completion stage of remediation or after risk management measures have been put in place.
  - h. Prepare a closure report upon completion of the remedial work documenting and certifying the remediation activities and or risk management measures implemented and to outline current conditions of the site.
  - i. Make recommendations for long and short-term monitoring post-remediation or post-risk management measures implementation.
  - j. NCS score updates and SCT to close projects under the Federal Approach to Contaminated Site Management (10 Step process).
  - k. Process a Record of Site Condition following Remediation and Risk Management under O.Reg. 153/04 as amended from time to time.

## **2.7 Contaminated Sediment Assessment**

- (i) The Contractor is required to assist in the assessment of contaminated sediments,



- (ii) The Contractor is required to complete all or parts of the following tasks:
- a. Review all previous site information and reports.
  - b. Analyze existing information and identify any significant gaps in data required to complete the sediment assessment.
  - c. Develop, update or revise a conceptual site model for a contaminated site.
  - d. Identify Contaminants of potential concern.
  - e. Identify Receptors of potential concern and Exposure pathways.
  - f. Design and implement a sampling and analysis plan to collect and analyze samples (sediment, surface water, benthic, invertebrates, etc.) to confirm the absence, or presence and nature of contamination.
  - g. Assess sediment toxicity.
  - h. Determine appropriate reference areas/locations and their characteristics.
  - i. Collect additional data to delineate the extent (vertical and/or lateral) of contaminated sediments and/or to eliminate data gaps from previous assessments. All sampling should be completed following Volume 1 through 4 of CCME's Guidance Manual for Environmental Site Characterization in Support of Environmental and Human Health Risk Assessment. This may also include consideration and implementation of a weight of evidence (WOE) approach to assess contaminated sediments.
  - j. Conduct an assessment of contaminated sediment in accordance with the "*Canada-Ontario Decision-Making Framework for Assessment of Great Lakes Contaminated Sediment*" (Environment Canada & Ontario Ministry of the Environment, 2008) and/or the "*Framework for Addressing and Managing Aquatic Contaminated Sites Under the Federal Contaminated Sites Action Plan (FCSAP)*" (Golder, 2011).
  - k. Complete the FCSAP Aquatic Sites Classification System (ASCS).
  - l. Peer review sediment assessments or related reports prepared by others.
  - m. Determine an appropriate action with regard to contaminated sediment management or clean-up.
  - n. Other related work as required.

## **2.8 Other Works**

Other studies and services may be required in order to facilitate or undertake work related to ESAs, Risk Assessment and/or Remediation such as, but not limited to, the following:

- (i) Designated Substances Survey;
- (ii) Biological Studies and Investigations;
- (iii) Geotechnical and Geophysical Assessments;
- (iv) Marine Hydrographic;
- (v) Bathymetric Surveys;
- (vi) Structural Assessments;
- (vii) Demolition Assessment and Waste Survey;
- (viii) Archeological Assessments;
- (ix) Litigation Support related to contaminated site work;
- (x) Peer Review of various contaminated sites projects;
- (xi) Contaminated Sites Program coordination;
- (xii) Preparing guidance, training and presentation materials that pertain to contaminated sites for delivery to federal employees and/or for information purposes;

- (xiii) Delivering training;
- (xiv) Federal Contaminated Site Action Plan (FCSAP) related program and process studies and project reviews; and
- (xv) Public Consultation and stakeholder engagement.

## 2.9 **Federal Reporting Requirements**

- (i) The Contractor, when required, will be responsible for completing or updating a National Classification System for Contaminated Sites (NCSCS) site classification for each identified Area of Potential Environmental Concern or Area of Environmental Concern. Procedures for performing a National Classification System for Contaminated Sites site classification are provided in Canadian Council of Ministers of the Environment National Classification System for Contaminated Sites, Guidance Document, 2008. ([www.ccme.ca/files/Resources/csm/pn\\_1403\\_ncscs\\_guidance\\_e.pdf](http://www.ccme.ca/files/Resources/csm/pn_1403_ncscs_guidance_e.pdf))
- (ii) If a site is located in or near a water body, then the Federal Contaminated Sites Action Plan (FCSAP) Aquatic Sites Classification System (ASCS) will be used instead of the National Classification System for Contaminated Sites (to be provided upon request).
- (iii) The Contractor, when required, will complete the FCSAP site closure tool (SCT) which consists of minimum requirements for documenting the closure of remediated or risk managed federally contaminated sites funded by the FCSAP program. It provides consistent evaluation criteria or conditions that determine when a site can be considered closed.
- (iv) The Contractor, when required, will complete or update the Federal Contaminated Sites Inventory (FCSI) database. Procedures for entering information into the Federal Contaminated Sites Inventory database are provided in Treasury Board Federal Contaminated Sites Inventory (FCSI) Input Guide, (2016) (to be provided upon request).
- (v) The Contractor, when required, will be responsible for developing or updating an indicative estimate of liability or contingent liability for all sites on the property. These liability estimates must use the following:
  - (vi) Remediation Liabilities Related to Contaminated Sites: A Supplement to the Financial Information Strategy (FIS) Manual <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=20888>.
  - (vii) TBS Accounting Standard 3.6 Contingencies (March 2006) <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12181>.
  - (viii) Canadian Council of Ministers of the Environment Recommended Principles on Contaminated Sites Liability ([www.ccme.ca/files/Resources/csm/csl\\_14\\_principles\\_e.pdf](http://www.ccme.ca/files/Resources/csm/csl_14_principles_e.pdf)).
- (ix) Provision of specifications under this stream will require specification writing/review from an individual who has completed the three Construction Specifications Canada (CSC) courses listed below (minimum requirement), or who carries or is eligible for a RSW or CSP certification:
  - Principles of Construction Documentation
  - Specifier 1
  - Specifier 2
- (x) Provision of Design drawings will be completed and reviewed by the Contractor's Senior Technologist with experience with AutoCAD or equivalent design program. All files to be compatible with Microsoft® Operating Systems, the CADD drawing format required for drawings is the AutoCAD® native format DWG file CADD format – See PWGSC National CADD Standard for more details at [Http://www.tpsgc-pwgsc.gc.ca/biens-property/cdao-cadd/index-eng.html](http://www.tpsgc-pwgsc.gc.ca/biens-property/cdao-cadd/index-eng.html)
- (xi) All laboratories used for performing analysis must be members of the Canadian Association for Laboratory Accreditation (CALA) or Standards Council of Canada (SCC). If CALA or SCC accreditation for a specific parameter is not available, the Contractor must provide the appropriate accreditation upon acceptance of technical authority at the time of the call-up.

## Appendix 4 to Annex A

### STREAM 4: SUSTAINABILITY AND GREENING GOVERNMENT OPERATIONS

#### 1. Requirement

- (i) The Department of Public Works and Government Services Canada (PWGSC), Environmental Services and Contaminated sites (ESCS), has a requirement for the provision of environmental services to conduct various activities in support of sustainable measures, programs or strategies, greening government operations, sustainable design and certifications (using third party tools) of federal facilities as well as other related work as required. The Government of Canada has committed to reducing its environmental footprint and greenhouse gas (GHG) emissions, and PWGSC is an active participant in achieving these goals.
- (ii) Federal facilities that would require these services typically consist of office buildings, campuses, military bases and training areas, residential properties, airports, correctional institutions, schools, hospitals and research laboratories.
- (iii) PWGSC promotes an integrated approach from the earliest stages of a building project and requires consulting services to assist with meeting Sustainable Development Strategy (SDS) Targets or commitments and federal government policy requirements with respect to Greening Government Operations.
- (iv) PWGSC defines carbon neutrality as the efficient operation of its buildings and portfolio to conserve energy and reduce GHG emissions internally, complemented with fuel switching and installation of renewable energy generation to further reduce the GHG impact of its operations. Any remaining carbon-emitting energy consumption will be neutralized through procurement of renewable electricity, renewable electricity certificates (RECs), or carbon offset credits. Clean/renewable energy is defined as energy from non-GHG emitting sources, including hydro, nuclear, wind, solar, geothermal, biomass, tidal, etc.
- (v) The Contractor's services will be used to assist federal departments in meeting their responsibilities primarily under the *Federal Sustainable Development Act*. PWGSC requires The Contractors to have comprehensive knowledge with best industry practices and guidance, and experience in various energy standards and codes, including but not limited to the following:
  - National Building Code
  - National Energy Code of Canada for Buildings
  - Sustainable Development Strategies (Government of Canada Wide)
  - Athena
  - Green Globes Suite (Green + Productive)
  - Living Building Challenge
  - BOMA BEST
  - BREEAM
  - Leadership in Energy and Environmental Design (LEED)
  - WELL Building Standard
  - Energy Star
  - One Planet Living
  - Climate Change, Carbon Neutral/Net Zero and/or Greenhouse Gas (GHG) Reduction Plans or Strategies
  - Other emerging tools or pilot tools being developed by CaGBC or equivalent.
- (vi) The Contractor is expected to be current in their knowledge and use of applicable legislation, policies and guidelines. The Contractors will be expected to review and interpret standards, best practices, create models, review data, and prepare reports which document the methodology, findings and recommendations of their projects. The development and delivery of training on topics related to this SOW may also be required.

## 2. Scope of work

Depending on the project-specific considerations and environmental consideration, The Contractors may be retained to carry out advisory services, studies, assessments, strategies, stakeholder engagement, surveys and audits that consider areas including but not limited to the following project categories:

(i) Energy/Climate Change, Adaptation and Resilience /GHG

- energy efficiency studies
- clean/renewable energy studies
- deep energy Building Retrofits and evaluating project options based on their GHG emission savings opportunity (evaluating life cycle costing and comparative energy modelling studies)
- greenhouse gas (GHG) emissions/carbon inventory, audits and/or studies
- environmental and energy footprints benchmarking, reporting and recommendations for improved energy efficiency and/or other areas of improvement
- climate adaptation and resilience studies/strategies

(ii) Sustainable Buildings

- water efficiency studies
- indoor working environment and indoor air quality audits/assessments
- construction, renovation and demolition waste reduction
- 3<sup>rd</sup> party verifications using specified evaluation tools but not limited to: Athena, Well Building Standard, Living Building Challenge, Green Globes, BOMA BEST, BREEAM, One Planet Living, Leadership in Energy and Environmental Design (LEED) of interior fit-ups, renovations, new construction, or building operation and maintenance, Energy Star
- environmentally preferable or sustainable materials and resource selection and specifications

(iii) Sustainable Operations

- sustainability assessments of federal facilities and/or programs including life cycle analysis
- assessing, developing, implementing and/or auditing of environmental management or sustainment systems
- stakeholder engagement
- life cycle assessment and green supply chain studies contributing to sustainable policy development and planning

(iv) Carbon Neutral/ Net Zero

- high performance building objectives towards achieving / feasibility of achieving Carbon Neutral / Net Zero

## Appendix 5 to Annex A

### STREAM 5: CONTAMINATED SITES CONSULTING SERVICES – ABORIGINAL SET-ASIDE

#### 1. Requirement

The Department of Public Works and Government Services Canada (PWGSC), Environmental Services and Contaminated sites (ESCS), has a requirement for the provision of environmental services to conduct a variety of assessments and oversight activities related to the management of Federal Contaminated Sites. This requirement is set aside for Aboriginal Contractors in accordance with the government Procurement Strategy for Aboriginal Business. The Statement of Work (SOW) will outline the various types of work the Contractor may be requested to perform during the Contract including, but not limited to, conducting environmental site assessments, risk assessments, design and supervision of site remediation projects and other related services. General information on the Management of Federal Contaminates sites may be found at <http://www.federalcontaminatedsites.gc.ca>

#### 2. Scope of Work

Depending on the site-specific considerations and environmental issues in hand, The Contractors may be required to carry out all or part of the following studies and services including but not limited to the following project categories:

##### 2.1 Screening Level Reviews

- (i) Review reports for the site to identify historical environmental issues previously identified.
- (ii) Conduct limited interviews with people with present knowledge of the site operations.
- (iii) If required, conduct an inspection of the exterior of the property for evidence of possible environmental concerns such as staining, debris and tanks as well as environmental issues identified previously, if accessible from the exterior of the buildings, to determine whether those issues remain, have been remedied or have become a more significant concern.
- (iv) Compile a summary of findings and recommend whether a full Phase I Environmental Site Assessment (ESA) is required.
- (v) Full historical reviews, tenant interviews and interior building inspections are not included part of Screening Level Reviews.

##### 2.2 Phase I Environmental Site Assessment

- (i) Phase I ESAs investigations consist of a compilation and review of all available information regarding the site including historical information. Information gathering will include, but is not limited to:
  - a. Information related to any past or present potential environmental issues (storage tanks, fire training areas, waste disposal areas);
  - b. The site characteristics (example; site geology, surface water and groundwater, soils, sediments, utilities, services, setting and adjacent land use); and
  - c. The historical background of the site including land title search and aerial photos.
- (ii) Phase I ESA will also include a site reconnaissance to determine any visible signs of contamination and to characterize the general extent of contamination, to the extent possible without use of intrusive methodologies. Adherence to Canadian Standards Association Standard Z768 to perform the work is mandatory. In addition to the standard Phase I ESA requirements, the site visit may also entail some representative sampling (soils, sediment, surface water, building materials such as paints, asbestos, and other media) and laboratory testing (example; 'Enhanced' Phase I ESA) on a site specific basis at the discretion of the Technical authority.
- (iii) Portions of the project requirements may be modified at the discretion of the Technical authority based on project specific requirements (example; Land titles searches may not be required in instances where this task has already been carried out by PWGSC or the Client department).
- (v) A report outlining the findings of the Phase I ESA with recommendations and cost estimate for further work, if required, will be produced.

## **2.3 Phase II Environmental Site Assessment**

- (i) A Phase II ESA confirms the absence, or presence and nature of contamination, usually through a sampling, and laboratory analysis program.
- (ii) A Phase II ESA is performed in response to recommendations outlined in the Phase I ESA and includes the intrusive sampling of various impacted media at all areas of potential environmental concern (APEC's) and analytical testing to confirm the concentration of contaminants of potential concern (COPC) in relation to the Canadian Council of Ministers of the Environment (CCME) Environmental Quality Guidelines (EQG). Where CCME EQG do not exist, environmental guidelines or standards from other jurisdictions (example; Provincial and Territorial) may be applied. Adherence to Canadian Standards Association Standard -CAN/CSA-Z769-00 (R2008) to perform the work is mandatory.
- (iii) Phase II ESAs consist of field investigations that may involve geophysical surveys, test pitting, sediment sampling, storage tank site assessments, borehole drilling, and/or the installation of groundwater monitoring wells, as well as other site specific tasks. The field program should provide sufficient information for the evaluation of any site contamination by characterizing soil, surface and bedrock geology, sediment, hydrology, hydro- geology and other relevant environmental components.
- (iv) The results of the investigation and laboratory analysis should then be assessed to confirm the presence of contamination and identify the type of impacts on-site.
- (v) Consideration should be given to such factors as potential for migration and off-site contamination, background levels, magnitude and number of exceedences.
- (vi) If possible, the results of the investigation are used to determine the extent of any surface and/or subsurface contamination associated with the area of investigation. However, a Phase III ESA may be required to delineate contamination.
- (vii) Site plans and subsurface profiles would be produced to assist in characterizing and possibly delineating the contamination and migration patterns, if applicable. Conceptual site models may also be required to emphasize the type and extent of subsurface contamination, define the pathways for contaminant migration and identify potential receptors. Conceptual site models should be prepared for the sites investigated.
- (viii) A report outlining the findings of the Phase II ESA and recommendations for further work, if required, will be produced. A substantive cost estimate for any additional site assessment work required is to be included with recommendations.
- (ix) The Phase II ESA will gather the mandatory information required for reporting to the Federal Contaminated Sites Inventory, including a classification or ranking completed in accordance with the FCSAP Contaminated Site Classification. This classification may need to be updated after completion of the Phase III ESA.
- (x) Some client departments may also require that department specific data sheets be completed to assist the department in reporting site information into the Federal Contaminated Sites Inventory.

## **2.4 Phase III Environmental Site Assessment**

- (i) Phase III ESAs include additional field sampling and laboratory analysis to further define the extent of contaminants identified on-site during the Phase II ESA.
- (ii) A detailed characterization of the site will be completed in order to assess chemical movement along various pathways and the resultant human and environmental exposures.
- (iii) The detailed investigation will delineate boundaries of contamination found during the Phase II ESA.
- (iv) An examination and definition of areas of unknown subsurface anomalies will be undertaken in areas that have been identified through remote sensing or geophysical techniques.
- (v) If required, collection of additional infrastructure data that will be required to demolish, clean, stabilize and isolate man-made structures on the site (example; buildings, tanks, pits and lagoons) or facilitate remediation or reclamation of the site may be required.

- (vi) Collect all site information required to further assess clean-up criteria and assess the feasibility of various remedial options and associated costs necessary to attain preferred end land use.
- (vii) A report outlining the findings of the Phase III ESA and recommendations for further work, if required, will be produced. This document may be presented in a single document or under separate cover at the discretion of the Technical authority. This document will include, as required, one or more of the following:
  - a. A substantive cost estimate for additional investigation;
  - b. Preparation of remedial options evaluation;
  - c. Remedial action plan.

## **2.5 Human Health and Ecological Risk Assessment**

- (i) Work required may include assessing the risks to human health and ecological health, and may take the following:
  - a. Preliminary Quantitative Risk Assessment for Human Health (PQRA);
  - b. Screening Level Ecological Risk Assessment (SLERA);
  - c. Human Health and Ecological Risk Assessment (HHERA);
  - d. Site Specific Risk Assessment (SSRA);
  - e. Detailed Quantitative Risk Assessment (DQRA); and
  - f. Human Health and Ecological Risk Assessment under Ontario Regulation (O. Reg.) 153/04, as amended.
- (ii) Depending on the site-specific considerations and environmental issues at hand, The Contractors may be retained to perform all or part of the following tasks but not limited to:
  - a. Review all previous site information and reports.
  - b. Analyze existing information and identify any significant gaps in data required to complete a risk assessment.
  - c. Conduct a site reconnaissance to determine, understand and/or verify relevant risk information including such characteristics as site access, site usage, potential human and ecological receptors, additional exposure pathways, habitat assessments and visible signs of ecological stress.
  - d. Identify appropriate human and ecological receptors through available information, relevant literature and/or field observations.
  - e. Develop, update or revise a conceptual site model for a contaminated site.
  - f. Design and implement a sampling plan to collect additional samples (soils, sediment, benthic, invertebrates, groundwater and surface water, indoor air, etc.) to eliminate data gaps from previous assessments and/, provide additional data to reduce assumptions. All sampling should be completed following Volume 1 through 4 of CCME's Guidance Manual for Environmental Site Characterization in Support of Environmental and Human Health Risk Assessment.
  - g. Collect ecological samples of plants, animals, fish and insects, as required.
  - h. Conduct quantitative and qualitative assessments for both human and ecological receptors, considering all COPCs and all applicable exposure pathways. Where possible, risk assessments are required to follow the most current available federal risk assessment protocols developed by CCME, Health Canada, Environmental Canada and Climate Change and the Department of Fisheries and Ocean. For risk assessments involving sediments or for sediment toxicity studies the work shall follow the Canada-Ontario Agreement: Contaminated Sediment Assessment Decision-Making Framework and the Framework for Addressing and Managing Aquatic Contaminated Sites under the FCSAP.
  - i. In some cases (example; federal property is transferred to the province of Ontario or a municipality), a Record of Site Condition (RSC) may be required. In these cases the risk assessment and supporting documentation will need to meet the requirements set-out in O.Reg.

153/04 – Record of Site Condition Regulation, as amended from time to time. The Contractor may be expected to submit the resulting RSC on behalf of PWGSC or the federal client department.

- j. Develop and assist in implementing remedial action plans, risk management measures and remediation strategies, following the completion of the risk assessment.
- k. Provide a NCSCS 2008 score for the site or complete a Site Closure Tool.
- l. Peer review risk assessments or related reports prepared by others.
- m. Other related work as required.

## **2.6 Remediation and Risk Management Measures**

- (i) The Contractors may be required to assist in developing and implementing environmental remedial options evaluations and risk management plans including site investigation, identification of significant aspects, preparation of detailed procedures, preparation of plans and drawings, specifications briefs, options and recommendations, tendering documentation as per PWGSC approved National Master Specifications (NMS) standards and remedial cost estimates (indicative and substantive).
- (ii) In some cases, The Contractors may also be required to coordinate, supervise, monitor and verify site conditions during environmental remedial activities. Furthermore, the Contractor may be required to undertake minor remedial projects, such as removal of debris and removal of leaking underground storage tanks.
- (iii) The Contractors may be required to complete all or parts of the following tasks:
  - a. Identify significant gaps in the delineation of contaminants at a site prior to remediation.
  - b. Provide or review indicative cost estimates of proposed remediation projects including estimates of volumes of media impacted by a contaminant of concern.
  - c. Design project specification briefs and associated tendering documentation for use by PWGSC, using PWGSC established NMS standards in the approved NMS-Edit Professional software format.
  - d. Ensure any risk mitigation measures required or recommended from CEAA section 67 requirements are included in the project tendering documentation.
  - e. Provide assistance to PWGSC during the tendering process of remediation/risk management measures projects, for example when responding to requests for clarification and issuing addenda.
  - f. Provide oversight and monitoring of remediation activities including tender specification enforcement and daily site management of volumes and activity reports.
  - g. Plan and conduct appropriate confirmatory sampling prior to and during the completion stage of remediation or after risk management measures have been put in place.
  - h. Prepare a closure report upon completion of the remedial work documenting and certifying the remediation activities and or risk management measures implemented and to outline current conditions of the site.
  - i. Make recommendations for long and short-term monitoring post-remediation or post-risk management measures implementation.
  - j. NCS score updates and SCT to close projects under the Federal Approach to Contaminated Site Management (10 Step process).
  - k. Process a Record of Site Condition following Remediation and Risk Management under O.Reg. 153/04 as amended from time to time.

## **2.7 Contaminated Sediment Assessment**

- (i) The Contractors may be required to assist in the assessment of contaminated sediments,
- (ii) The Contractors may be required to complete all or parts of the following tasks:



- a. Review all previous site information and reports.
- b. Analyze existing information and identify any significant gaps in data required to complete the sediment assessment.
- c. Develop, update or revise a conceptual site model for a contaminated site.
- d. Identify Contaminants of potential concern.
- e. Identify Receptors of potential concern and Exposure pathways.
- f. Design and implement a sampling and analysis plan to collect and analyze samples (sediment, surface water, benthic, invertebrates, etc.) to confirm the absence, or presence and nature of contamination.
- g. Assess sediment toxicity.
- h. Determine appropriate reference areas/locations and their characteristics.
- i. Collect additional data to delineate the extent (vertical and/or lateral) of contaminated sediments and/or to eliminate data gaps from previous assessments. All sampling should be completed following Volume 1 through 4 of CCME's Guidance Manual for Environmental Site Characterization in Support of Environmental and Human Health Risk Assessment. This may also include consideration and implementation of a weight of evidence (WOE) approach to assess contaminated sediments.
- j. Conduct an assessment of contaminated sediment in accordance with the "*Canada-Ontario Decision-Making Framework for Assessment of Great Lakes Contaminated Sediment*" (*Environment Canada & Ontario Ministry of the Environment*, 2008) and/or the "*Framework for Addressing and Managing Aquatic Contaminated Sites Under the Federal Contaminated Sites Action Plan (FCSAP)*" (Golder, 2011).
- k. Complete the FCSAP Aquatic Sites Classification System (ASCS).
- l. Peer review sediment assessments or related reports prepared by others.
- m. Determine an appropriate action with regard to contaminated sediment management or clean-up.
- n. Other related work as required.

## **2.8 Public Consultation**

Work required may include public consultation and aboriginal people engagement. During the course of projects, the Contractor may be required to:

- a. Prepare public involvement and communication plans, participate in community meetings and conduct open houses.
- b. Undertake consultation and coordination with federal, provincial, regional/local jurisdictions, aboriginal groups and other stakeholders with regard to information gathering and anticipating the potential impacts of proposed projects and/or required studies.
- c. Prepare communication materials and conduct stakeholder/public/aboriginal consultation/communication. This will normally consist of liaising with stakeholders, Public Advisory Committees, preparing and holding public information sessions and meetings to solicit comments and address any public concerns regarding proposed projects and/or required studies.

## **2.9 Other Works**

Other studies and services may be required in order to facilitate or undertake work related to ESAs, Risk Assessment and/or Remediation such as, but not limited to, the following:

- (i) Designated Substances Survey;
- (ii) Biological Studies and Investigations;
- (iii) Geotechnical and Geophysical Assessments;
- (iv) Marine Hydrographic;

- (v) Bathymetric Surveys;
- (vi) Structural Assessments;
- (vii) Demolition Assessment and Waste Survey;
- (viii) Archeological Assessments;
- (ix) Litigation Support related to contaminated site work;
- (x) Peer Review of various contaminated sites projects;
- (xi) Contaminated Sites Program coordination;
- (xii) Preparing guidance, training and presentation materials that pertain to contaminated sites for delivery to federal employees and/or for information purposes;
- (xiii) Delivering training;
- (xiv) Federal Contaminated Site Action Plan (FCSAP) related program and process studies and project reviews; and
- (xv) Public Consultation and stakeholder engagement.

## **2. 10 Federal Reporting Requirements**

- (i) The Contractor, when required, will be responsible for completing or updating a National Classification System for Contaminated Sites (NCSCS) site classification for each identified Area of Potential Environmental Concern or Area of Environmental Concern. Procedures for performing a National Classification System for Contaminated Sites site classification are provided in Canadian Council of Ministers of the Environment National Classification System for Contaminated Sites, Guidance Document, 2008. ([www.ccme.ca/files/Resourcess/csm/pn\\_1403\\_ncscs\\_guidance\\_e.pdf](http://www.ccme.ca/files/Resourcess/csm/pn_1403_ncscs_guidance_e.pdf))
- (ii) If a site is located in or near a water body, then the Federal Contaminated Sites Action Plan (FCSAP) Aquatic Sites Classification System (ASCS) will be used instead of the National Classification System for Contaminated Sites (to be provided upon request).
- (iii) The Contractor is required to complete the FCSAP site closure tool (SCT) which consists of minimum requirements for documenting the closure of remediated or risk managed federally contaminated sites funded by the FCSAP program. It provides consistent evaluation criteria or conditions that determine when a site can be considered closed.
- (iv) The Contractor, when required, will complete or update the Federal Contaminated Sites Inventory (FCSI) database. Procedures for entering information into the Federal Contaminated Sites Inventory database are provided in Treasury Board Federal Contaminated Sites Inventory (FCSI) Input Guide, (2016) (to be provided upon request).
- (v) The Contractor, when required, will be responsible for developing or updating an indicative estimate of liability or contingent liability for all sites on the property. These liability estimates must use the following:
  - (xii) Remediation Liabilities Related to Contaminated Sites: A Supplement to the Financial Information Strategy (FIS) Manual <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=20888>.
  - (xiii) TBS Accounting Standard 3.6 Contingencies (March 2006) <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12181>.
  - (xiv) Canadian Council of Ministers of the Environment Recommended Principles on Contaminated Sites Liability ([www.ccme.ca/files/Resourcess/csm/csl\\_14\\_principles\\_e.pdf](http://www.ccme.ca/files/Resourcess/csm/csl_14_principles_e.pdf)).
- (xv) Provision of specifications under this stream will require specification writing/review from an individual who has completed the three Construction Specifications Canada (CSC) courses listed below (minimum requirement), or who carries or is eligible for a RSW or CSP certification:

- Principles of Construction Documentation
  - Specifier 1
  - Specifier 2
- (xvi) Provision of Design drawings will be completed and reviewed by the Contractor's Senior Technologist with experience with AutoCAD or equivalent design program. All files to be compatible with Microsoft® Operating Systems, the CADD drawing format required for drawings is the AutoCAD® native format DWG file CADD format – See PWGSC National CADD Standard for more details at <http://www.tpsgc-pwgsc.gc.ca/biens-property/cdao-cadd/index-eng.html>
- (xvii) All laboratories used for performing analysis must be members of the Canadian Association for Laboratory Accreditation (CALA) or Standards Council of Canada (SCC). If CALA or SCC accreditation for a specific parameter is not available, the Contractor must provide the appropriate accreditation upon acceptance of technical authority at the time of the call-up.

## ANNEX B

### BASIS OF PAYMENT

**Note: If Offerors are bidding on more than one stream, Offerors must provide a separate financial proposal for each stream. The italic wording will be removed upon issuance of the RISO.**

**Stream:** \_\_\_\_\_

**Offeror:** \_\_\_\_\_

A. **LABOUR** will be charged at **firm hourly rates**, inclusive of overhead and profit, in accordance with the following:

**Table for Standing Offer Period Year 1 and Year 2:**

#	Specialization	Firm Hourly Rate for Standing Offer Year 1	Firm Hourly Rate for Standing Offer Year 2
1	RISO Contact	\$_____ /hr	\$_____ /hr
2	Senior Professional	\$_____ /hr	\$_____ /hr
3	Intermediate Professional	\$_____ /hr	\$_____ /hr
4	Junior Professional	\$_____ /hr	\$_____ /hr
5	Senior Technologist	\$_____ /hr	\$_____ /hr
6	Technologist	\$_____ /hr	\$_____ /hr
7	Admin Support	\$_____ /hr	\$_____ /hr

**Table for Standing Offer Extension Period 1 (Year 3) and 2 (Year 4) :**

#	Specialization	Firm Hourly Rate for Extension Period 1, Year 3	Firm Hourly Rate for Extension Period 2, Year 4
1	RISO Contact	\$_____ /hr	\$_____ /hr
2	Senior Professional	\$_____ /hr	\$_____ /hr
3	Intermediate Professional	\$_____ /hr	\$_____ /hr
4	Junior Professional	\$_____ /hr	\$_____ /hr
5	Senior Technologist	\$_____ /hr	\$_____ /hr
6	Technologist	\$_____ /hr	\$_____ /hr
7	Admin Support	\$_____ /hr	\$_____ /hr

Solicitation No. - N° de l'invitation  
EQ447-180276/A  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
TOR018  
CCC No./N° CCC - FMS No./N° VME

*Note: The proposed firm hourly rate will apply to all of the resources proposed for that particular labour category, a single charge-out rate must be offered for each category (i.e., each person in that category will be charged out at the same rate.)*

- B. **DIRECT CHARGES** will be charged at actual cost with no mark-up and no provision for profit. **Allowable direct charges are shown in Attachment "1" to Annex "B" entitled, "Standard Disbursement Table"**. Offerors are **not** expected to provide an estimate of these costs at this time. The amount of allowable direct charges will be determined at the time of each call-up.

1. Equipment
2. Rentals
3. Materials, Supplies, Instrumentation, Components
4. Subcontracts
5. Travel and Living Expenses - National Joint Council Travel Directive: The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the \_\_\_\_\_ Technical Authority.

All payments are subject to government audit.

(Note: travel and living expenses quoted by NJC include HST. Need to separate when submitting invoices to Environmental Services).

NOTE: The Technical Authority reserves the right to deduct payment from the claim in lieu of deficiencies. Once deficiencies have been rectified, the Offeror must submit a new claim for the amount that has been deducted.

## ATTACHMENT 1 TO ANNEX B

### DISBURSEMENT STANDARDIZATION

#### Equipment & Rentals

Disbursement Items	Examples of Inclusionary	Maximum Allowable Unit Rate	Variations	Remarks
Air Sampling Equipment		Negotiable: Daily or Weekly	-	-
Sampling Equipment	duct tape, gloves, axe, crowbar, drill, hammer, knife, measuring tape, screwdrivers, pails, stakes, shovel, trowel, hand auger	No charge	No charge	Items that are not project specific (i.e. Are not solely required for this job, and that will be used by the consultant for future projects) should not be charged to PWGSC projects. Considered as overhead. Project specific and/or specialized field equipment must be pre-negotiated with PWGSC project manager
Field Equipment / Health and Safety	boot covers, cartridges, coveralls, 1/2 face masks, gloves, goggles, sunscreen, rain jackets, bug jackets, life jackets, etc	No charge	No charge	Overhead Project specific or specialized H&S equipment required on a project specific basis must be pre- negotiated with PWGSC project manager
Camera		No charge	No charge	Overhead
GPS Unit		No Charge	No Charge	Overhead
Combustible Gas Meter	Gastech, etc.	\$50/day	\$200/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the

Photoionization Detector		\$65/day	\$260/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the consultants firm can be recovered with receipts.
Oil/Water Interface Probe		\$40/day	\$160/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the
Water Level Meter		\$30/day	\$120/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the consultants firm can be recovered with receipts.
Sampling Containers		No charge	No charge	If laboratory fee applies for specialized sampling containers for specific analysis, this must be pre-identified in the consultant's proposal and the receipt submitted from the lab for cost recovery.
Survey Equipment	Laser level	\$50/day	\$200/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the
Water Quality Meter with flow through cell	Horiba U-22; Horiba U-52; Hanna 9828; YSI 556 MPS	\$100/day	\$300/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the consultants firm can be recovered with receipts.



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Submersible Pump		\$100/day	\$300/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the
Peristaltic Pump		\$30/day	\$120/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the

#### Materials and Supplies

Disbursement Items	Examples of Inclusionary items	Maximum Allowable Unit Rate	Variations	Remarks
Computer use, report PDF		no charge	no charge	Overhead
Faxes		no charge	no charge	Overhead
Final Reports - >5 copies of final report; black and white		\$0.15/pg		Regardless if printed in house or subcontracted
Final Reports - >5 copies of final report; colour		\$1.00/pg		Regardless if printed in house or subcontracted
Final Reports Drawings and Plans - >5 copies & plans greater than 11 x 17		At Cost		
Final Reports – CDs		no charge	no charge	Overhead
Final Reports - USB Keys		\$7/each		
Pager, mobile phones (including long distance)		no charge	no charge	Overhead
Courier/ Mail		no charge	no charge	Overhead

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## **ANNEX C**

### **Security Requirements Check List (SRCL)**

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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 and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction ESCS
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 ENVIRONMENTAL SERVICES		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input 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 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"/>	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 <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTÉGÉ A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

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<b>PART A (continued) / PARTIE A (suite)</b>	
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 :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
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"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> SECRET SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PRODUCTION</b>	
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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

☒ No ☐ Yes  
Non Oui

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

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

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

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

☒ No ☐ Yes  
Non 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).

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### ATTACHMENT 1 TO PART 3

#### ELECTRONIC PAYMENT INSTRUMENTS

*As indicated in Part 3, clause 3.1.2, the Offeror must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);
- ☐ Large Value Transfer System (LVTS) (Over \$25M)

## ATTACHMENT 1 TO PART 4

### TECHNICAL EVALUATION CRITERIA

#### 1.0 Technical Evaluation Overview

- 1) The Technical Evaluation includes the evaluation of Mandatory Technical Criteria and Point-Rated Technical Criteria.
- 2) Offerors must meet all of the Mandatory Technical Criteria and achieve the minimum pass mark of each group criteria identified in each respective stream to be considered Responsive.
- 3) Where Offerors must submit client project references in their responses to the technical evaluation criteria, Canada may contact the client references to validate Offerors' responses. The information obtained through client reference validation will be used to assist in determining the compliance of the referenced project to the technical evaluation criteria. The client reference checks will result in either confirmation that project reference information is accurate or in the Government of Canada determining that the project reference does not meet the requirements. The proposed individual project experience can be used to substantiate different criteria.
- 4) Offerors must respond to the corresponding technical evaluation criteria by providing a description explaining, demonstrating, substantiating and justifying their qualifications or approach to meet the requirement. Offerors are requested to utilize the unique number and associated title of each mandatory and point-rated criteria in their responses. Offerors are requested to indicate where the respective criteria is met by entering the location (e.g. volume/binder number, page number, etc.) in the "Cross Reference to Proposal" column.

#### Stream 1: Ecological and Environmental Assessments

##### 1.1 Mandatory Technical Criteria

No.	Mandatory Technical Criteria	Cross Reference to Proposal
M1	<p>The Offeror must demonstrate the following corporate experience:</p> <p>Minimum of 5 years within the past 10 years in the Ecology and Environmental Assessment industry, including all of the following categories:</p> <ul style="list-style-type: none"><li>- Biological Studies,</li><li>- Species at Risk,</li><li>- Impact Assessment, Environmental Monitoring, and</li><li>- Technical Reviews and Training.</li></ul> <p><b>Note to the Offerors: To demonstrate the corporate experience, the Offeror must provide a list of completed projects for the above categories including the following information:</b></p> <ul style="list-style-type: none"><li>• <b>Project Category, Name, Location, Start Date and End Date</b></li><li>• <b>Name of the Client Organization</b></li></ul>	
M2	<p>The Offeror must provide a brief description of completed projects for each of the following categories (10 projects in total). If more than the required number of projects are submitted for each project category, the evaluation team will review</p>	

	<p>the first 10 projects for evaluation (only 10 projects will be evaluated). All projects must be related to Ecology and Environmental Assessment and completed in the last 10 years.</p> <ol style="list-style-type: none"> <li>Biological Studies (4 projects) <ul style="list-style-type: none"> <li>Avian Studies (1 project)</li> <li>Terrestrial Studies (1 project)</li> <li>Aquatic Studies (1 project)</li> <li>Species at Risk Studies (1 project)</li> </ul> </li> <li>Environmental Impact Assessment (4 projects) <ul style="list-style-type: none"> <li>CEAA 2012 related project (3 projects)</li> <li>Strategic Environmental Assessment (1 project)</li> </ul> </li> <li>Environmental Monitoring (2 projects)</li> </ol> <p><b>Note to Offerors: For each of the submitted projects, the Offeror must provide the following information:</b></p> <ul style="list-style-type: none"> <li><b>Project Category, Name, Location, Start Date and Completion Date</b></li> <li><b>Name, title and contact information of client reference for each project</b></li> </ul>	
<b>M3</b>	<p>The Offeror must propose one resource for each of the below key positions. Each resource must have a minimum of 10 years' experience in the relevant field:</p> <ul style="list-style-type: none"> <li>RISO Contact</li> <li>Senior Project Manager</li> <li>Senior Terrestrial Biologist</li> <li>Senior Aquatic Biologist</li> <li>Senior Environmental Assessment Specialist</li> </ul> <p><b>Note to the Offerors: The Offeror must provide the following information in the resume (Resumes should not exceed 2 pages) for each proposed individual above:</b></p> <ul style="list-style-type: none"> <li><b>Resource role</b></li> <li><b>Name of resource proposed</b></li> <li><b>All post-secondary education institutions, dates attended and credentials obtained.</b></li> <li><b>Work history with employer's names, dates employed, job title and responsibilities.</b></li> </ul>	
<b>M4</b>	<p><b><u>Corporate Structure</u></b></p> <p>The Offerors must clearly illustrate the organizational structure of their team, demonstrating a management approach which maximizes work efficiency and enables successful completion of the required services. This must include the following elements:</p> <ol style="list-style-type: none"> <li>Provide an organization chart for their team. This chart must reflect the key resources involved in performing each project category specified in M1. The chart must include the names of the key resources identified in M3.</li> <li>The roles, responsibilities, authorities and accountabilities of the team.</li> </ol>	
<b>M5</b>	<p><b><u>Project Management Methodology</u></b></p> <p>The Offeror must provide information on the project management methodology to be used for this requirement and describe the processes that will be in place to</p>	



	<p>ensure that high quality services are delivered on time, on budget and meeting requirements. The Offeror must demonstrate communication strategies and internal reporting relationships to support quick and successful resolution to all problems and interactions with stakeholders.</p> <p>The methodology must include established processes for, at a minimum:</p> <ul style="list-style-type: none"><li>a. Tracking and managing scope, cost, and schedule</li><li>b. Change and configuration management</li><li>c. Quality management- Describe corporate quality management procedures to ensure high quality services</li><li>d. Risk/issues management</li><li>e. Communications</li></ul>	
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## 2.2 Point Rated Technical Criteria

The total maximum points available for the Point-Rated technical criteria are 1240 points. **A minimum mandatory score of 70% must be achieved in each of the 2 sections of the point rated technical criteria.** If the Offeror's technical offer does not receive a score of at least 70% in each of these two (2) sections then **no further consideration will be given** to the offer.

The breakdown of points for each point rated criterion is as follows. Offers will be reviewed, evaluated and rated in accordance with the following to establish Technical Ratings.

Criterion	Maximum Points Available	Minimum Pass Score
1. Corporate Experience (R1 to R3)	710	497
2. Resource Experience (R4 to R6)	530	371

In order to obtain technical point(s), Offerors in preparing their submission, should respond to the corresponding rated requirement by providing a description explaining, demonstrating or justifying their capability or approach to meet the requirement. Offerors' response should be relevant, thorough, clear, and concise.

Offerors should utilize the unique number identified with each point-rated criteria and the associated title in responding to the rated criteria. Offerors' responses to the point-rated criteria will be evaluated and scored in accordance with the evaluation grid.

Num	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
1.	<b>Corporate Experience</b>  Further to mandatory requirement M2, the Offeror should describe 10 projects (same projects submitted to meet M2) completed in the last 10 years.			

Num	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
<p>The descriptions for each project should consist of the following,</p> <ol style="list-style-type: none"><li><b>Project Information:</b> Project Category, Name, Location Start Date and Completion Date:</li><li><b>Client Information:</b> - name, address, title, and phone No. of client contact at working level.</li><li><b>Project Value:</b> Total cost of the commissioned work/contract for the specified category portion of the project. For example, if a project was completed for Terrestrial and Aquatic Studies, and the project is submitted for the Terrestrial Studies category, only the cost for the Terrestrial Studies portion of the work will be considered as the Project Value.</li><li><b>Project Scope and Description:</b> Clearly describe the project scope and its similarity to the scope and tasks of required services related to the specified category described in Stream 1 section 2.1 of Appendix 1 to Annex A, Statement of Work. Based on the services required for each category, the description should include elements as relates to the specified category such as: ecological land classification, habitat assessments, development of management plans, wildlife surveys, species at risk assessments, water quality surveys, air quality surveys, obtaining permits, conducting fish and fish habitat assessments, benthic studies and review of species at risk related recovery documents, etc. In case the project was carried out in a joint venture, the Offeror should identify the responsibilities of each of the firms involved in each project.</li><li><b>Project Management:</b> Demonstrate the applicable elements of project management utilized for project completion including:<ul style="list-style-type: none"><li>integration and work planning,</li><li>scope – work breakdown structure,</li><li>scheduling and time management,</li><li>budget tracking,</li><li>progress reporting,</li><li>quality control,</li><li>change control,</li><li>human resource management,</li><li>communications,</li><li>project risk,</li><li>procurement and</li><li>environmental protection.</li></ul></li></ol> <p>Note to Offerors: A distinct phase or stage of a larger project or program will be considered a project in its own right as long as the work associated with that phase is completed. For the purposes of this evaluation, identifying positions on standing offers or supply arrangements in and of itself will not be considered as an example of a project, nor will simply providing a list of multiple projects satisfy the requirement to demonstrate meeting this criterion.</p> <p>Reference checks may be completed at the sole discretion of Canada to assist in the evaluation of performance based on past projects, with respect to budgets, schedules and quality of work.</p> <p>Offeror should limit their response for each project to a maximum of 1500 words.</p>				

Num	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
R1	<p><b>Client for Each Project:</b></p> <p>Note to Offerors: all ten (10) projects will be evaluated for this criteria.</p>	<p>Each submitted project will be awarded maximum of 10 points for this criteria:</p> <ul style="list-style-type: none"> <li>i. Canadian Federal Government Organization (Canadian Federal Departments, Crown Corporations, Boards, or Agencies, etc.) – 10 points</li> <li>ii. Clients in Ontario – 7 points</li> <li>iii. Clients other than identified in i and ii – 4 points.</li> </ul>	<b>100 Points</b>	
R2	<p><b>Project Management</b></p> <p>The Offerors are requested to identify the three projects for evaluation. The three projects will be comprised of the projects submitted (further to Mandatory Requirement M2) under the following categories:</p> <ul style="list-style-type: none"> <li>a) Biological Studies</li> <li>b) Environmental Impact Assessment</li> <li>c) Environmental Monitoring</li> </ul> <p><u>The Offerors will be awarded points based on the following elements:</u></p> <p><b>Project Management:</b> Demonstrate the applicable elements of project management utilized for project completion including:</p> <ul style="list-style-type: none"> <li>• integration and work planning,</li> <li>• scope – work breakdown structure,</li> <li>• scheduling and time management,</li> <li>• budget tracking,</li> <li>• progress reporting,</li> <li>• quality control,</li> <li>• change control,</li> <li>• human resource management,</li> <li>• communications,</li> <li>• project risk,</li> <li>• procurement and</li> <li>• Environmental protection.</li> </ul>	<ul style="list-style-type: none"> <li>i. Identification and clear demonstration of 9 elements or more – 120 points</li> <li>ii. Identification and clear demonstration of 8 elements – 100 points</li> <li>iii. Identification and clear demonstration of 7 elements – 80 points</li> <li>iv. Identification and clear demonstration of 6 elements – 60 points</li> <li>v. Identification and clear demonstration of 5 elements – 40 points</li> <li>vi. Demonstration of less than 5 elements– 0 points.</li> </ul>	<b>360 Points</b>	

Num	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
R3	<b>Capacity Management</b>  Along with the proposed resources identified in the organization chart in M3, the Offeror should list all project resources with the capability, capacity and expertise to provide the full range of required services and deliverables listed in the Required Services (RS). For the relevant experience refer to Annex A statement of work – Stream 1.  The Offeror should identify the number of resources and provide the resume for each resource in the following positions, in order to demonstrate the capacity of the offeror to deliver the required services:		250 Points	
	a. Senior Professional – minimum 10 years relevant experience	i. 10 or more resources – 50 points ii. 5 to 9 resources – 30 points		
	b. Intermediate Professional – minimum 5 years relevant experience	i. 10 or more resources – 50 points ii. 5 to 9 resources – 30 points		
	c. Junior Professional – minimum 2 years relevant experience	i. 10 or more resources – 50 points ii. 5 to 9 resources – 30 points		
	d. Senior Technologist – minimum 8 years relevant experience	i. 10 or more resources – 50 points ii. 5 to 9 resources – 30 points		
	e. Technologist – minimum 2 years relevant experience	i. 10 or more resources – 50 points ii. 5 to 9 resources – 30 points		
<b>2. Resource Experience</b>  Resources proposed for the key positions in M3 are further evaluated in this section..  <b>2.1</b> For each of the five (5) resources proposed, the Offeror is requested to provide a brief description of two (2) completed projects demonstrating each individual's experience in the proposed role (total 10 projects).				

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Num	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
	<p>In order to be awarded points for a project, the role of the resource on the submitted project must be the same as the proposed role for the key position. In addition, the Project Name and location must be provided otherwise no point will be awarded. In the event that more than two (2) projects are submitted, only the first two relevant projects will be evaluated as they appear in the offer.</p> <p>For the purposes of evaluation, similar projects must be related to Ecology and Environmental Assessment and should include: Biological Studies, Environmental Impact Assessment, Environmental Monitoring and species at risk. If the submitted projects are not in these categories, "0" points will be assigned to that project.</p> <p>Descriptions should include the following for each of the two (2) projects submitted per Individual:</p> <ol style="list-style-type: none"><li><b>Project Information:</b> Project Category, Name, Location, Start Date and Completion Date</li><li><b>Client Information:</b> name, address, and phone No. of client contact at working level.</li><li><b>Project Scope and Description:</b> Clearly describe the project scope and its similarity to the scope and tasks of required services related to the specified category described in Stream 1 section 2.1 of Annex A, Statement of Work. Based on the services required for each category, the description should include elements as relates to the specified category such as: ecological land classification, habitat assessments, development of management plans, wildlife surveys, species at risk assessments, water quality surveys, air quality surveys, obtaining permits, conducting fish and fish habitat assessments, benthic studies and review of species at risk related recovery documents, etc. In case the project was carried out in a joint venture, the Offeror should identify the responsibilities of each of the firms involved in each project.</li></ol> <p><b>2.2Resource Responsibilities in the Proposed Role:</b> Describe the role and responsibilities performed by the individual, including technical and practical experiences on the project. The Offeror should <b>fully and clearly demonstrate</b> the similar project related experience in the role being proposed, including but not limited to the following key elements for each of the five (5) resource categories:</p> <ol style="list-style-type: none"><li><u><b>RISO Contact:</b></u><ul style="list-style-type: none"><li>Coordinating programs of work</li><li>Strategic direction</li><li>Senior technical advice</li><li>Project risk</li><li>Liaising with client</li><li>Communications with regulators</li><li>Communications with stakeholders</li><li>Human resources</li><li>Senior review</li><li>Quality assurance and control</li><li>Dispute resolution</li></ul></li><li><u><b>Senior Project Manager:</b></u><ul style="list-style-type: none"><li>Coordinating programs of work</li><li>Senior technical advice</li><li>Project risk</li><li>Liaising with client</li><li>Communications with regulators</li></ul></li></ol>			

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Num	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
	<ul style="list-style-type: none"><li>• Communications with stakeholders</li><li>• Human resources</li><li>• Senior review</li><li>• Quality assurance and control</li><li>• Dispute resolution</li><li>• Integration and work planning</li><li>• Scope, schedule and budget</li><li>• Project related procurement</li><li>• Environmental protection</li></ul> <p>c. <u>Senior Terrestrial Biologist:</u></p> <ul style="list-style-type: none"><li>• Planning, designing and implementing terrestrial (including migratory bird) biological studies</li><li>• Habitat Assessments (including Ecological Land Classification)</li><li>• Presence/absence surveys</li><li>• Species at Risk surveys</li><li>• Regulatory compliance oversight</li><li>• Senior review</li><li>• Senior technical advice</li><li>• Technical lead</li><li>• Directing complex site work</li><li>• Evaluating and interpreting biological data</li><li>• Making recommendations</li><li>• Preparing reports</li><li>• Developing Management Plans</li><li>• Air/water quality surveys</li><li>• Obtaining permits</li><li>• Developing standard operating procedures</li></ul> <p>d. <u>Senior Aquatic Biologist:</u></p> <ul style="list-style-type: none"><li>• Planning, designing and implementing aquatic biological studies</li><li>• Fish and Fish Habitat Assessments</li><li>• Presence/absence surveys</li><li>• Species at Risk surveys</li><li>• Regulatory compliance oversight</li><li>• Senior review</li><li>• Senior technical advice</li><li>• Technical lead</li><li>• Directing complex site work</li><li>• Evaluating and interpreting biological data</li><li>• Making recommendations</li><li>• Preparing reports</li><li>• Developing Management Plans</li><li>• Benthic studies and water quality surveys</li><li>• Obtaining permits</li><li>• Developing standard operating procedures</li></ul> <p>e. <u>Senior Environmental Assessment Specialist :</u></p>			

Num	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
	<ul style="list-style-type: none"> <li>Planning, designing and implementing CEAA 2012 Environmental Assessments</li> <li>Planning, designing and implementing Strategic Environmental Assessments</li> <li>Developing standard operating procedures</li> <li>Regulatory compliance oversight</li> <li>Senior technical advice</li> <li>Senior review</li> <li>Directing complex site work</li> <li>Technical lead</li> <li>Making recommendations</li> <li>Preparing reports</li> </ul>			
R4	<b>Education</b>  The education detailed in the resume will be point rated as detailed in the next column.	Each resource will be awarded maximum of 16 points. <ul style="list-style-type: none"> <li>i. Graduate degree – 16 points</li> <li>ii. Undergraduate degree – 12 points</li> <li>iii. College diploma – 8 points</li> </ul>	80 Points	
R5	<b>Project Experience</b>  <u>The Offerors should provide two (2) projects for each of the following resources:</u>  Note to Offerors: In order to receive points, the Offeror must submit the two projects from two different project categories as specified below.		150 Points	
	<b>a. RISO Contact</b> <ul style="list-style-type: none"> <li>Aquatic, Terrestrial, or Avian: <ul style="list-style-type: none"> <li>Presence/Absence surveys</li> <li>Habitat Assessment</li> </ul> </li> <li>Species at Risk Surveys</li> <li>Environmental Assessment <ul style="list-style-type: none"> <li>CEAA 2012 Environmental Assessment</li> <li>Strategic Environmental Assessment</li> </ul> </li> </ul>	15 Points will be awarded for each project		
	<b>b. Senior Project Manager</b> <ul style="list-style-type: none"> <li>Aquatic, Terrestrial, or Avian: <ul style="list-style-type: none"> <li>Presence/Absence surveys</li> <li>Habitat Assessment</li> </ul> </li> <li>Species at Risk Surveys</li> <li>Environmental Assessment <ul style="list-style-type: none"> <li>CEAA 2012 Environmental Assessment</li> </ul> </li> </ul>	15 Points will be awarded for each project		

Num	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
	<ul style="list-style-type: none"> <li>Strategic Environmental Assessment</li> </ul>			
	<b>c. Senior Terrestrial Biologist:</b> <ul style="list-style-type: none"> <li>Terrestrial species at risk survey or habitat assessment</li> <li>Migratory birds survey or habitat assessment</li> <li>Other terrestrial habitat assessment or biological survey</li> <li>Management plans</li> </ul>	15 Points will be awarded for each project		
	<b>d. Senior Aquatic Biologist:</b> <ul style="list-style-type: none"> <li>Aquatic species at risk survey or habitat assessment</li> <li>Benthic studies</li> <li>Other aquatic species habitat assessment or biological survey</li> <li>Management plans</li> </ul>	15 Points will be awarded for each project		
	<b>e. Senior Environmental Assessment Specialist</b> <ul style="list-style-type: none"> <li>CEAA 2012 Environmental Assessment</li> <li>Strategic Environmental Assessment</li> </ul>	15 Points will be awarded for each project		
R6	<b>Resource Responsibilities in the Proposed Role:</b>  The Offerors are requested to identify one of the two projects for evaluation for each of the five (5) resource categories.  Scoring will be based on demonstrating elements as indicated in section 2.2 of this table. In order to score marks, the Offeror should provide sufficient details to demonstrate the project experience in the proposed role.	i. Identification and clear demonstration of 10 or more elements – 60 points ii. Identification and clear demonstration of 7 to 9 elements – 40 points iii. Identification and clear demonstration 4 to 6 elements – 20 points iv. Identification and clear demonstration of 3 elements – 5 points	300 Points	

**Note to Offerors** – For the purpose of submitting projects as part of R6, it is suggested that the Offerors use the following sample table to provide the required information for each project. The alternative format will be accepted as long as it contains all the required information.

**Sample Table: Senior Consultant – Terrestrial Biologist**



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	Project #
1. Project Category and Name, Location, Start and Completion Date	
2. Name, Title and Contact Information of Client for each Project	
3. Project Description	
4. Project Role	
5. Value	\$
6. Senior Terrestrial Biologist <u>Evaluation Criteria</u> <ul style="list-style-type: none"><li>• Planning, designing and implementing terrestrial (including migratory bird) biological studies</li><li>• Habitat Assessments (including Ecological Land Classification)</li><li>• Presence/absence surveys</li><li>• Species at Risk surveys</li><li>• Regulatory compliance oversight</li><li>• Senior review</li><li>• Senior technical advice</li><li>• Technical lead</li><li>• Directing complex site work</li><li>• Evaluating and interpreting biological data</li><li>• Making recommendations</li><li>• Preparing reports</li><li>• Developing Management Plans</li><li>• Air/water quality surveys</li><li>• Obtaining permits</li><li>• Developing standard operating procedures</li></ul>	

## Stream 2: Environmental Management of Federal Facilities

### 1.1 Mandatory Technical Criteria

No.	Mandatory Technical Criteria	Cross Reference to Proposal
<b>M1</b>	<p>The Offeror must demonstrate the following corporate experience: Minimum of 5 years within the past 10 years in Environmental Management of Facilities, including all the following categories:</p> <ul style="list-style-type: none"><li>- Designated Substances and Hazardous Materials,</li><li>- Air Quality,</li><li>- Potable Water and</li><li>- Environmental Compliance.</li></ul> <p><b>Note to the Offerors: To demonstrate the corporate experience, the Offeror must provide a list of completed projects for the above categories including the following information:</b></p> <ul style="list-style-type: none"><li>• <b>Project Category, Name, Location, Start Date and End Date</b></li><li>• <b>Name of the Client Organization</b></li></ul>	
<b>M2</b>	<p>The Offeror must provide a brief description of completed projects for each of the following categories (10 projects in total). If more than the required number of projects are submitted for each project category, the evaluation team will review the first 10 projects for evaluation (only 10 projects will be evaluated). All projects must be related to Environmental Management of Facilities and completed in the last 10 years.</p> <ul style="list-style-type: none"><li>4. DHSM (4 projects)<ul style="list-style-type: none"><li>o Designated Substances and Hazardous Materials Survey (2 projects)</li><li>o Abatement Monitoring (2 projects)</li></ul></li><li>5. Air Quality (2 projects)<ul style="list-style-type: none"><li>o Mould Assessment (1 project)</li><li>o Indoor Air Quality (1 project)</li></ul></li><li>6. Potable Water (2 projects)<ul style="list-style-type: none"><li>o Drinking water sampling and analysis (1 project)</li><li>o Water quality and quantity surveys (1 project)</li></ul></li><li>7. Environmental Management and Compliance (2 projects)<ul style="list-style-type: none"><li>o Detailed Environmental Compliance Audit (1 project)</li><li>o Environmental Management System (ISO) (1 project)</li></ul></li></ul> <p><b>Note to Offerors: For each of the submitted projects, the Offeror must provide the following information:</b></p> <ul style="list-style-type: none"><li>• <b>Project Category, Name, Location, Start Date and Completion Date</b></li><li>• <b>Name, title and contact information of client for each project</b></li></ul>	
<b>M3</b>	<p>The Offeror must propose one resource for each of the below key positions, and each resource must have a minimum of 10 years' experience in the relevant field:</p> <ul style="list-style-type: none"><li>- RISO Contact</li><li>- Senior Project Manager</li><li>- Senior Certified Environmental Auditor (EP(CEA) under CECAB))</li></ul>	

No.	Mandatory Technical Criteria	Cross Reference to Proposal
	<ul style="list-style-type: none"> <li>○ The Senior Certified Environmental Auditor must be certified under the Canadian Environmental Certifications Approval Board (CECAB) as an Environmental Professional – Compliance Audits (EP(CEA)).</li> <li>- Senior Certified Industrial Hygienist (CIH) or Senior Registered Occupational Hygienist (ROH) <ul style="list-style-type: none"> <li>○ The Senior Certified Industrial Hygienist or Senior Registered Occupational Hygienist must be either an CIH under the American Board of Industrial Hygiene or an ROH under the Canadian Registration Board of Occupational Hygienists (CRBOH)</li> </ul> </li> <li>- Senior Hydrogeologist (P.Geo or P.Eng) <ul style="list-style-type: none"> <li>○ Must be a member of the Association of Professional Geoscientists of Ontario (P.Geo) or a Member of the Professional Engineers of Ontario (P.Eng). The Offeror must submit, with their bid, a copy of the Senior Hydrogeologist's professional license.</li> </ul> </li> </ul> <p><b>Note to the Offerors: The Offeror must provide the following information in the resume (Resumes should not exceed 2 pages) for each proposed individual above:</b></p> <ul style="list-style-type: none"> <li>- <b>Resource role</b></li> <li>- <b>Name of resource proposed</b></li> <li>- <b>All post-secondary education institutions, dates attended and credentials obtained.</b></li> <li>- <b>Work history with employer's names, dates employed, job title and responsibilities.</b></li> </ul>	
<b>M4</b>	<p><b><u>Corporate Structure</u></b></p> <p>The Offerors must clearly illustrate the organization structure of their team and demonstrate management approach that is logical in order to maximize work efficiency and enable successful completion of the required services. This must include the following elements:</p> <ol style="list-style-type: none"> <li>a. Provide an organization chart for their implementation team. This chart must reflect the key resources involved in implementing each project category specified in M1. The chart must include the name of the key resources identified in M3.</li> <li>b. The roles, responsibilities, authorities and accountabilities of the implementation team.</li> </ol>	
<b>M5</b>	<p><b><u>Project Management Methodology</u></b></p> <p>The Offeror must provide information on the project management methodology to be used for this requirement and described the processes that will be in place to ensure that high quality services are delivered on time, on budget, and meeting requirements. The Offeror must demonstrate communication strategies and internal reporting relationships to support quick and successful resolution to all problems and interactions with stakeholders.</p> <p>The methodology must include established processes for, at a minimum:</p> <ol style="list-style-type: none"> <li>a. Tracking and managing scope, cost, and schedule</li> <li>b. Change and configuration management</li> </ol>	

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No.	Mandatory Technical Criteria	Cross Reference to Proposal
	c. Quality management – Describe corporate quality management procedures to ensure high quality services d. Risk/issues management e. Communications	

## 1.2 Point Rated Technical Criteria

The total maximum points available for the Point-Rated technical criteria are 1260 points. **A minimum score of 70% is required in each of the 2 sections of the point rated technical criteria.** If the Offeror's technical Bid does not receive a score of at least 70% of the marks in each of these two (2) sections then **no further consideration will be given** to the Bid.

The breakdown of points for each point rated criteria is as follows. Bids will be reviewed, evaluated and rated in accordance with the following to establish Technical Ratings.

Criterion	Max. Points Available	Mandatory Minimum Pass Score
1. Corporate Experience (R1 to R3)	710	497
2. Resource Experience (R4 to R7)	550	385

In order to obtain technical point(s), Offerors in preparing their submission, should respond to the corresponding rated requirement by providing a description explaining, demonstrating or justifying their capability or approach to meet the requirement. Offerors' response should be relevant, thorough, clear, and concise.

Offerors should utilize the unique number identified with each point-rated criteria and the associated title in responding to the rated criteria. Offerors' responses to the point-rated criteria will be evaluated and scored in accordance with the evaluation grid.

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
1.	<b>Corporate Experience</b>  Further to Mandatory Requirement M2, the Offeror must describe 10 projects (same projects submitted to meet M2) completed in the last 10 years.  The descriptions for each project should consist of the following:  a) <b>Project Information:</b> Project Category, Name, Location Start Date and Completion Date b) <b>Client Information:</b> Name, address, title and phone No. of client at working level. c) <b>Project Value:</b> Total cost of the commissioned work/contract for the <u>specified category</u> portion of the project. For example, if a project was completed for Mould Assessment and Indoor Air Quality,			

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
	<p>and the project is submitted for the Mould Assessment Category, only the cost for the Mould Assessment portion of the work will be considered as the Project Value.</p> <p>d) <b>Project Scope and Description:</b> Clearly describe the project scope and its similarity to the scope and tasks of required services related to the specified category described in Stream 2 Section 2.1 of Appendix 2 to Annex A, Statement of Work. Based on the services required for each category, the description should include elements as relate to the specified category such as but not limited to:</p> <ul style="list-style-type: none"><li>a. work plan design and documentation process,</li><li>b. public communications,</li><li>c. regulatory compliance,</li><li>d. health and safety, and</li><li>e. sampling, handling and analysis of DSHM, mould, indoor air quality, and drinking water (etc.).</li></ul> <p>In case the project was carried out in a joint venture, the Offeror should identify the responsibilities of each of the firms involved in each project.</p> <p>e) <b>Project Management:</b> Demonstrate the applicable elements of project management utilized for project completion including:</p> <ul style="list-style-type: none"><li>• integration and work planning,</li><li>• scope and work breakdown structure,</li><li>• scheduling and time management,</li><li>• budget tracking,</li><li>• progress reporting,</li><li>• quality control,</li><li>• change control,</li><li>• human resource management,</li><li>• communications,</li><li>• project risk,</li><li>• procurement and</li><li>• Environmental protection.</li></ul> <p>Note to Offerors: Projects listed must be completed projects. A distinct phase or stage of a larger project or program will be considered a project in its own right as long as the work associated with that phase is completed. For the purposes of this evaluation, identifying positions on standing Bids or supply arrangements in and of itself will not be considered as an example of a project, nor will simply providing a list of multiple projects satisfy the requirement to demonstrate meeting this criterion.</p> <p>Reference checks may be completed at the sole discretion of Canada to assist in the evaluation of performance based on past projects, with respect to budgets, schedules and quality of work.</p> <p>Offeror should limit their response for each projects to a maximum of 1500 words.</p>			

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
R1	<p><b>Client for Each Project:</b></p> <p><i>Note to Offerors: All ten (10) projects will be evaluated for this criteria.</i></p>	<p>Each submitted project will be awarded maximum of 10 points for this criteria:</p> <ul style="list-style-type: none"> <li>iv. Canadian Federal Government Organization (Canadian Federal Departments, Crown Corporations, Boards, or Agencies, etc.) – 10 points</li> <li>v. Clients in Ontario – 7 points</li> <li>vi. Other clients – 4 points.</li> </ul>	100 Points	
R2	<p><b>Project Management:</b></p> <p>The Offerors are requested to identify the three projects for evaluation. The three projects will comprise the projects submitted (further to Mandatory Requirement M3) under the following three categories:</p> <ul style="list-style-type: none"> <li>b. Abatement Monitoring <ul style="list-style-type: none"> <li>i. Offeror to identify the abatement monitoring project for project management evaluation from the two submitted.</li> </ul> </li> <li>c. Drinking water sampling and analysis</li> <li>d. Detailed Environmental Compliance Audit</li> </ul> <p>The Offerors will be awarded points based on the following elements:</p> <p>Project Management: Demonstrate the applicable elements of project management utilized for project completion including:</p> <ul style="list-style-type: none"> <li>• integration and work planning,</li> <li>• scope and work breakdown structure,</li> <li>• scheduling and time management,</li> <li>• budget tracking,</li> <li>• progress reporting,</li> <li>• quality control,</li> <li>• change control,</li> </ul>	<p>Each of 3 projects will be awarded maximum of 120 points for this criteria:</p> <ul style="list-style-type: none"> <li>vii. Identification and clear demonstration of 9 or more elements – 120 points</li> <li>viii. Identification and clear demonstration of 8 elements – 100 points</li> <li>ix. Identification and clear demonstration of 7 elements – 80 points</li> <li>x. Identification and clear demonstration of 6 elements – 60 points</li> <li>xi. Identification and clear demonstration of 5 elements – 40 points</li> <li>xii. Demonstration of less than 5 elements– 0 points</li> </ul>	360 Points	

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
	<ul style="list-style-type: none"> <li>human resource management,</li> <li>communications,</li> <li>project risk,</li> <li>procurement</li> <li>Environmental protection</li> </ul>			
<b>R3</b>	<p><b>Capacity Management</b></p> <p>Along with the proposed resources identified in the org chart in M3, the Offeror should list all project resources with the capability, capacity and expertise to provide the full range of required services and deliverables listed in the Required Services (RS). These resources will form the core project team. For the relevant experience refer to Annex A Statement of Work – Stream 2.</p> <p>The Offeror is to identify the number of resources, in the following positions, in order to demonstrate the capacity of the firm to deliver the required services:</p> <p>a. Senior Professional – Minimum 10 years relevant experience</p> <p>b. Intermediate Professional – Minimum 5 years relevant experience</p> <p>c. Junior Professional – Minimum 2 years relevant experience</p> <p>d. Senior Technologist – Minimum 8 years relevant experience</p>	<p>i. 10 or more resources – 50 points</p> <p>ii. 5 to 9 resources – 30 points</p> <p>iii. Less than 5 resources – 0 points</p> <p>i. 10 or more resources – 50 points</p> <p>ii. 5 to 9 resources – 30 points</p> <p>iii. Less than 5 resources – 10 points</p> <p>iii. 10 or more resources – 50 points</p> <p>iv. 5 to 9 resources – 30 points</p> <p>v. Less than 5 resources – 10 points</p> <p>iii. 10 or more resources – 50 points</p> <p>iv. 5 to 9 resources – 30 points</p> <p>v. Less than 5 resources – 10 points</p>	250 points	

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
	e. Technologist – Minimum 2 years relevant experience.	iii. 10 or more resources – 50 points iv. 5 to 9 resources – 30 points v. Less than 5 resources – 10 points		
<p><b>2. Resource Experience</b></p> <p>Resources proposed for the key positions in M3 are evaluated in this section.</p> <p><b>2.1</b> The Offeror should include resumes for all resources. All resources must be in-house. Further, resources employed by a joint-venture are considered in-house; sub-contractors are not considered in-house.</p> <p>Note to Offerors: Resumes should not exceed 2 pages and should include specific details of all information submitted including:</p> <ul style="list-style-type: none"> <li>a. Accreditation organization, date accreditation obtained and current status.</li> <li>b. All post-secondary education institutions, dates attended and credentials obtained. List highest level of certificates, diplomas and degrees in the fields relevant to the proposed role.</li> <li>c. Work history with employer's names, dates employed, job title and responsibilities.</li> </ul> <p>Resumes will <b>not</b> count towards the page count of the Offeror's technical submission.</p> <p>Note to Offerors: List relevant and valid professional accreditations in the Province of Ontario. Points will be awarded based on whether the resource has a license to practice in the relevant jurisdiction and has the relevant professional accreditation or not. Full points (100%) will be awarded to a resource with a recognized accreditation. For all specializations, the relevant jurisdiction is Ontario, except for those accreditations that are not issued regionally.</p> <p><b>2.2</b> For each of the five (5) resources proposed, the Offeror is requested to provide a brief description of two (2) completed projects demonstrating each resource's experience in the proposed role (total 10 projects).</p> <p>In order to be awarded points for a project the role of the resource on the submitted project must be the same as the proposed role for the key position. In addition, the Project Name and location must be provided otherwise no point will be awarded. In the event that more than two (2) projects are submitted, only the first two relevant projects will be evaluated as they appear in the bid.</p> <p>For the purposes of evaluation, similar projects must be related to Environmental Management of Federal Facilities and should include: Designated Substances and Hazardous Materials Surveys, Abatement Monitoring, Mould Assessment, Indoor Air Quality, Drinking Water Sampling and Analysis, Water Quality and Quantity Surveys, Detailed Environmental Compliance Audits, and environmental Management Systems. If the submitted projects are not in these categories, "0" points will be assigned to that project.</p> <p>Descriptions should include the following for each of the two (2) projects submitted per resource:</p> <ol style="list-style-type: none"> <li>1. <b>Project Information:</b> Project Category, Name, Location, Start Date and Completion Date</li> <li>2. <b>Client Information:</b> name, address, title, and phone number of client contact at working level.</li> <li>3. <b>Project Description:</b> Clearly describe the project scope and it's similarity to the scope and tasks of required services related to the specified category described in Stream 2 Section 2.1 of Appendix 2 to Annex A, Statement of Work. Based on the services required for each category, the description should include elements as relate to the specified category such as, but not limited to: work plan design and documentation process, public communications, regulatory compliance, health and safety, sample</li> </ol>				



No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
	<p>collection handling and analysis (DSHM, mould, indoor air quality, groundwater, and drinking water), etc. In the case where the project was carried out in a joint venture, the Offeror should identify the responsibilities of each of the firms involved in each project.</p> <p>4. <b>Value:</b> Total value of consulting charges for the related environmental portion of the project, including consulting fees and disbursements, but not including other work contracted separately.</p> <p><b>2.3 Resource Responsibilities in Proposed Role:</b> Describe the role, title and responsibilities performed by the resource, including technical and practical experiences on the project. The Offeror should <b>fully and clearly demonstrate</b> the similar project related experience in the role being proposed, including but not limited to the following key elements for each of the 5 resource categories:</p> <p>a. <u>RISO Contact:</u></p> <ul style="list-style-type: none"> <li>i. Coordinating programs of work</li> <li>ii. strategic direction</li> <li>iii. project risk</li> <li>iv. liaising with client</li> <li>v. communications with regulators</li> <li>vi. Communications with stakeholders</li> <li>vii. human resources</li> <li>viii. senior review</li> <li>ix. quality assurance and control</li> <li>x. dispute resolution</li> <li>xi. senior technical advice</li> </ul> <p>b. <u>Senior Project Manager:</u></p> <ul style="list-style-type: none"> <li>i. Integration and work planning</li> <li>ii. scope</li> <li>iii. schedule</li> <li>iv. budget</li> <li>v. change control</li> <li>vi. quality</li> <li>vii. human resources</li> <li>viii. communications</li> <li>ix. project risk</li> <li>x. project related procurement</li> <li>xi. environmental protection,</li> <li>xii. health and safety plans</li> </ul> <p>c. <u>Senior Certified Environmental Auditor:</u></p> <ul style="list-style-type: none"> <li>i. Planning and designing: <ul style="list-style-type: none"> <li>1. detailed environmental compliance audits, or</li> <li>2. environmental management systems, or</li> <li>3. environmental baseline studies</li> </ul> </li> <li>ii. developing standard operating procedures</li> <li>iii. evaluating and interpreting site data</li> <li>iv. regulatory compliance oversight</li> <li>v. senior review</li> <li>vi. senior technical advice</li> <li>vii. technical lead</li> <li>viii. directing complex audits, or directing complex environmental management system work</li> <li>ix. making recommendations</li> <li>x. preparing reports.</li> <li>xi. quality assurance and quality control</li> </ul> <p>d. <u>Senior Hydrogeologist:</u></p> <ul style="list-style-type: none"> <li>i. Planning and designing:</li> </ul>			

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
	<ol style="list-style-type: none"> <li>1. drinking water sampling and analysis work plans, or</li> <li>2. Water quality and quantity analysis work plans</li> <li>ii. evaluation of water quality and/or quantity,</li> <li>iii. interpretation of hydrogeological and/or chemistry data,</li> <li>iv. developing standard operating procedures,</li> <li>v. regulatory compliance oversight,</li> <li>vi. senior review,</li> <li>vii. senior technical advice,</li> <li>viii. technical lead,</li> <li>ix. directing complex hydrogeological work,</li> <li>x. making recommendations,</li> <li>xi. preparing reports.</li> <li>xii. quality assurance and quality control</li> </ol> <p>e. <u>Senior Industrial Hygienist or Registered Occupational Hygienist:</u></p> <ol style="list-style-type: none"> <li>i. Planning and designing: <ol style="list-style-type: none"> <li>1. Indoor Air Quality Assessments, or</li> <li>2. Mould Assessments, or</li> <li>3. Designated Substances and Hazardous Materials Surveys, or</li> <li>4. Abatement Monitoring</li> </ol> </li> <li>ii. provision of analysis work plans</li> <li>iii. developing standard operating procedures</li> <li>iv. evaluating and interpreting chemistry data</li> <li>v. regulatory compliance oversight</li> <li>vi. senior review</li> <li>vii. senior technical advice</li> <li>viii. technical lead</li> <li>ix. making recommendations</li> <li>x. preparing reports.</li> <li>xi. quality assurance and quality control</li> </ol>			
R4	<b>Education</b>  The Offeror must provide the relevant education for each resource proposed for key positions. List highest level of certificates, diplomas and degrees In the fields relevant to the proposed role.	Each resource will be awarded maximum of 15 points. <ol style="list-style-type: none"> <li>i. Graduate degree – 15 points</li> <li>ii. Undergraduate degree – 10 points</li> <li>iii. College diploma – 5 points</li> </ol>	75 points	
R5	<b>Accreditation</b>  The Offeror must provide the relevant professional accreditations for each resource. Accreditations considered acceptable include: <ul style="list-style-type: none"> <li>• Professional Engineer (P.Eng),</li> <li>• Professional Geoscientist (P.Geo),</li> <li>• Project Management Professional (PMP),</li> </ul>	<ol style="list-style-type: none"> <li>i. Accredited certifications – 5 points</li> <li>ii. No accredited certifications – 0 points</li> </ol>	25 Points	

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
	<ul style="list-style-type: none"> <li>Environmental Professional – Compliance Audits (EP(CEA))</li> <li>Certified Industrial Hygienist (CIH) or</li> <li>Registered Occupational Hygienist (ROH).</li> </ul>			
<b>R6</b>	<p><b>Project Experience</b></p> <p><u>The Offerors must provide two (2) projects for each of the following Resources:</u></p> <p><b>a) RISO Contact</b></p> <ul style="list-style-type: none"> <li>- Designated substances and hazardous materials surveys,</li> <li>- Abatement Monitoring</li> <li>- Mould assessment</li> <li>- Indoor Air Quality</li> <li>- Drinking Water Sampling,</li> <li>- Water Quality and Quantitiy Surveys</li> <li>- Detailed Environmental Compliance Audits or</li> <li>- Environmental Management Systems</li> </ul> <p>Note to Offerors: The Offeror must submit the two projects from two different project categories as specified above.</p>	15 points will be awarded for each project	150 Points	
	<p><b>b) Senior Project Manager:</b></p> <ul style="list-style-type: none"> <li>- Designated Substances and Hazardous Materials Surveys,</li> <li>- Abatement Monitoring,</li> <li>- Drinking Water Sampling and Analysis,</li> </ul> <p><i>Note to Offerors: The Offeror must submit the two projects from two different project categories as specified above.</i></p>	15 points will be awarded for each project		
	<p><b>c) Senior Consultant - Certified Environmental Auditor:</b></p> <ul style="list-style-type: none"> <li>- Detailed Environmental Compliance Audits</li> <li>- Environmental Management Systems</li> </ul> <p><i>Note to Offerors: The Offeror must submit the two projects from two</i></p>	15 points will be awarded for each project		

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
	<p><i>different project categories as specified above.</i></p> <p><b>d) Senior Consultant - Certified Industrial Hygienist or Senior Registered Occupational Hygienist:</b></p> <ul style="list-style-type: none"> <li>- Designated Substances and Hazardous Materials Surveys</li> <li>- Abatement Monitoring</li> <li>- Mould Assessment</li> <li>- Indoor Air Quality</li> </ul> <p><i>Note to Offerors: The Offeror must submit the two projects from two different project categories as specified above.</i></p>	15 points will be awarded for each project		
	<p><b>e) Senior Consultant - Hydrogeologist:</b></p> <ul style="list-style-type: none"> <li>- Drinking Water Sampling and Analysis</li> <li>- Water Quality and Quantity Surveys</li> </ul> <p><i>Note to Offerors: The Offeror must submit the two projects from two different project categories as specified above.</i></p>	15 points will be awarded for each project		
<b>R7</b>	<p><b>Resource Responsibilities in Proposed Role:</b></p> <p>Scoring will be based on demonstrating elements as indicated in section 2.3 of this table. In order to score full marks the Offeror should provide sufficient details to demonstrate the project experience in the proposed role.</p> <p>Note to Offerors: The Offerors are requested to identify five (5) projects for evaluation. For each resource category only one (1) project will be evaluated for a total of five (5) projects.</p>	<ul style="list-style-type: none"> <li>i. Identification and clear demonstration of 10 or more elements – 60 points</li> <li>ii. Identification and clear demonstration of 7 to 9 elements – 40 points</li> <li>iii. Identification and clear demonstration of 4 to 6 elements – 20 points</li> <li>iv. Identification and clear demonstration of 3 or less elements – 5 points</li> </ul>	300 points	

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**Note to Offerors** – For the purpose of submitting projects as part of R6 and R7, the Offerors are suggested to use the following sample table to provide the required information for each project. An alternative format will be accepted as long as it contains all the required information.

**Sample Table: Senior Consultant – Certified Environmental Auditor**

	Project #
7. Project Name, Location, Start Date and Completion Date	
8. Project Category	
9. Name, Title and Contact Information of Client for each Project	
10. Project Scope and Description	
11. Resource Role in the Project	
12. Value	\$
13. Senior Consultant – Certified Environmental Auditor <u>Evaluation Criteria</u> i.Planning and designing ii.Developing standard operating procedures, iii.Regulatory compliance oversight iv.Evaluating and interpreting site data v.Senior review vi.Senior technical advice vii.Technical lead viii.Directing complex audits, or direction complex environmental management system work ix.Making recommendations x.Preparing reports xi.Quality assurance and quality control	

### Stream 3: Contaminated Sites Consulting Services

#### 1.1 Mandatory Technical Criteria

No.	Mandatory Technical Criteria	Cross Reference to Proposal
M1	<p>The Offeror must be an Environmental Firm licensed, certified, or otherwise authorized to provide the necessary environmental and professional services to the full extent that is required by Federal or provincial law applicable to the Contaminated Sites Consulting Services in the province of Ontario.</p> <p>To demonstrate this, the Offeror must provide within its Bid at bid closing a copy of the valid Certificate of Approval or Authorization or a confirmation letter from the Association of Professional Engineers of Ontario or the Association of Professional Geoscientists of Ontario.</p>	
M2	<p>The Offeror must demonstrate the following corporate experience: Minimum of 5 years within the past 10 years in the field of Contaminated Sites, including all of the following categories:</p> <ul style="list-style-type: none"><li>- Environmental Sites Assessment,</li><li>- Human Health and Ecological Risk Assessment,</li><li>- Contaminated Sediment Assessment and</li><li>- Remediation of the contaminated site.</li></ul> <p><b>Note to the Offerors: To demonstrate the corporate experience, the Offeror must provide a list of completed projects for the above categories including the following information:</b></p> <ul style="list-style-type: none"><li>• <b>Project Category, Name, Location, Start Date and End Date</b></li><li>• <b>Name of the Client Organization</b></li></ul>	
M3	<p>The Offeror must provide a brief description of two (2) projects completed in the last 10 years for each of the following categories (12 projects in total). If more than the required number of projects are submitted for each project category, the evaluation team will review the first 12 projects for evaluation (only 12 projects will be evaluated).</p> <ul style="list-style-type: none"><li>8. Phase I Environmental Site Assessment (2 projects)</li><li>9. Phase II Environmental Site Assessment (2 projects)</li><li>10. Human Health Risk Assessment (2 projects)</li><li>11. Ecological Risk Assessment (2 projects)</li><li>12. Design and Management of Site Remediation (2 projects)</li><li>13. Contaminated Sediment Assessment (2 projects)</li></ul> <p><b>For each of the submitted projects, the Offeror must provide the following information:</b></p> <ul style="list-style-type: none"><li>• <b>Project Category, Name, Location, Start Date and Completion Date</b></li><li>• <b>Name, Title and Contact information of client for each project</b></li><li>• <b>Project Value</b></li></ul>	

No.	Mandatory Technical Criteria	Cross Reference to Proposal
	<ul style="list-style-type: none"> <li>• <b>Project Scope and Description</b></li> <li>• <b>Project Management</b></li> </ul> <p><b>Note to Offerors: The submitted 12 projects will be further evaluated in the point rated evaluation criteria.</b></p>	
<b>M4</b>	<p>The Offeror must propose one resource for each of the key positions below and each resource must have a minimum of 10 years' experience in the relevant field:</p> <ol style="list-style-type: none"> <li>1. RISO Contact</li> <li>2. Senior Project Manager</li> <li>3. Senior Consultant – Environmental Site Assessment (ESA): must be qualified as a Qualified Person, Environmental Site Assessment (QP ESA) under the Ontario Regulation 153/04 as amended from time to time. The Offerors must submit, with their bid, evidence that QP ESA meets the qualifications under the Ontario Regulation 153/04, as amended, by submitting a copy of his/her professional license (i.e. P.Eng and/or P.Geo).</li> <li>4. Senior Risk Assessor – Human Health Toxicologist: must be qualified as a Qualified Person, Risk Assessment (QP RA) under the Ontario Regulation 153/04, as amended from time to time. The Offerors must submit, with their bid, evidence that QP RA meets the qualifications under the Ontario Regulation 153/04, as amended, by submitting Sections 8 and 10 of a submitted Risk Assessment Pre-submission Form that has been accepted by the MOECC, which identifies the resource proposed as the QP RA in the current bid.</li> <li>5. Senior Risk Assessor / Terrestrial or Wildlife Toxicologist (Ecotoxicologist)</li> <li>6. Senior Hydrogeologist</li> <li>7. Senior Sediment Assessment Specialist</li> <li>8. Senior Environmental Engineer – Remediation Design: <i>must be a member of the Professional Engineers of Ontario (PEO), qualified as a Professional Engineer (P.Eng). Offeror must provide proof, with their bid, by submitting a copy of his/her professional license. The Offerors must submit, with their bid, evidence that Senior Environmental Engineer – Remediation Design is licensed as P.Eng by submitting a copy of his/her professional license.</i></li> </ol> <p><b>Note to the Offerors: The Offeror must provide the following information in the resume (Resumes should not exceed 2 pages) for each proposed individual above:</b></p> <ul style="list-style-type: none"> <li>- <b>Resource role</b></li> <li>- <b>Name of resource proposed</b></li> <li>- <b>All post-secondary education institutions, dates attended and credentials obtained.</b></li> <li>- <b>Work history with employer's names, dates employed, job title and responsibilities.</b></li> </ul>	
<b>M5</b>	<p><b><u>Corporate Structure</u></b></p> <p>The Offerors must clearly illustrate the organizational structure of their team and demonstrate management approach that is logical in order to maximize work efficiency and enable successful completion of the required services. This must include the following elements:</p>	

No.	Mandatory Technical Criteria	Cross Reference to Proposal
	<p>a. Provide an organization chart for their implementation team. This chart must reflect the key resources involved in implementing each project category specified in M2. The chart must include the name of the key resources identified in M4.</p> <p>b. The roles, responsibilities, authorities and accountabilities of the implementation team.</p>	
M6	<p><b><u>Project Management Methodology</u></b></p> <p>The Offeror must provide information on the project management methodology to be used for this requirement and describe the processes that will be in place to ensure that high quality services are delivered on time, on budget and meeting requirements. The Offeror must should demonstrate communication strategies and internal reporting relationships to support quick and successful resolution to all problems and interactions with stakeholders.</p> <p>The methodology must include established processes for, at a minimum:</p> <p>a. Tracking and managing scope, cost, and schedule</p> <p>b. Change and configuration management</p> <p>c. Quality management- Describe corporate quality management procedures to ensure high quality services</p> <p>d. Risk/issues management</p> <p>e. Communications</p>	

## 2.2 Point-Rated Technical Criteria

The total maximum points available for the Point-Rated technical criteria are 1760 points. **A minimum score of 70% is required in each of the 2 sections of the point rated technical criteria.** If the Offeror's technical Bid does not receive a score of at least 70% marks in each of these two (2) sections then **no further consideration will be given** to the Bid.

The breakdown of points for each point rated criterion is as follows. Bids will be reviewed, evaluated and rated in accordance with the following to establish Technical Ratings.

Criterion	Maximum Points Available	Minimum Pass Score
3. Corporate Experience (R1 to R4)	960	672
4. Resource Experience (R5 to R8)	800	560



In order to obtain technical point(s), Offerors in preparing their submission, should respond to the corresponding rated requirement by providing a description explaining, demonstrating or justifying their capability or approach to meet the requirement. Offerors' response should be relevant, thorough, clear, and concise.

Offerors should utilize the unique number identified with each point-rated criteria and the associated title in responding to the rated criteria. Offerors' responses to the point-rated criteria will be evaluated and scored in accordance with the evaluation grid.

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
4.	<b>Corporate Experience</b>  The Offeror should describe how the team will be organized in its approach and methodology in the delivery of the required services. The Offeror should demonstrate that they have the capability and capacity to provide all of the required services in a well-managed manner  Further to mandatory requirement M3, the Offeror must describe 12 projects (same projects submitted to meet M3) completed in the last 10 years.  The descriptions for each project should consist of the following:  <b>2. Project Information: Project Category, Name, Location Start Date and Completion Date:</b> <b>3. Client Information:</b> - name, address, title, and phone No. of client contact at working level. <b>4. Project Value:</b> Total cost of the commissioned work/contract for the <u>specified category</u> portion of the project. For example, if a project was completed for Phase I and II ESAs, and the project is submitted for the Phase I ESA category, only the cost for the Phase I ESA portion of the work will be considered as the Project Value. <b>5. Project Scope and Description:</b> Clearly describe the project scope and its similarity to the scope and tasks of required services related to the specified category described in Stream 3 section 2.1 of Appendix 3 to Annex A, Statement of Work. Based on the services required for each category, the description should include elements as relates to the specified category such as: emerging contaminants, work plan design, soil sampling, sediment sampling, development of site-specific toxicological reference values (TRVs), risk characterization, evaluating toxicological data, development of conceptual site models, weight-of-evidence approach, ecological surveys, public communications, health and safety, etc. In case the project was carried out in a joint venture, the Offeror should identify the responsibilities of each of the firms involved in each project.  <b>6. Project Management:</b> Demonstrate the applicable elements of project management utilized for project completion including: <ul style="list-style-type: none"><li>• integration and work planning,</li><li>• scope – work breakdown structure,</li><li>• Scheduling and time management,</li><li>• budget tracking,</li><li>• progress reporting,</li><li>• quality control,</li><li>• change control,</li><li>• human resource management,</li><li>• communications,</li><li>• project risk,</li></ul>			

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No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
	<ul style="list-style-type: none"> <li>procurement and</li> <li>environmental protection.</li> </ul> <p>Note to Offerors: A distinct phase or stage of a larger project or program will be considered a project in its own right as long as the work associated with that phase is completed. For the purposes of this evaluation, identifying positions on standing Bids or supply arrangements in and of itself <u>will not</u> be considered as an example of a project, nor will simply providing a list of multiple projects satisfy the requirement to demonstrate meeting this criterion.</p> <p>Reference checks may be completed at the sole discretion of Canada to assist in the evaluation of performance based on past projects, with respect to budgets, schedules and quality of work.</p> <p>Offeror should limit their response for each project to a maximum of 1500 words.</p>			
R1	<p><b>Client for Each Project:</b></p> <p>Note to Offerors: all twelve (12) projects will be evaluated for this criteria.</p>	<p>Each submitted project will be awarded maximum of 15 points for this criteria:</p> <ul style="list-style-type: none"> <li>i. Canadian Federal Government Organization (Canadian Federal Departments, Crown Corporations, Boards, or Agencies, etc.) – 15 points</li> <li>ii. Canadian Provincial Government Department or Provincial Crown Corporation – 10 points</li> <li>iii. Other Federal or State Government Department outside of Canada – 7 points</li> <li>iv. Other clients – 5 points</li> </ul>	<b>180 Points</b>	
R2	<p><b>Project Value (CAD):</b></p> <p>d) <u>Phase I ESA Project</u></p>	<p>Each submitted project will be awarded maximum of 10 points for this criteria:</p> <ul style="list-style-type: none"> <li>i. Equal to or greater than \$70,000 CAD – 10 points</li> <li>ii. Equal to or greater than \$10,000 but less than \$70,000 – 7 points</li> <li>iii. Less than \$10,000 – 3 points</li> </ul>	<b>120 Points</b>	
	<p>e) <u>Phase II ESA Project</u></p>	<ul style="list-style-type: none"> <li>i. Equal to or greater than \$150,000 – 10 points</li> </ul>		

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No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
	<p>ii. Equal to or greater than \$75,000 but less than \$150,000 – 7 points</p> <p>iii. Less than \$75,000 – 3 points</p> <p>f) <u>Human Health Risk Assessment / Ecological Risk Assessment</u></p> <p>g) <u>Design and Management of Site Remediation Project</u></p> <p>h) <u>Contaminated Sediment Assessment Project</u></p> <p>Note to Offerors: all twelve (12) projects will be evaluated for Project Value.</p>	<p>i. Equal to or greater than \$150,000 – 10 points</p> <p>ii. Equal to or greater than \$75,000 but less than \$150,000 – 7 points</p> <p>iii. Less than \$75,000 – 3 points</p> <p>i. Equal to or greater than \$180,000 – 10 points</p> <p>ii. Equal to or greater than \$75,000 but less than \$180,000 – 7 points</p> <p>iii. Less than \$75,000 – 3 points</p> <p>i. Equal to or greater than \$200,000 – 10 points</p> <p>ii. Equal to or greater than \$100,000 but less than \$200,000 – 7 points</p> <p>iii. Less than \$100,000 – 3 points</p>		
R3	<p><b>Project Management:</b></p> <p>Note to Offerors: The Offerors are requested to identify the three projects for evaluation. The three projects will comprised of one of the two submitted projects under the following three categories:</p> <p>a. Human Health Risk Assessment/Ecological Risk Assessment</p> <p>b. Design and Management of Site Remediation Project</p> <p>c. Contaminated Sediment Assessment</p>	<p>Each of 3 projects will be awarded maximum of 120 points for this criteria:</p> <p>i. Identification and clear demonstration of 9 elements or more– 120 points</p> <p>ii. Identification and clear demonstration of 8 elements – 100 points</p> <p>iii. Identification and clear demonstration of 7 elements – 80 points</p> <p>iv. Identification and clear demonstration of 6 elements – 60 points</p>	360 Points	

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No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
	<p>The Offerors will be awarded points based on the following elements:</p> <p>Project Management: Demonstrate the applicable elements of project management utilized for project completion including:</p> <ul style="list-style-type: none"> <li>• integration and work planning,</li> <li>• scope – work breakdown structure,</li> <li>• scheduling and time management,</li> <li>• budget tracking,</li> <li>• progress reporting,</li> <li>• quality control,</li> <li>• change control,</li> <li>• human resource management,</li> <li>• communications,</li> <li>• project risk,</li> <li>• procurement and environmental protection.</li> </ul>	<p>v. Identification and clear demonstration of 5 elements – 40 points</p> <p>vi. Demonstration of less than 5 elements– 0</p>		
<b>R4</b>	<p><b>Capacity Management:</b></p> <p>Along with the proposed resources identified in the org chart in M3, the Offeror should list all project resources with the capability, capacity and expertise to provide the full range of required services and deliverables listed in the Required Services (RS). These resources will form the core project team. For the relevant experience refer to Annex A statement of work – Stream 3.</p> <p>The Offeror is to identify the number of resources, in the following positions, in order to demonstrate the capacity of the firm to deliver the required services:</p> <p>a. Senior Professional – minimum 10 years relevant experience</p>	<p>i. 16 or more resources – 60 points</p> <p>ii. 8 to 15 resources – 30 points</p> <p>iii. Less than 8 resources – 0 points</p>	<b>300 Points</b>	

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
	b. Intermediate Professional – minimum 5 years relevant experience	i. 16 or more resources – 60 points ii. 8- 13 resources –30 points iii. < 8 resources – 5 points		
	f. Junior Professional – minimum 2 years relevant experience	i. 10 or more resources – 60 points ii. 5- 9 resources – 30 points iii. < 5 resources – 5 points		
	g. Senior Technologist – minimum 8 years relevant experience	i. 10 or more resources – 60 points ii. 5- 9 resources – 30 points iii. < 5 resources – 5 points		
	h. Technologist – minimum 2 years relevant experience	i. 10 or more resources – 60 points ii. 5- 9 resources – 30 points iii. < 5 resources – 5 points		

## 2. Resource Experience

Resources proposed for the key positions in M4 are further evaluated in this section.

**2.1** The Offeror should include resumes for all resources. All resources must be in-house. Further, resources employed by a joint-venture are considered in-house; sub-contractors are not considered in-house.

Note to Offerors: Resumes should not exceed 2 pages and should include specific details of all information submitted including:

- a. Accreditation organization, date accreditation obtained and current status.
- b. All post-secondary education institutions, dates attended and credentials obtained. List highest level of certificates, diplomas and degrees in the fields relevant to the proposed role
- c. Work history with employer's names, dates employed, job title and responsibilities.

Resumes will **not** count towards the page count of the Offeror's technical submission.

Note to Offerors: List relevant and valid professional accreditations recognized in the Province of Ontario. Points will be awarded based on whether the resource has a license to practice in the relevant jurisdiction and has the relevant professional accreditation or not. Full points (100%) will be awarded to a resource with a recognized accreditation. For all specializations, the relevant jurisdiction is Ontario, except for those accreditations that are not issued regionally.

**2.2** For each of the eight (8) resources proposed, the Offeror is requested to provide a brief description of two (2) completed projects demonstrating each resource's experience in the proposed role (total 16 projects).

In order to be awarded points for a project the role of the resource on the submitted project must be the same as the proposed role for the key position. In addition, the Project Name and location must be provided

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No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
<p>otherwise no point will be awarded. In the event that more than two (2) projects are submitted, only the first two relevant projects will be evaluated as they appear in the bid.</p> <p>For the purposes of evaluation, similar projects must be related to the Contaminated Sites Investigations and should include: Phase I/II/III ESAs, Site Specific Human Health Risk Assessment, Site Specific Ecological Risk Assessment, Contaminated Sediment Assessment, Design and Remediation of Contaminated Sites or Sediment. If the submitted projects are not in these categories, "0" points will be assigned to that project.</p> <p>Descriptions should include the following for each of the two (2) projects submitted per resource:</p> <p><b>Project Information: Project Category, Name, Location Start Date and Completion Date:</b></p> <p><b>Client Information:</b> name, address, title, and phone No. of client contact at working level</p> <p><b>a. Project Scope and Description:</b> Clearly describe the project scope and its similarity to the scope and tasks of required services related to the specified category described in Stream 3 section 2.1 of Appendix 3 to Annex A, Statement of Work. Based on the services required for each category, the description should include elements as relates to the specified category such as: emerging contaminants, work plan design, soil sampling, sediment sampling, development of site-specific toxicological reference values (TRVs), risk characterization, evaluating toxicological data, development of conceptual site models, weight-of-evidence approach, ecological surveys, public communications, health and safety, etc. In case the project was carried out in a joint venture, the Offeror should identify the responsibilities of each of the firms involved in each project.</p> <p><b>2.3 Resource Responsibilities in the Proposed Role:</b> Describe the role, title and responsibilities performed by the resource, including technical and practical experiences on the project. The Offeror should <b>fully and clearly demonstrate</b> the project related experience in the role being proposed, including but not limited to the following elements for each of the 8 resource categories:</p> <p><b>a. <u>RISO Contact:</u></b></p> <ul style="list-style-type: none"> <li>• coordinating programs of work</li> <li>• Strategic direction</li> <li>• senior technical advice</li> <li>• project risk</li> <li>• liaising with client</li> <li>• communications with regulators</li> <li>• communications with stakeholders</li> <li>• human resources</li> <li>• senior review</li> <li>• quality assurance and control</li> <li>• dispute resolution</li> </ul> <p><b>b. <u>Senior Project Manager:</u></b></p> <ul style="list-style-type: none"> <li>• Integration and work planning</li> <li>• scope</li> <li>• budget</li> <li>• change control</li> <li>• quality</li> <li>• human resources</li> <li>• communications</li> <li>• project risk</li> <li>• project related procurement</li> <li>• environmental protection</li> </ul>				

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
	<ul style="list-style-type: none"> <li>• schedule</li> <li>• health and safety plans</li> </ul>			
	c. <u>Senior Consultant – Environmental Site Assessment:</u>			
	<ul style="list-style-type: none"> <li>• Planning and designing environmental sampling and analysis work plans</li> <li>• developing standard operating procedures</li> <li>• evaluating and interpreting site assessment data</li> </ul>	<ul style="list-style-type: none"> <li>• regulatory compliance oversight</li> <li>• senior review</li> <li>• evaluating multiple lines of evidence</li> </ul>	<ul style="list-style-type: none"> <li>• senior technical advice</li> <li>• technical lead</li> </ul>	<ul style="list-style-type: none"> <li>• directing complex site assessment work</li> <li>• technical lead</li> <li>• making recommendations</li> <li>• preparing reports</li> </ul>
	d. <u>Senior Risk Assessor – Human Health Toxicologist:</u>			
	<ul style="list-style-type: none"> <li>• Planning and designing site specific human health risk assessments</li> <li>• regulatory compliance oversight</li> <li>• evaluating toxicological data for human receptors</li> </ul>	<ul style="list-style-type: none"> <li>• developing standard operating procedures</li> <li>• selecting or establishing TRVs</li> <li>• evaluating multiple lines of evidence</li> </ul>	<ul style="list-style-type: none"> <li>• senior technical advice</li> <li>• senior review</li> <li>• risk characterization</li> </ul>	<ul style="list-style-type: none"> <li>• directing complex risk assessment work</li> <li>• technical lead</li> <li>• making recommendations</li> <li>• preparing reports</li> </ul>
	e. <u>Senior Risk Assessor - Terrestrial or Wildlife:</u>			
	<ul style="list-style-type: none"> <li>• Planning and designing site specific ecological risk assessments</li> <li>• regulatory compliance oversight</li> <li>• evaluating toxicological data for aquatic and terrestrial receptors</li> </ul>	<ul style="list-style-type: none"> <li>• developing standard operating procedures</li> <li>• selecting or establishing TRVs</li> <li>• evaluating multiple lines of evidence</li> </ul>	<ul style="list-style-type: none"> <li>• senior technical advice</li> <li>• senior review</li> </ul>	<ul style="list-style-type: none"> <li>• directing complex risk assessment work</li> <li>• technical lead</li> <li>• ecological surveys</li> <li>• making recommendations</li> <li>• preparing reports</li> <li>• risk characterization</li> </ul>
	f. <u>Senior Hydrogeologist:</u>			
	<ul style="list-style-type: none"> <li>• Planning and designing hydrogeological sampling and analysis work plans</li> </ul>	<ul style="list-style-type: none"> <li>• evaluation of contaminant transport and fate</li> </ul>	<ul style="list-style-type: none"> <li>• senior technical advice</li> </ul>	<ul style="list-style-type: none"> <li>• directing complex hydrogeological assessment work</li> <li>• developing standard operating procedures</li> </ul>

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
	<ul style="list-style-type: none"> <li>regulatory compliance oversight</li> <li>interpretation of hydrogeological data</li> </ul>	<ul style="list-style-type: none"> <li>selecting or establishing TRVs</li> <li>evaluating multiple lines of evidence</li> </ul>	<ul style="list-style-type: none"> <li>senior review</li> <li>technical lead</li> <li>making recommendations</li> </ul>	<ul style="list-style-type: none"> <li>preparing reports</li> </ul>
	g. <u>Senior Sediment Assessment Specialist:</u>			
	<ul style="list-style-type: none"> <li>Planning and designing sediment sampling and analysis work plans</li> <li>evaluating and interpreting toxicological data</li> <li>evaluating and interpreting chemistry data</li> </ul>	<ul style="list-style-type: none"> <li>planning and designing toxicity studies</li> <li>regulatory compliance oversight</li> <li>evaluating multiple lines of evidence</li> </ul>	<ul style="list-style-type: none"> <li>senior technical advice</li> <li>senior review</li> </ul>	<ul style="list-style-type: none"> <li>directing complex sediment assessment work</li> <li>technical lead</li> <li>developing standard operating procedures</li> </ul>
	h. <u>Senior Environmental Engineer – Remediation Design:</u>			
	<ul style="list-style-type: none"> <li>Planning and designing Remediation work plans</li> <li>regulatory compliance oversight</li> <li>interpretation of hydrogeological data</li> </ul>	<ul style="list-style-type: none"> <li>making recommendations</li> <li>selecting or establishing TRVs</li> <li>directing complex site remediation work including management of site supervision of contractors during remediation work</li> </ul>	<ul style="list-style-type: none"> <li>senior technical advice</li> <li>senior review</li> </ul>	<ul style="list-style-type: none"> <li>evaluating multiple lines of evidence</li> <li>technical lead</li> <li>provision of detailed design drawings and specifications for remediation contracts</li> </ul>
R5	<b>Education</b>  The Offeror must provide the relevant education for each resource proposed for the 8 key positions. List highest level of diplomas and degrees in the fields relevant to the proposed role.	Each resource will be awarded maximum of 15 points.  i. Graduate degree – 15 points ii. Undergraduate degree – 10 points College diploma – 5 points	120 Points	
R6	<b>Accreditation</b>	Each resource will be awarded maximum of 5 points.	40 Points	



No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
	<p>The Offeror must provide the relevant professional accreditations for each resource. Accreditations considered acceptable include:</p> <ul style="list-style-type: none"> <li>Professional Engineer (P.Eng),</li> <li>Professional Geoscientist (P.Geo),</li> <li>Professional Biologist (PBio or RPBio),</li> <li>Chartered Chemist (C.Chem),</li> <li>Diplomat of the American Board of Toxicology (DABT),</li> <li>Project Management Professional (PMP),</li> <li>Certified Environmental Professional (EP)*</li> </ul> <p><i>*On August 1, 2010, Canadian Certified Environmental Practitioner (CCEP) was merged under the credential EP – Environmental Professional <a href="http://www.cecab.org/public/content.aspx?display=background">http://www.cecab.org/public/content.aspx?display=background</a></i></p>	<p>i. Accredited certifications – 5 points ii. No accredited certifications - 0 points</p>		
R7	<p><b>Project Experience</b></p> <p>The Offerors must provide two (2) <u>projects for each of the following resources:</u></p> <p><b>a) RISO Contact</b></p> <ul style="list-style-type: none"> <li>Environmental Site Assessment as per Canadian Standard Association,</li> <li>Risk Assessment,</li> <li>Sediment Assessment or</li> <li>Contaminated Sites/Sediment Remediation</li> </ul> <p>Note to Offerors: The Offeror must submit the two projects from two different project categories as specified above</p>	<p>10 Points will be awarded for each project.</p>	160 Points	
	<p><b>b) Senior Project Manager</b></p> <ul style="list-style-type: none"> <li>Risk Assessment,</li> <li>Sediment Assessment</li> <li>Contaminated Sites/Sediment Remediation.</li> </ul>	<p>10 Points will be awarded for each project.</p>		

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No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
	<p>Note to Offerors: The Offeror must submit the two projects from two different project categories as specified above.</p> <p><b>c) Senior Consultant – Environmental Site Assessment</b></p> <ul style="list-style-type: none"> <li>- Phase I Environmental Site Assessment</li> <li>- Phase III Environmental Site Assessment</li> </ul> <p>Note to Offerors: The Offeror must submit one project from each project category as specified above.</p>	10 Points will be awarded for each project.		
	<p><b>d) Senior Hydrogeologist</b></p> <ul style="list-style-type: none"> <li>- Contaminated Sites Remediation</li> <li>- Phase III Environmental Site Assessment</li> </ul> <p>Note to Offerors: The Offeror must submit two projects from any of the above project categories.</p>	10 Points will be awarded for each project.		
	<p><b>e) Senior Risk Assessor – Human Health Toxicologist</b></p> <ul style="list-style-type: none"> <li>- Human Health Risk Assessment as per FCSAP Framework</li> <li>- Human Health Risk Assessment as per other jurisdictions</li> </ul> <p>Note to Offerors: The Offeror must submit two projects from any of the above project categories.</p>	10 Points will be awarded for each project.		
	<p><b>f) Senior Risk Assessor - Terrestrial or Wildlife</b></p> <ul style="list-style-type: none"> <li>- Ecological Risk Assessment as per FCSAP Framework</li> <li>- Ecological Risk Assessment as per other jurisdictions.</li> </ul> <p>Note to Offerors: The Offeror must submit two projects from any of the above project categories.</p>	10 Points will be awarded for each project.		

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No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
	<p><b>g) Senior Sediment Assessment Specialist</b></p> <ul style="list-style-type: none"> <li>- Contaminated Sediment Assessment as per FCSAP Aquatic Framework or Canada-Ontario Framework</li> <li>- Contaminated Sediment Assessment as per other jurisdictions</li> </ul> <p>Note to Offerors: The Offeror must submit two projects from any of the above project categories.</p>	10 Points will be awarded for each project.		
	<p><b>h) Senior Environmental Engineer - Remediation Design</b></p> <ul style="list-style-type: none"> <li>- Design of Contaminated Site or Sediment Remediation</li> </ul> <p>Note to Offerors: The Offeror must submit two projects from the above project category.</p>	10 Points will be awarded for each project.		
<b>R8</b>	<p><b>Resource Responsibilities in the Proposed Role:</b></p> <p>Scoring will be based on demonstrating elements as indicated in section 2.3 of this table. In order to score full marks the Offeror should provide sufficient details to demonstrate the project experience in the proposed role.</p> <p>Note to Offerors: <u>The Offerors are requested to identify eight (8) projects for evaluation.</u> For each resource category only 1 project will be evaluated for a total of 8 projects.</p>	<ul style="list-style-type: none"> <li>v. Identification and clear demonstration of 10 or more elements – 60 points</li> <li>vi. Identification and clear demonstration of 7 to 9 elements – 40 points</li> <li>vii. Identification and clear demonstration 4 to 6 elements – 20 points</li> <li>viii. Identification and clear demonstration of 3 or less elements – 5 points</li> </ul>	<b>480 Points</b>	

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**Note to Offerors** – For the purpose of submitting projects part of R8, the Offerors are suggested to use the following example table to provide the required information for each project. The alternative format will be accepted as long as it contains all the required information.

**Example Table: Senior Consultant – Environmental Site Assessment**

	Project #
14. Project Name, Location, Start Date and Completion Date	
15. Project Category	
16. Name, Title and Contact Information of Client for each Project	
17. Project Scope and Description	
18. Resource Role in the Project	
19. Senior Consultant – Environmental Site Assessment Responsibilities <u>Evaluation Criteria</u> xii.Planning and designing environmental sampling and analysis work plans xiii.Developing standard operating procedures xiv.Regulatory compliance oversight xv.Evaluating and interpreting site assessment data xvi.Senior review xvii.Senior technical advice xviii.Technical lead xix.Directing complex site assessment work xx.Making recommendations xxi.Preparing reports xxii.Evaluating multiple lines of evidence.	

## Stream 4: Sustainability and Greening Government Operations

### 1.1 Mandatory Technical Criteria

No.	Mandatory Requirements	Identify Page No. in Bid
<b>M1</b>	<p>The Offeror must demonstrate the following corporate experience: Minimum of 5 years within the past 10 years in the Sustainability and Greening Operations industry, including all of the following categories:</p> <ul style="list-style-type: none"> <li>- Energy</li> <li>- Greenhouse Gas Emissions,</li> <li>- Climate Change,</li> <li>- Adaptation and Resilience,</li> <li>- Sustainable Buildings,</li> <li>- Sustainable Operations, and</li> <li>- Carbon Neutral or Net Zero.</li> </ul> <p><b>Note to the Offerors: To demonstrate the corporate experience, the Offeror must provide a list of completed projects for the above categories including the following information:</b></p> <ul style="list-style-type: none"> <li>• <b>Project Category, Name, Location, Start Date and End Date</b></li> <li>• <b>Name of the Client Organization</b></li> </ul>	
<b>M2</b>	<p>The Offeror must provide a brief description of completed projects completed in the last 7 years for each of the following categories (10 projects in total). If more than the required number of projects are submitted the evaluation team will only select the first 10 projects listed for evaluation (only 10 projects will be evaluated).</p> <p>14. Energy/Greenhouse Gas/Climate Change, Adaptation and Resilience (6 projects)</p> <ul style="list-style-type: none"> <li>- Energy efficiency study (1 project)</li> <li>- Clean/Renewable energy study (1 project)</li> <li>- Deep Energy Building retrofit project (2 projects)</li> <li>- Greenhouse Gas (GHG) emissions/Carbon inventory, audits and/or studies (1 project)</li> <li>- Climate adaptation and/or resilience strategy (1 project)</li> </ul> <p>15. Sustainable Buildings (2 projects)</p> <ul style="list-style-type: none"> <li>- undertaking 3<sup>rd</sup> party verifications using LEED (1 project)</li> <li>- undertaking 3<sup>rd</sup> party verifications using a specified evaluation tool(s), other than LEED or BOMA BEST (1 project)</li> </ul> <p>16. Sustainable Operations (1 project)</p> <ul style="list-style-type: none"> <li>o Stakeholder engagement (1 project)</li> </ul> <p>17. Carbon Neutral or Net Zero (1 project)</p> <p><b>For each of the submitted projects, the Offeror must provide the following information:</b></p> <ul style="list-style-type: none"> <li>• <b>Project Category, Name, Location, Start Date and Completion Date</b></li> <li>• <b>Name, title and contact information of client for each project</b></li> <li>• <b>Project Value</b></li> <li>• <b>Project Scope and Description</b></li> </ul>	

No.	Mandatory Requirements	Identify Page No. in Bid
	<ul style="list-style-type: none"> <li><b>Project Management</b></li> </ul> <p><b>Note to Offerors: The submitted 10 projects will be further evaluated in the point rated evaluation criteria.</b></p>	
<b>M3</b>	<p>The Offeror must propose one Senior resource for each of the key positions below and each Senior resource must have a minimum of 10 years' experience in the relevant field:</p> <ol style="list-style-type: none"> <li>RISO Contact</li> <li>Senior Project Manager</li> <li>Senior Energy Engineer <i>must be a member of the Professional Engineers of Ontario (PEO), qualified as a Professional Engineer (P.Eng). Offeror must provide proof, with their bid, by submitting a copy of his/her professional license.</i></li> <li>Senior Leadership in Energy and Environmental Design (LEED) Accredited Specialist</li> <li>Senior Greenhouse Gas (GHG) Specialist</li> <li>Senior Sustainability Specialist</li> </ol> <p><b>Note to the Offerors: The Offeror must provide the following information in the resume (Resumes should not exceed 2 pages) for each proposed individual above:</b></p> <ul style="list-style-type: none"> <li><b>Resource role</b></li> <li><b>Name of resource proposed</b></li> <li><b>All post-secondary education institutions, dates attended and credentials obtained.</b></li> <li><b>Work history with employer's names, dates employed, job title and responsibilities.</b></li> </ul>	
<b>M4</b>	<p><b><u>Corporate Structure</u></b></p> <p>The Offerors must clearly illustrate the organizational structure of their team and demonstrate management approach that is logical in order to maximize work efficiency and enable successful completion of the required services. This must include the following elements:</p> <ol style="list-style-type: none"> <li>Provide an organization chart for their implementation team. This chart must reflect the key resources involved in implementing each project category specified in M1. The chart must include the name of the key resources identified in M3.</li> <li>The roles, responsibilities, authorities and accountabilities of the implementation team.</li> </ol>	
<b>M5</b>	<p><b><u>Project Management Methodology</u></b></p> <p>The Offeror must provide information on the project management methodology to be used for this requirement and describe the processes that will be in place to ensure that high quality services are delivered on time, on budget and meeting requirements. The Offeror must should demonstrate communication strategies and internal reporting relationships to support quick and successful resolution to all problems and interactions with stakeholders.</p> <p>The methodology must include established processes for, at a minimum:</p> <ol style="list-style-type: none"> <li>Tracking and managing scope, cost, and schedule</li> </ol>	

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No.	Mandatory Requirements	Identify Page No. in Bid
	b. Change and configuration management c. Quality management- Describe corporate quality management procedures to ensure high quality services d. Risk/issues management e. Communications	

## 1.2 Point-Rated Technical Criteria

The total maximum points available for the Point-Rated technical criteria are 1340 points. **A minimum score of 70% is required in each of the 2 sections of the point rated technical criteria.** If the Offeror's technical Bid does not receive a score of at least 70% marks in each of these two (2) sections then **no further consideration will be given** to the Bid.

The breakdown of points for each point rated criterion is as follows. Bids will be reviewed, evaluated and rated in accordance with the following to establish Technical Ratings.

Criterion	Maximum Points Available	Minimum Pass Score
5. Corporate Experience (R1 to R3)	710	497
6. Resource Experience (R4 to R7)	630	441

In order to obtain technical point(s), Offerors in preparing their submission, should respond to the corresponding rated requirement by providing a description explaining, demonstrating or justifying their capability or approach to meet the requirement. Offerors' response should be relevant, thorough, clear, and concise.

Offerors should utilize the unique number identified with each point-rated criteria and the associated title in responding to the rated criteria. Offerors' responses to the point-rated criteria will be evaluated and scored in accordance with the evaluation grid.

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
7.	<b>Corporate Experience</b>  Further to mandatory requirement M2, the Offeror must describe 10 projects (same projects submitted to meet M2) completed in the last 10 years.  The descriptions for each project must consist of the following, if any required information is missing, the Offeror will receive 0 point for the respective criteria:  a. <b>Project Information: Project Category, Name, Location Start Date and Completion Date:</b> b. <b>Client Information:</b> name, address, title, and phone No. of client contact at working level. c. <b>Project Value:</b> Total cost of the commissioned work/contract for the specified category portion of the project. For example, if a project was completed for GHG Emissions Audit and Climate Resilience strategy, and the project is submitted for the GHG Emissions Audit, only the cost for the GHG Emissions Audit portion of the work will be considered as the Project Value. d. <b>Project Scope and Description:</b> Clearly describe the project scope and its similarity to the scope and tasks of required services related to the specified category described in Stream 4 Section 2. of Appendix 4 to Annex A, Statement of Work. Based on the services required for each category, the description should include elements as relates to the specified category but not limited to: <ul style="list-style-type: none"><li>energy modeling,</li><li>water audits,</li><li>energy audits,</li><li>indoor air quality sampling, or</li><li>Green Globes Assessment etc.</li></ul> In case the project was carried out in a joint venture, the Offeror should identify the responsibilities of each of the firms involved in each project. e. <b>Project Management:</b> Demonstrate the applicable elements of project management utilized for project completion including but not limited to: <ul style="list-style-type: none"><li>integration and work planning,</li><li>scope and work breakdown structure,</li><li>Scheduling and time management,</li><li>budget tracking,</li><li>progress reporting,</li><li>quality control,</li><li>change control,</li><li>human resource management,</li><li>communications,</li><li>project risk,</li><li>procurement, and</li></ul>			



No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Identif y Page No. in Bid
<p>• Environmental Protection</p> <p>Note to Offerors: A distinct phase or stage of a larger project or program will be considered a project in its own right as long as the work associated with that phase is completed. For the purposes of this evaluation, identifying positions on standing Bids or supply arrangements in and of itself <u>will not</u> be considered as an example of a project, nor will simply providing a list of multiple projects satisfy the requirement to demonstrate meeting this criterion.</p> <p>Reference checks may be completed at the sole discretion of Canada to assist in the evaluation of performance based on past projects, with respect to budgets, schedules and quality of work.</p> <p>Offeror should limit their response for each project to a maximum of 1500 words.</p>				
R1	<p><b>Client Information for Each Project:</b></p> <p>Note to Offerors: all ten (10) projects will be evaluated for Client Information.</p>	<p>Each submitted project will be awarded maximum of 10 points for this criteria:</p> <ul style="list-style-type: none"> <li>v. Any Canadian Federal Government Department (OGD) or Canadian Federal Crown Corporation – 10 points</li> <li>vi. Any Canadian Provincial Government Department or Provincial Crown Corporation – 7.5 points</li> <li>vii. Other Federal or State Government Department outside of Canada – 5 points</li> <li>viii. Other clients – 2.5 points</li> </ul>	100 Points	
R2	<p><b>Project Management:</b></p> <p>Note to Offerors: The Offerors are requested to identify the three projects for evaluation. The three projects will comprise the projects submitted (further to Mandatory Requirement M2) under the following three categories:</p> <ul style="list-style-type: none"> <li>a) Energy/Greenhouse Gas/Climate Change, Adaptation and Resilience strategy (1 project)</li> <li>b) Sustainable Buildings</li> </ul>	<p>Each of 3 projects will be awarded maximum of 120 points for this criteria:</p> <ul style="list-style-type: none"> <li>vii. Identification and clear demonstration of 9 or more elements – 120 points</li> <li>viii. Identification and clear demonstration of 8 elements – 100 points</li> <li>ix. Identification and clear demonstration of 7 elements – 80 points</li> <li>x. Identification and clear demonstration of 6 elements – 60 points</li> </ul>	360 points	

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
	<p>c) Sustainable Operations</p> <p>The Offerors will be awarded points based on the following elements:</p> <p>Project Management: Demonstrate the applicable elements of project management utilized for project completion including:</p> <ul style="list-style-type: none"> <li>• integration and work planning,</li> <li>• scope and work breakdown structure,</li> <li>• scheduling and time management,</li> <li>• budget tracking,</li> <li>• progress reporting,</li> <li>• quality control,</li> <li>• change control,</li> <li>• human resource management,</li> <li>• communications,</li> <li>• project risk,</li> <li>• procurement</li> <li>• Environmental protection</li> </ul>	<p>xi. Identification and clear demonstration of 5 elements – 40 points</p> <p>xii. Demonstration of less than 5 elements – 0 points</p>		
<b>R3</b>	<p><b>Capacity Management</b></p> <p>Along with the proposed resources identified in the org chart in M3, the Offeror should list all project resources with the capability, capacity and expertise to provide the full range of required services and deliverables listed in the Required Services (RS). These resources will form the core project team. For the relevant experience refer to Annex A statement of work – Stream 4.</p> <p>The Offeror is to identify the number of resources, in the following positions, in order to demonstrate the capacity of the firm to deliver the required services:</p>		250 Points	
	<p>a. Senior Professional – Minimum 10 years relevant experience</p>	<p>iv. 10 or more resources – 50 points</p> <p>v. 5 to 9 resources – 30 points</p> <p>vi. Less than 5 resources – 0 points</p>		

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
	b. Intermediate Professional – Minimum 5 years relevant experience	i. 10 or more resources – 50 points ii. 5 to 9 resources – 30 points iii. Less than 5 resources – 0 points		
	c. Junior Professional – minimum 2 years relevant experience	iv. 10 or more resources – 50 points v. 5 to 9 resources – 30 points vi. Less than 5 resources – 10 points		
	d. Senior Technologist – Minimum 8 years relevant experience	iv. 10 or more resources – 50 points v. 5- 9 resources – 30 points vi. Less than 5 resources – 10 points		
	e. Technologist – Minimum 2 years relevant experience	i. 10 or more resources – 40 points ii. 5- 9 resources – 20 points iii. < 5 resources – 10 points		

### 3. Resource Experience

Resources proposed for the key positions in M3 are further evaluated in this section.

**2.1** The Offeror should include resumes for all individuals. All individuals must be in-house. Further, staff employed by a joint-venture are considered in-house; sub-contractors are not considered in-house.

Note to Offerors: Resumes should not exceed 2 pages and should include specific details of all information submitted including:

- d. Accreditation organization, date accreditation obtained and current status.
- e. All post-secondary education institutions, dates attended and credentials obtained. List highest level of certificates, diplomas and degrees in the fields relevant to the proposed role
- f. Work history with employer's names, dates employed, job title and responsibilities.

Resumes will **not** count towards the page count of the Offeror's technical submission.

Note to Offerors: List relevant and valid professional accreditations recognized in the Province of Ontario. Points will be awarded based on whether the resource has a license to practice in the relevant jurisdiction and has the relevant professional accreditation or not. Full points (100%) will be awarded to a resource with a recognized accreditation. For all specializations, the relevant jurisdiction is Ontario, except for those accreditations that are not issued regionally.

**2.2** For each of the five (5) resources proposed, the Offeror is requested to provide a brief description of two (2) completed projects demonstrating each resource's experience in the proposed role (total 12 projects).

In order to be awarded points for a project the role of the resource on the submitted project must be the same as the proposed role for the key position. In addition, the Project Name and location must be

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Identif y Page No. in Bid
	<p>provided or no point will be awarded. In the event that more than two (2) projects are submitted, only the first two relevant projects will be evaluated as they appear in the bid.</p> <p>For the purposes of evaluation, similar projects must be related to the Sustainable Development and Greening Government categories such as Energy/Greenhouse Gas/Climate Change, Adaptation and Resilience, Sustainable Buildings, Sustainable Operations, Carbon Neutral or Net Zero Plan. If the submitted projects are not in these categories, "0" points will be assigned to that project.</p> <p>Descriptions should include the following for each of the two (2) projects submitted per resource:</p> <p><b>a. Project Information: Project Category, Name, Location Start Date and Completion Date:</b></p> <p><b>b. Client Information:</b> name, address, title, and phone No. of client contact at working level</p> <p><b>c. Project Scope and Description:</b> Clearly describe the project scope and its similarity to the scope and tasks of required services related to the specified category described in Stream 4 section 2.1 of Appendix 4 to Annex A, Statement of Work. Based on the services required for each category, the description should include elements as relates to the specified category but not limited to:</p> <ul style="list-style-type: none"> <li>• energy modeling,</li> <li>• water audits,</li> <li>• energy audits,</li> <li>• indoor air quality sampling, or</li> <li>• Green Globes Assessment etc.</li> </ul> <p>In case the project was carried out in a joint venture, the Offeror should identify the responsibilities of each of the firms involved in each project.</p> <p><b>a. Resource Responsibilities in the Proposed Role:</b> Describe the role, title and responsibilities performed by the resource, including technical and practical experiences on the project. The Offeror should <b>fully and clearly demonstrate</b> the project related experience in the role being proposed, including but not limited to the following elements for each of the 6 (six) resource categories.</p> <p><b>a) RISO Contact:</b></p> <ul style="list-style-type: none"> <li>i. Coordinating programs of work</li> <li>ii. strategic direction</li> <li>iii. project risk</li> <li>iv. liaising with client</li> <li>v. senior technical advice</li> <li>vi. communications with regulators and stakeholders</li> <li>vii. human resources</li> <li>viii. senior review</li> <li>ix. quality assurance and control</li> <li>x. dispute resolution</li> </ul> <p><b>b) Senior Project Manager:</b></p> <ul style="list-style-type: none"> <li>i. Integration and work planning</li> <li>ii. scope</li> <li>iii. schedule</li> <li>iv. coordinate multiple stakeholders</li> <li>v. budget</li> <li>vi. change control</li> <li>vii. quality</li> </ul>			

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Identif y Page No. in Bid
	<ul style="list-style-type: none"> <li>viii. human resources</li> <li>ix. communications</li> <li>x. project related procurement</li> <li>xi. project risk</li> </ul> <p>c) <u>Senior Energy Engineer:</u></p> <ul style="list-style-type: none"> <li>i. Planning and designing</li> <li>ii. evaluating and interpreting site data,</li> <li>iii. making recommendations</li> <li>iv. preparing reports</li> <li>v. senior review</li> <li>vi. senior technical advice</li> <li>vii. technical energy lead</li> <li>viii. interpreting energy modelling results,</li> <li>ix. energy and thermal modelling</li> <li>x. coordinating multiple stakeholders</li> <li>xi. building design strategies</li> <li>xii. improving the efficiency of existing buildings</li> <li>xiii. utilizing Building Automation System to implement corrective actions or capital projects</li> <li>xiv. measurement &amp; verification activities</li> </ul> <p>d) <u>Senior Leadership in Energy and Environmental Design (LEED) Accredited Specialist:</u></p> <ul style="list-style-type: none"> <li>i. Planning and designing</li> <li>ii. evaluating and interpreting site LEED submittal data</li> <li>iii. making recommendation</li> <li>iv. preparing reports</li> <li>v. senior review</li> <li>vi. senior technical advice</li> <li>vii. LEED technical lead</li> <li>viii. LEED compliance oversight</li> <li>ix. implementing strategies and with documentation</li> <li>x. building design concepts and delivery methods</li> <li>xi. respond to technical implications of design decisions</li> <li>xii. coordinate multiple stakeholders</li> </ul> <p>e) <u>Senior Greenhouse Gas (GHG) Specialist:</u></p> <ul style="list-style-type: none"> <li>i. Planning and designing evaluating and interpreting GHG data</li> <li>ii. technical GHG lead</li> <li>iii. scope 1 and 2 emissions accounting</li> <li>iv. making recommendations</li> <li>v. preparing reports</li> <li>vi. senior review</li> <li>vii. senior technical advice</li> <li>viii. comprehensive and strategic direction Greenhouse gas mitigation strategies</li> <li>ix. coordinate multiple stakeholders</li> <li>x. design strategies geared towards improving energy performance</li> <li>xi. achieve high performance buildings objectives (Net Zero or Carbon Neutral)</li> </ul>			

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
	<p>xii. Sustainability and energy conservation measures including calculations to demonstrate benefits.</p> <p>f) <u>Senior Sustainability Specialist:</u></p> <ul style="list-style-type: none"> <li>i. Planning and designing</li> <li>ii. making recommendations</li> <li>iii. preparing reports</li> <li>iv. senior review</li> <li>v. senior technical advice</li> <li>vi. Manage the delivery of sustainability and analysis services required for the project</li> <li>vii. Facilitate sustainability workshops or brainstorming sessions</li> <li>viii. strategizing sustainability opportunities</li> <li>ix. integrate cross functional teams to meet sustainability goals,</li> <li>x. develop strategies</li> <li>xi. coordinate multiple stakeholders.</li> <li>xii. Identify and develop sustainability and energy conservation measures</li> <li>xiii. technical sustainability lead</li> </ul>			
<b>R4</b>	<p><b>Education</b></p> <p>The Offeror must provide the relevant education for each resource proposed for key positions. List highest level of certificates, diplomas and degrees in the fields relevant to the proposed role.</p>	<p>Each resource will be awarded maximum of 10 points.</p> <ul style="list-style-type: none"> <li>i. Graduate degree – 10 points</li> <li>ii. Undergraduate degree – 7 points</li> <li>iii. College diploma – 5 points</li> </ul>	60 Points	
<b>R5</b>	<p><b>Accreditation</b></p> <p>The Offeror must provide the relevant professional accreditations for each resource. Accreditations considered acceptable include:</p> <ul style="list-style-type: none"> <li>• Professional Engineer (P.Eng),</li> <li>• LEED Green Associate,</li> <li>• LEED AP with specialty (BD+C, O +M ID+C homes, ND),</li> <li>• Project Management Professional (PMP),</li> </ul>	<p>Each resource will be awarded maximum of 5 points.</p> <ul style="list-style-type: none"> <li>i. Accredited certifications – 5 points</li> <li>ii. No accredited certifications - 0 points</li> </ul>	30 Points	

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
	<ul style="list-style-type: none"> <li>WELL Accredited Professional (WELL AP),</li> <li>Certified Energy Manager (CEM),</li> <li>Certified Measurement &amp; Verification Professional (CMVP),</li> <li>Environmental Professional-Greenhouse Gas Quantifier - EP(GHG).</li> </ul>			
<b>R6</b>	<b>Project Experience</b>  The Offerors must provide two (2) projects for each of the following Resource categories:  a. <u>RISO Contact:</u> <ul style="list-style-type: none"> <li>clean/renewable energy study</li> <li>undertaking 3rd party verifications using LEED</li> </ul> Note to Offerors: The Offeror must submit the two projects from two different project categories as specified above.	15 Points will be awarded for each project.	180 points	
	b. <u>Senior Project Manager</u> <ul style="list-style-type: none"> <li>clean/renewable energy study</li> <li>sustainable operations</li> </ul> Note to Offerors: The Offeror must submit the two projects from two different project categories as specified above.	15 Points will be awarded for each project.		
	c. <u>Senior Energy Engineer</u> <ul style="list-style-type: none"> <li>Carbon Neutral or Net Zero</li> <li>Greenhouse Gas (GHG) emissions or Carbon Inventory, audits and or studies</li> </ul> Note to Offerors: The Offeror must submit the two projects from two different project categories as specified above.	15 Points will be awarded for each project.		
	d. <u>Senior Leadership in Energy and Environmental Design (LEED) Accredited Specialist</u>	15 Points will be awarded for each project.		

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
	<ul style="list-style-type: none"> <li>3rd party verification using LEED</li> <li>undertaking 3rd party verifications using a specified evaluation tool(s), other than LEED or BOMA BEST (1 project)</li> </ul> <p>Note to Offerors: The Offeror must submit the two projects from two different project categories as specified above.</p>			
	<p>e. <u>Senior Greenhouse Gas (GHG) Specialist</u></p> <ul style="list-style-type: none"> <li>Greenhouse gas (GHG) emissions/carbon inventory, audits and/or studies (1 project)</li> <li>Clean/renewable energy study</li> </ul> <p>Note to Offerors: The Offeror must submit the two projects from two different project categories as specified above.</p>	15 Points will be awarded for each project.		
	<p>f. <u>Senior Sustainability Specialist personnel:</u></p> <ul style="list-style-type: none"> <li>Sustainable operations</li> <li>Stakeholder Engagement</li> </ul> <p>Note to Offerors: The Offeror must submit the two projects from two different project categories as specified above.</p>	15 Points will be awarded for each project.		
<b>R7</b>	<p><b>Resource Responsibilities in the Proposed Role:</b></p> <p>Scoring will be based on demonstrating elements as indicated in section 2.3 of this table. In order to score full marks the Offeror should provide sufficient details to demonstrate the project experience in the proposed role.</p> <p>Note to Offerors: <u>The Offerors are requested to identify six (6) projects for evaluation.</u> For each resource</p>	<p>ix. Identification and clear demonstration of 10 or more elements – 60 points</p> <p>x. Identification and clear demonstration of 7 to 9 elements – 40 points</p> <p>xi. Identification and clear demonstration of 4 to 6 elements – 20 points</p> <p>xii. Identification and clear demonstration of 3 or less elements – 5 points</p>	360 Points	



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No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Identify Page No. in Bid
	category only 1 project will be evaluated for a total of 6 projects.			

**Note to Offerors** – For the purpose of submitting projects part of R6 and R7, the Offerors are suggested to use the following sample table to provide the required information for each project. The alternative format will be accepted as long as it contains all the required information.

**Example Table: Senior Leadership in Energy and Environmental Design (LEED) Accredited Specialist**

	Project #
20. Project Name, Location, Start Date and Completion Date	
21. Project Category	
22. Name, Title and Contact Information of Client for each Project	
23. Project Scope and Description	
24. Resource Role in the Project	
25. Senior Leadership in Energy and Environmental Design (LEED) Accredited Specialist:  <u>Evaluation Criteria</u> i.Planning and designing, ii.evaluating and interpreting site LEED submittal data, iii.making recommendations iv. preparing reports v. senior review, vi.senior technical advice, vii.LEED technical lead, viii.LEED compliance oversight ix. implementing strategies and with documentation, x.building design concepts and delivery methods, xi.responds to the technical implications of design decisions xxiii. coordinate multiple stakeholders.	

### **Stream 5: Contaminated Sites Consulting Services-Aboriginal Set-Aside**

***Note to Offerors: The Offeror must certify in its bid that it is an Aboriginal business or an eligible joint venture as defined within the Procurement Strategy for Aboriginal Business.***

#### **1.1 Mandatory Technical Criteria**

No.	Mandatory Requirements	Cross Reference to Proposal
<b>M1</b>	<p>The Offeror must be an Environmental Contractor licensed, certified, or otherwise authorized to provide the necessary environmental and professional services to the full extent that is required by Federal or provincial law applicable to the Contaminated Sites Consulting Services in the province of Ontario.</p> <p>To demonstrate this, the Offeror must provide within its Bid at bid closing a copy of the valid Certificate of Approval or Authorization or a confirmation letter from the Association of Professional Engineers of Ontario or the Association of Professional Geoscientists of Ontario.</p>	
<b>M2</b>	<p>The Offeror must demonstrate the following corporate experience: Minimum of 5 years within the past 10 years in the field of Contaminated Sites, including all of the following categories:</p> <ul style="list-style-type: none"> <li>- Environmental Sites Assessment,</li> <li>- Human Health and Ecological Risk Assessment,</li> <li>- Contaminated Sediment Assessment and</li> <li>- Remediation of the contaminated site.</li> </ul> <p><b><i>Note to the Offerors: To demonstrate the corporate experience, the Offeror must provide a list of completed projects for the above categories including the following information:</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>Project Category, Name, Location, Start Date and End Date</i></b></li> <li>• <b><i>Name of the Client Organization</i></b></li> </ul>	
<b>M3</b>	<p>The Offeror must provide a brief description of two (2) projects completed in the last 10 years for each of the following categories (14 projects in total). If more than the required number of projects are submitted for each project category, the evaluation team will review the first 14 projects for evaluation (only 14 projects will be evaluated).</p> <ul style="list-style-type: none"> <li>18. Phase I Environmental Site Assessment (2 projects)</li> <li>19. Phase II Environmental Site Assessment (2 projects)</li> <li>20. Human Health Risk Assessment (2 projects)</li> <li>21. Ecological Risk Assessment (2 projects)</li> <li>22. Design and Management of Site Remediation (2 projects)</li> <li>23. Contaminated Sediment Assessment (2 projects)</li> <li>24. Projects related to the any of the above categories (categories 1 to 6) that included Public Consultation (2 Projects)</li> </ul> <p><b><i>For each of the submitted projects, the Offeror must provide the following information:</i></b></p>	

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No.	Mandatory Requirements	Cross Reference to Proposal
	<ul style="list-style-type: none"> <li>• <b>Project Category, Name, Location, Start Date and Completion Date</b></li> <li>• <b>Name, Title and Contact information of client for each project</b></li> <li>• <b>Project Value</b></li> <li>• <b>Project Scope and Description</b></li> <li>• <b>Project Management</b></li> </ul> <p><b>Note to Offerors: The submitted 14 projects will be further evaluated in the point rated evaluation criteria.</b></p>	
<b>M4</b>	<p>The Offeror must propose one Senior resource for each of the key positions below and each resource must have a minimum of 10 years' experience in the relevant field:</p> <ol style="list-style-type: none"> <li>9. RISO Contact</li> <li>10. Senior Project Manager</li> <li>11. Senior Consultant – Environmental Site Assessment (ESA): <i>must be qualified as a Qualified Person, Environmental Site Assessment (QP ESA) under the Ontario Regulation 153/04 as amended from time to time. The Offerors must submit, with their bid, evidence that QP ESA meets the qualifications under the Ontario Regulation 153/04, as amended, by submitting a copy of his/her professional license (i.e. P.Eng and/or P.Geo).</i></li> <li>12. Senior Risk Assessor – Human Health Toxicologist: <i>must be qualified as a Qualified Person, Risk Assessment (QP RA) under the Ontario Regulation 153/04, as amended from time to time. The Offerors must submit, with their bid, evidence that QP RA meets the qualifications under the Ontario Regulation 153/04, as amended, by submitting Sections 8 and 10 of a submitted Risk Assessment Pre-submission Form that has been accepted by the MOECC, which identifies the resource proposed as the QP RA in the current bid.</i></li> <li>13. Senior Risk Assessor / Terrestrial or Wildlife Toxicologist (Ecotoxicologist)</li> <li>14. Senior Hydrogeologist</li> <li>15. Senior Sediment Assessment Specialist</li> <li>16. Senior Environmental Engineer – Remediation Design: <i>must be a member of the Professional Engineers of Ontario (PEO), qualified as a Professional Engineer (P.Eng). Offeror must provide proof, with their bid, by submitting a copy of his/her professional license. The Offerors must submit, with their bid, evidence that Senior Environmental Engineer – Remediation Design is licenced as P.Eng by submitting a copy of his/her professional license.</i></li> </ol> <p><b>Note to the Offerors: The Offeror must provide the following information in the resume (Resumes should not exceed 2 pages) for each proposed individual above:</b></p> <ul style="list-style-type: none"> <li>- <b>Resource role</b></li> <li>- <b>Name of resource proposed</b></li> <li>- <b>All post-secondary education institutions, dates attended and credentials obtained.</b></li> <li>- <b>Work history with employer's names, dates employed, job title and responsibilities.</b></li> </ul>	

No.	Mandatory Requirements	Cross Reference to Proposal
<b>M5</b>	<p><b><u>Corporate Structure</u></b></p> <p>The Offerors must clearly illustrate the organizational structure of their team and demonstrate management approach that is logical in order to maximize work efficiency and enable successful completion of the required services. This must include the following elements:</p> <ul style="list-style-type: none"> <li>a. Provide an organization chart for their implementation team. This chart must reflect the key resources involved in implementing each project category specified in M2. The chart must include the name of the key resources identified in M4.</li> <li>b. The roles, responsibilities, authorities and accountabilities of the implementation team.</li> </ul>	
<b>M6</b>	<p><b><u>Project Management Methodology</u></b></p> <p>The Offeror must provide information on the project management methodology to be used for this requirement and describe the processes that will be in place to ensure that high quality services are delivered on time, on budget and meeting requirements. The Offeror must should demonstrate communication strategies and internal reporting relationships to support quick and successful resolution to all problems and interactions with stakeholders.</p> <p>The methodology must include established processes for, at a minimum:</p> <ul style="list-style-type: none"> <li>a. Tracking and managing scope, cost, and schedule</li> <li>b. Change and configuration management</li> <li>c. Quality management- Describe corporate quality management procedures to ensure high quality services</li> <li>d. Risk/issues management</li> <li>e. Communications</li> </ul>	

## 2.2 Point-Rated Technical Criteria

The total maximum points available for the Point-Rated technical criteria are 1890 points. **A minimum score of 70% is required in each of the 2 sections of the point rated technical criteria.** If the Offeror's technical Bid does not receive a score of at least 70% marks in each of these two (2) sections then **no further consideration will be given** to the Bid.

The breakdown of points for each point rated criterion is as follows. Bids will be reviewed, evaluated and rated in accordance with the following to establish Technical Ratings.

Criterion	Maximum Points Available	Minimum Pass Score
<b>7. Corporate Experience (R1 to R4)</b>	<b>1010</b>	<b>707</b>

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<b>8. Resource Experience (R5 to R8)</b>	<b>880</b>	<b>616</b>
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In order to obtain technical point(s), Offerors in preparing their submission, should respond to the corresponding rated requirement by providing a description explaining, demonstrating or justifying their capability or approach to meet the requirement. Offerors' response should be relevant, thorough, clear, and concise.

Offerors should utilize the unique number identified with each point-rated criteria and the associated title in responding to the rated criteria. Offerors' responses to the point-rated criteria will be evaluated and scored in accordance with the evaluation grid.

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
<b>9.</b>	<b>Corporate Experience</b>  The Offeror should describe how the team will be organized in its approach and methodology in the delivery of the required services. The Offeror should demonstrate that they have the capability and capacity to provide all of the required services in a well-managed manner  Further to mandatory requirement M3, the Offeror must describe 12 projects (same projects submitted to meet M3) completed in the last 10 years.  The descriptions for each project must consist of the following:  <b>7. Project Information: Project Category, Name, Location Start Date and Completion Date:</b> <b>8. Client Information:</b> - name, address, title, and phone No. of client contact at working level. <b>9. Project Value:</b> Total cost of the commissioned work/contract for the specified category portion of the project. For example, if a project was completed for Phase I and II ESAs, and the project is submitted for the Phase I ESA category, only the cost for the Phase I ESA portion of the work will be considered as the Project Value. Another example, if a project included public consultation, only the cost associated with the public consultation portion of the project must be included.  <b>10. Project Scope and Description:</b> Clearly describe the project scope and its similarity to the scope and tasks of required services related to the specified category described in Stream 3 section 2.1 of Annex A, Statement of Work. Based on the services required for each category, the description should include elements as relates to the specified category such as: emerging contaminants, work plan design, soil sampling, sediment sampling, development of site-specific toxicological reference values (TRVs), risk characterization, evaluating toxicological data, development of conceptual site models, weight-of-evidence approach, ecological surveys, public communications, public consultation, health and safety, etc. In case the project was carried out in a joint venture, the Offeror should identify the responsibilities of each of the firms involved in each project.  <b>11. Project Management:</b> Demonstrate the applicable elements of project management utilized for project completion including: <ul style="list-style-type: none"><li>• integration and work planning,</li><li>• scope – work breakdown structure,</li><li>• Scheduling and time management,</li><li>• budget tracking,</li></ul>			

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No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
	<ul style="list-style-type: none"> <li>progress reporting,</li> <li>quality control,</li> <li>change control,</li> <li>human resource management,</li> <li>communications,</li> <li>project risk,</li> <li>procurement and</li> <li>environmental protection.</li> </ul> <p>Note to Offerors: A distinct phase or stage of a larger project or program will be considered a project in its own right as long as the work associated with that phase is completed. For the purposes of this evaluation, identifying positions on standing Bids or supply arrangements in and of itself <u>will not</u> be considered as an example of a project, nor will simply providing a list of multiple projects satisfy the requirement to demonstrate meeting this criterion.</p> <p>Reference checks may be completed at the sole discretion of Canada to assist in the evaluation of performance based on past projects, with respect to budgets, schedules and quality of work.</p> <p>Offeror should limit their response for each project to a maximum of 1500 words.</p>			
R1	<p><b>Client for Each Project:</b></p> <p><i><b>Note to Offerors: all fourteen (14) projects will be evaluated for this criteria.</b></i></p>	<p>Each submitted project will be awarded maximum of 15 points for this criteria:</p> <ul style="list-style-type: none"> <li>ix. Canadian Federal Government Organization (Canadian Federal Departments, Crown Corporations, Boards, or Agencies, etc.) – 15 points</li> <li>x. Canadian Provincial Government Department or Provincial Crown Corporation – 10 points</li> <li>xi. Other Federal or State Government Department outside of Canada – 7 points</li> <li>xii. Other clients – 5 points</li> </ul>	<b>210 Points</b>	
R2	<p><b>Project Value (CAD):</b></p> <p>i) <u>Phase I ESA Project</u></p>	<p>Each submitted project will be awarded maximum of 10 points for this criteria:</p> <ul style="list-style-type: none"> <li>iv. Equal to or greater than \$70,000 CAD – 10 points</li> <li>v. Equal to or greater than \$10,000 but less than \$70,000 – 7 points</li> </ul>	<b>140 Points</b>	

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No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
		vi. Less than \$10,000 – 3 points		
	j) <u>Phase II ESA Project</u>	iv. Equal to or greater than \$150,000 – 10 points v. Equal to or greater than \$75,000 but less than \$150,000 – 7 points vi. Less than \$75,000 – 3 points		
	k) <u>Human Health Risk Assessment / Ecological Risk Assessment</u>	iv. Equal to or greater than \$150,000 – 10 points v. Equal to or greater than \$75,000 but less than \$150,000 – 7 points vi. Less than \$75,000 – 3 points		
	l) <u>Design and Management of Site Remediation Project</u>	iv. Equal to or greater than \$180,000 – 10 points v. Equal to or greater than \$75,000 but less than \$180,000 – 7 points vi. Less than \$75,000 – 3 points		
	m) <u>Contaminated Sediment Assessment Project</u>	iv. Equal to or greater than \$200,000 – 10 points v. Equal to or greater than \$100,000 but less than \$200,000 – 7 points vi. Less than \$100,000 – 3 points		
	n) <u>Public Consultation</u>	i. Equal to or greater than \$35,000 – 10 points ii. Equal to or greater than \$5,000 but less than \$35,000 – 5 points iii. Less than \$5,000 – 3 points		
	<b>Note to Offerors: all fourteen (14) projects will be evaluated for Project Value.</b>			

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
<b>R3</b>	<p><b>Project Management:</b></p> <p>Note to Offerors: The Offerors are requested to identify the three projects for evaluation. The three projects will comprised of one of the two submitted projects under the following three categories:</p> <ul style="list-style-type: none"> <li>a. Human Health Risk Assessment/Ecological Risk Assessment</li> <li>b. Design and Management of Site Remediation Project</li> <li>c. Contaminated Sediment Assessment</li> </ul> <p>The Offerors will be awarded points based on the following elements:</p> <p>Project Management: Demonstrate the applicable elements of project management utilized for project completion including:</p> <ul style="list-style-type: none"> <li>• integration and work planning,</li> <li>• scope – work breakdown structure,</li> <li>• scheduling and time management,</li> <li>• budget tracking,</li> <li>• progress reporting,</li> <li>• quality control,</li> <li>• change control,</li> <li>• human resource management,</li> <li>• communications,</li> <li>• project risk,</li> <li>• procurement and environmental protection.</li> </ul>	<p>Each of 3 projects will be awarded maximum of 120 points for this criteria:</p> <ul style="list-style-type: none"> <li>xiii. Identification and clear demonstration of 9 elements – 120 points</li> <li>xiv. Identification and clear demonstration of 8 elements – 100 points</li> <li>xv. Identification and clear demonstration of 7 elements – 80 points</li> <li>xvi. Identification and clear demonstration of 6 elements – 60 points</li> <li>xvii. Identification and clear demonstration of 5 elements – 40 points</li> <li>xviii. Identification and clear demonstration of 3 elements – 20 points</li> <li>xix. Identification and clear demonstration of 2 elements or less – 0 points.</li> </ul>	<b>360 Points</b>	



No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
<b>R4</b>	<p><b>Capacity Management</b> Along with the proposed resources identified in the org chart in M3, the Offeror should list all project resources with the capability, capacity and expertise to provide the full range of required services and deliverables listed in the Required Services (RS). These resources will form the core project team. For the relevant experience refer to Annex A statement of work – Stream 3.</p> <p>The Offeror is to identify the number of resources, in the following positions, in order to demonstrate the capacity of the firm to deliver the required services:</p>		<b>300 Points</b>	
	c. Senior Professional – minimum 10 years relevant experience	<p>vii. 16 or more resources – 60 points viii. 8 to 15 resources – 30 points ix. Less than 8 resources – 0 points</p>		
	d. Intermediate Professional – minimum 5 years relevant experience	<p>iv. 16 or more resources – 60 points v. 8- 13 resources – 30 points vi. &lt; 8 resources – 5 points</p>		
	i. Junior Professional – minimum 2 years relevant experience	<p>vii. 10 or more resources – 60 points viii. 5- 9 resources – 30 points ix. &lt; 5 resources – 5 points</p>		
	j. Senior Technologist – minimum 8 years relevant experience	<p>vii. 10 or more resources – 60 points viii. 5- 9 resources – 30 points ix. &lt; 5 resources – 5 points</p>		
	k. Technologist – minimum 2 years relevant experience	<p>i. 10 or more resources – 60 points ii. 5- 9 resources – 30 points iii. &lt; 5 resources – 5 points</p>		

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No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
<b>4. Resource Experience</b>				
Resources proposed for the key positions in M4 are further evaluated in this section.				
<b>2.1</b> The Offeror should include resumes for all resources. All resources must be in-house. Further, resources employed by a joint-venture are considered in-house; sub-contractors are not considered in-house.				
Note to Offerors: Resumes should not exceed 2 pages and should include specific details of all information submitted including:				
g. Accreditation organization, date accreditation obtained and current status.				
h. All post-secondary education institutions, dates attended and credentials obtained. List highest level of certificates, diplomas and degrees in the fields relevant to the proposed role				
i. Work history with employer's names, dates employed, job title and responsibilities.				
Resumes will <b>not</b> count towards the page count of the Offeror's technical submission.				
Note to Offerors: List relevant and valid professional accreditations recognized in the Province of Ontario. Points will be awarded based on whether the resource has a license to practice in the relevant jurisdiction and has the relevant professional accreditation or not. Full points (100%) will be awarded to a resource with a recognized accreditation. For all specializations, the relevant jurisdiction is Ontario, except for those accreditations that are not issued regionally.				
<b>2.2</b> For each of the eight (8) resources proposed, the Offeror is requested to provide a brief description of two (2) completed projects demonstrating each resource's experience in the proposed role (total 16 projects).				
In order to be awarded points for a project the role of the resource on the submitted project must be the same as the proposed role for the key position. In addition, the Project Name and location must be provided otherwise no point will be awarded. In the event that more than two (2) projects are submitted, only the first two relevant projects will be evaluated as they appear in the bid.				
For the purposes of evaluation, similar projects must be related to the Contaminated Sites Investigations and should include: Phase I/II/III ESAs, Site Specific Human Health Risk Assessment, Site Specific Ecological Risk Assessment, Contaminated Sediment Assessment, Design and Remediation of Contaminated Sites or Sediment. If the submitted projects are not in these categories, "0" points will be assigned to that project.				
Descriptions should include the following for each of the two (2) projects submitted per resource:				
<b>Project Information: Project Category, Name, Location Start Date and Completion Date:</b>				
<b>Client Information:</b> name, address, title, and phone No. of client contact at working level				
<b>b. Project Scope and Description:</b> Clearly describe the project scope and its similarity to the scope and tasks of required services related to the specified category described in Stream 3 section 2.1 of Appendix 5 to Annex A, Statement of Work. Based on the services required for each category, the description should include elements as relates to the specified category such as: emerging contaminants, work plan design, soil sampling, sediment sampling, development of site-specific toxicological reference values (TRVs), risk characterization, evaluating toxicological data, development of conceptual site models, weight-of-evidence approach, ecological surveys, public communications, health and safety, etc. In case the project was carried out in a joint venture, the Offeror should identify the responsibilities of each of the firms involved in each project.				

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
<p><b>2.3 Resource Responsibilities in the Proposed Role:</b> Describe the role, title and responsibilities performed by the resource, including technical and practical experiences on the project. The Offeror should <b>fully and clearly demonstrate</b> the project related experience in the role being proposed, including but not limited to the following elements for each of the 8 resource categories:</p> <p>a. <u>RISO Contact:</u></p> <ul style="list-style-type: none"> <li>• coordinating programs of work</li> <li>• Strategic direction</li> <li>• senior technical advice</li> <li>• project risk</li> <li>• liaising with client</li> <li>• communications with regulators</li> <li>• communications with stakeholders</li> <li>• human resources</li> <li>• senior review</li> <li>• quality assurance and control</li> <li>• dispute resolution</li> </ul> <p>b. <u>Senior Project Manager:</u></p> <ul style="list-style-type: none"> <li>• Integration and work planning</li> <li>• scope</li> <li>• schedule</li> <li>• budget</li> <li>• change control</li> <li>• health and safety plans</li> <li>• quality</li> <li>• human resources</li> <li>• communications</li> <li>• project risk</li> <li>• project related procurement</li> <li>• environmental protection</li> </ul> <p>c. <u>Senior Consultant – Environmental Site Assessment:</u></p> <ul style="list-style-type: none"> <li>• Planning and designing environmental sampling and analysis work plans</li> <li>• developing standard operating procedures</li> <li>• evaluating and interpreting site assessment data</li> <li>• regulatory compliance oversight</li> <li>• senior review</li> <li>• evaluating multiple lines of evidence</li> <li>• senior technical advice</li> <li>• technical lead</li> <li>• directing complex site assessment work</li> <li>• technical lead</li> <li>• making recommendations</li> <li>• preparing reports</li> </ul> <p>d. <u>Senior Risk Assessor – Human Health Toxicologist:</u></p> <ul style="list-style-type: none"> <li>• Planning and designing site specific human health risk assessments</li> <li>• regulatory compliance oversight</li> <li>• evaluating toxicological data for human receptors</li> <li>• developing standard operating procedures</li> <li>• selecting or establishing TRVs</li> <li>• evaluating multiple lines of evidence</li> <li>• senior technical advice</li> <li>• senior review</li> <li>• risk characterization</li> <li>• directing complex risk assessment work</li> <li>• technical lead</li> <li>• making recommendations</li> <li>• preparing reports</li> </ul> <p>e. <u>Senior Risk Assessor - Terrestrial or Wildlife:</u></p>				

No.	Point-Rated Criteria	Scoring Scheme			Max. Points	Cross Reference to Proposal
	<ul style="list-style-type: none"><li>• Planning and designing site specific ecological risk assessments</li><li>• regulatory compliance oversight</li><li>• evaluating toxicological data for aquatic and terrestrial receptors</li></ul>	<ul style="list-style-type: none"><li>• developing standard operating procedures</li><li>• selecting or establishing TRVs</li><li>• evaluating multiple lines of evidence</li></ul>	<ul style="list-style-type: none"><li>• senior technical advice</li><li>• senior review</li></ul>	<ul style="list-style-type: none"><li>• directing complex risk assessment work</li><li>• technical lead</li><li>• ecological surveys</li></ul>	<ul style="list-style-type: none"><li>• making recommendations</li><li>• preparing reports</li><li>• risk characterization</li></ul>	
f. <u>Senior Hydrogeologist:</u>						
	<ul style="list-style-type: none"><li>• Planning and designing hydrogeological sampling and analysis work plans</li><li>• regulatory compliance oversight</li><li>• interpretation of hydrogeological data</li></ul>	<ul style="list-style-type: none"><li>• evaluation of contaminant transport and fate</li><li>• selecting or establishing TRVs</li><li>• evaluating multiple lines of evidence</li></ul>	<ul style="list-style-type: none"><li>• senior technical advice</li><li>• senior review</li></ul>	<ul style="list-style-type: none"><li>• directing complex hydrogeological assessment work</li><li>• technical lead</li><li>• making recommendations</li></ul>	<ul style="list-style-type: none"><li>• developing standard operating procedures</li><li>• preparing reports</li></ul>	
g. <u>Senior Sediment Assessment Specialist:</u>						
	<ul style="list-style-type: none"><li>• Planning and designing sediment sampling and analysis work plans</li><li>• evaluating and interpreting toxicological data</li><li>• evaluating and interpreting chemistry data</li></ul>	<ul style="list-style-type: none"><li>• planning and designing toxicity studies</li><li>• regulatory compliance oversight</li><li>• evaluating multiple lines of evidence</li></ul>	<ul style="list-style-type: none"><li>• senior technical advice</li><li>• senior review</li></ul>	<ul style="list-style-type: none"><li>• directing complex sediment assessment work</li><li>• technical lead</li><li>• developing standard operating procedures</li></ul>	<ul style="list-style-type: none"><li>• making recommendations</li><li>• preparing reports</li></ul>	
i. <u>Senior Environmental Engineer – Remediation Design:</u>						
	<ul style="list-style-type: none"><li>• Planning and designing Remediation work plans</li></ul>	<ul style="list-style-type: none"><li>• making recommendations</li></ul>	<ul style="list-style-type: none"><li>• senior technical advice</li></ul>	<ul style="list-style-type: none"><li>• evaluating multiple lines of evidence</li></ul>	<ul style="list-style-type: none"><li>• developing standard operating procedures</li></ul>	

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
	<ul style="list-style-type: none"> <li>regulatory compliance oversight</li> <li>interpretation of hydrogeological data</li> </ul>	<ul style="list-style-type: none"> <li>selecting or establishing TRVs</li> <li>directing complex site remediation work including management of site supervision of contractors during remediation work</li> </ul>	<ul style="list-style-type: none"> <li>senior review</li> <li>technical lead</li> <li>provision of detailed design drawings and specifications for remediation contracts</li> </ul>	<ul style="list-style-type: none"> <li>preparing reports</li> </ul>
<b>R5</b>	<b>Education</b>  The Offeror must provide the relevant education for each resource proposed for key positions. List highest level of diplomas and degrees in the fields relevant to the proposed role.	Each resource will be awarded maximum of 15 points.  iii. Graduate degree – 15 points iv. Undergraduate degree – 10 points v. College diploma – 5 points	<b>120 Points</b>	
<b>R6</b>	<b>Accreditation</b>  The Offeror must provide the relevant professional accreditations for each resource. Accreditations considered acceptable include: <ul style="list-style-type: none"> <li>Professional Engineer (P.Eng),</li> <li>Professional Geoscientist (P.Geo),</li> <li>Professional Biologist (P.Bio or RPBio),</li> <li>Chartered Chemist (C.Chem),</li> <li>Diplomat of the American Board of Toxicology (DABT),</li> <li>Project Management Professional (PMP),</li> <li>Certified Environmental Professional (EP)*</li> </ul> <i>*On August 1, 2010, Canadian Certified Environmental Practitioner (CCEP) was merged under the credential EP – Environmental Professional</i> <a href="http://www.cccab.org/public/content.aspx?display=background">http://www.cccab.org/public/content.aspx?display=background</a>	Each resource will be awarded maximum of 5 points.  iii. Accredited certifications – 5 points iv. No accredited certifications - 0 points	<b>40 Points</b>	
<b>R7</b>	<b>Project Experience</b>  <u>The Offerors must provide two (2) projects for each of the following resources:</u>		<b>160 Points</b>	

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No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
	<b>i) Senior RISO Contact</b> <ul style="list-style-type: none"> <li>- Environmental Site Assessment as per Canadian Standard Association,</li> <li>- Risk Assessment,</li> <li>- Sediment Assessment or Contaminated Sites/Sediment Remediation</li> </ul> <p><b>Note to Offerors: The Offeror must submit the two projects from two different project categories as specified above</b></p>	10 Points will be awarded for each project.		
	<b>j) Senior Project Manager</b> <ul style="list-style-type: none"> <li>- Risk Assessment,</li> <li>- Sediment Assessment</li> <li>- Contaminated Sites/Sediment Remediation.</li> </ul> <p><b>Note to Offerors: The Offeror must submit the two projects from two different project categories as specified above</b></p>	10 Points will be awarded for each project.		
	<b>k) Senior Consultant – Environmental Site Assessment</b> <ul style="list-style-type: none"> <li>- Phase I Environmental Site Assessment</li> <li>- Phase III Environmental Site Assessment</li> </ul> <p><b>Note to Offerors: The Offeror must submit one project from each project category as specified above.</b></p>	10 Points will be awarded for each project.		
	<b>l) Senior Hydrogeologist</b> <ul style="list-style-type: none"> <li>- Contaminated Sites Remediation</li> <li>- Phase III Environmental Site Assessment</li> </ul> <p><b>Note to Offerors: The Offeror must submit two projects from any of the above project categories.</b></p>	10 Points will be awarded for each project.		

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
	<p><b>m) Senior Risk Assessor – Human Health Toxicologist</b></p> <ul style="list-style-type: none"> <li>- Human Health Risk Assessment as per FCSAP Framework</li> <li>- Human Health Risk Assessment as per other jurisdictions</li> </ul> <p>Note to Offerors: The Offeror must submit two projects from any of the above project categories.</p>	10 Points will be awarded for each project.		
	<p><b>n) Senior Risk Assessor - Terrestrial or Wildlife</b></p> <ul style="list-style-type: none"> <li>- Ecological Risk Assessment as per FCSAP Framework</li> <li>- Ecological Risk Assessment as per other jurisdictions.</li> </ul> <p><b>Note to Offerors: The Offeror must submit two projects from any of the above project categories.</b></p>	10 Points will be awarded for each project.		
	<p><b>o) Senior Sediment Assessment Specialist</b></p> <ul style="list-style-type: none"> <li>- Contaminated Sediment Assessment as per FCSAP Aquatic Framework or Canada-Ontario Framework</li> <li>- Contaminated Sediment Assessment as per other jurisdictions</li> </ul> <p>Note to Offerors: The Offeror must submit two projects from any of the above project categories.</p>	10 Points will be awarded for each project.		
	<p><b>p) Senior Environmental Engineer - Remediation Design</b></p> <ul style="list-style-type: none"> <li>- Design of Contaminated Site or Sediment Remediation</li> </ul> <p><b>Note to Offerors: The Offeror must submit two projects from the above project category.</b></p>	10 Points will be awarded for each project.		
R8	Resource Responsibilities in the Proposed Role:		560 Points	

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No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
	<p>Scoring will be based on demonstrating elements as indicated in section 2.3 of this table. In order to score full marks the Offeror should provide sufficient details to demonstrate the project experience in the proposed role.</p> <p><b><u>Note to Offerors: The Offerors are requested to identify eight (8) projects for evaluation. For each resource category only 1 project will be evaluated for a total of 8 projects.</u></b></p>	<p>xiii. Identification and clear demonstration of 10 or more elements – 70 points</p> <p>xiv. Identification and clear demonstration of 7 to 9 elements – 50 points</p> <p>xv. Identification and clear demonstration 4 to 6 elements – 30 points</p> <p>xvi. Identification and clear demonstration of 3 or less elements – 10 points</p>		

**Note to Offerors** – For the purpose of submitting projects part of R7 and R8, the Offerors are suggested to use the following example table to provide the required information for each project. The alternative format will be accepted as long as it contains all the required information.

**Example Table: Senior Consultant – Environmental Site Assessment**

	Project #
26. Project Name, Location, Start Date and Completion Date	
27. Project Category	
28. Name, Title and Contact Information of Client for each Project	
29. Project Scope and Description	
30. Resource Role in the Project	
<p>31. Senior Consultant – Environmental Site Assessment Responsibilities</p> <p><u>Evaluation Criteria</u></p> <p>xxiv.Planning and designing environmental sampling and analysis work plans</p> <p>xxv.Developing standard operating procedures</p> <p>xxvi.Regulatory compliance oversight</p> <p>xxvii.Evaluating and interpreting site assessment data</p>	



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xxviii.Senior review xxix.Senior technical advice xxx.Technical lead xxxi.Directing complex site assessment work xxxii.Making recommendations xxxiii.Preparing reports xxxiv.Evaluating multiple lines of evidence.	
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**ATTACHMENT 1 to PART 5**

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

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

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

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

**OR**

- ☐ A5.2. The Offeror 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 Offeror is not a Joint Venture.

**OR**

- ☐ B2. The Offeror 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)

## Attachment 1 to Part 7 – Call- Up Allocation and Rating Process

### 1. Call up Allocation and Business Volume Distribution:

The following call-up allocation is an example. The actual call-up allocation will be based on the project funding after issuance of RISO.

Call Up Allocation Example:

# of RISO's to be issued: 3 Total funding available: \$900,000.00

Offeror:	Rating
1	92.11
2	94.19
3	89.71

Offeror 1 would receive 33.4% of funding (\$300,600.00)

Offeror 2 would receive 34.1% of funding (\$306,900.00)

Offeror 3 would receive 32.5% of funding (\$292,500.00)

### Business Volume Distribution – Example:

Offeror	Ideal Business Distribution	Value of Business Distribution	Actual Business Distribution	Actual Minus Ideal
Top Ranked Firm (Offeror 2)	34.1%	\$107K	46.5%	12.4%
2nd Ranked Firm (Offeror 1)	33.4%	\$70K	30.4%	-3.0%
3rd Ranked Firm (Offeror 3)	32.5%	\$53K	23%	-9.5%

Total Value of business distribution to date: \$230K

The actual business distribution is the percentage of the firm the total value of all business distributed, that a firm has received. The actual minus ideal is the difference between the actual business distribution and the ideal business distribution representing how much the firm is over or under their ideal business distribution. A positive number indicates a firm has received more business (relative to the current business volume) than it should, and a negative number indicates a firm has received less business than they should have. In this example, the firm with the largest negative difference will be the firm approached for the next call-up. In this example, the 3rd ranked firm will be approached next.

### 2. Call up Performance evaluation rating Process:

Each call up will be evaluated for performance at the completion stage by the technical authority using the rating table provided below. The Offeror has to obtain a minimum of "Met" for all the four performance categories in order to pass the evaluation. If one of the four performance categories fails to meet the requirement then the call-up will receive an overall rating of "Not Met". If an offeror receives overall ratings of "Not Met" in any three (3) call ups, the technical authority reserves the right to suspend the offeror from the rotation for a minimum period of 6 months or apply other remedial action if unsatisfactory performance is continued.

Solicitation No. - N° de l'invitation  
XXXXXX-XXXXXX/X  
Client Ref. No. - N° de réf. du client  
XXXXXX-XXXXXX

Amd. No. - N° de la modif.  
File No. - N° du dossier  
XXXXX.XXXXXX-XXXXXX

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

RISO CALL UP PERFORMANCE CRITERIA		
PERFORMANCE CATEGORY	NOT MET	MET
Scope	Scope requirements lacking, project impacted negatively	All scope completed to requirements
Schedule	Timelines missed, project impacted negatively	Timelines met
Budget	Major weaknesses, impacting delivery of the project(s)	Budget management met requirements, invoices received in timely fashion
Quality	Major weaknesses, impacting delivery of the project(s)	Minimal weaknesses