



**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 PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
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> T4005-170062/A	<b>Date</b> 2018-02-19
<b>Client Reference No. - N° de référence du client</b> T4005-170062	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-202-7488	
<b>File No. - N° de dossier</b> TOR-7-40143 (202)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-04-04</b>	<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Essa, Zobia	<b>Buyer Id - Id de l'acheteur</b> tor202
<b>Telephone No. - N° de téléphone</b> (905) 615-2080 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> DEPARTMENT OF TRANSPORT 4th Floor, Suite 300 4900 Yonge Street Toronto Ontario M2N6A5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Environmental Services RISO	T4005	T4005	1	Each	\$	\$	See Herein	

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File No. - N° du dossier  
TOR-7-40143

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TOR202  
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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 6A, Standing Offer, and 6B, Resulting Contract Clauses:
- 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 6B, 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, the Basis of Payment, the Electronic Payment Instruments, and any other annexes.

### 1.2 Summary

Transport Canada has a requirement for the provision of professional and technical services for various types of environmental services related to the management of contaminated sites. The services may include but are not limited to conducting environmental site assessments, risk assessments, design and supervision of site remediation projects and other related 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	Contaminated Sites Consulting Services	3	\$1.5 Million

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Buyer ID - Id de l'acheteur  
TOR202  
CCC No./N° CCC - FMS No./N° VME

2	Contaminated Sites Consulting Services – Aboriginal Set-Aside	1	\$500,000
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The period of the RISO is two years with the right to request one additional one-year extension period.

Stream 1 is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

Stream 2 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.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, and Part 6A -Standing Offer.

### 1.3 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: 120 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.



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

All enquiries must be submitted in writing to the Standing Offer Authority no later than 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**

Due to the nature of the RFSO, offers transmitted by epost Connect service and by facsimile will not be accepted.

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

Section I: Technical Offer (4 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the RFSO.

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.

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

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.

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

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

### **3.1.2 Exchange Rate Fluctuation**

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

**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 Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Technical Evaluation**

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

See Annex E "Evaluation Criteria".

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

See Annex E "Evaluation Criteria".

#### **4.1.2 Financial Evaluation**

### **INSTRUCTIONS TO BIDDERS**

- 1) The Price Offer in the Basis of Payment should be submitted in a separate sealed envelope, with the Offeror's name, Solicitation Number, and "Basis of Payment" typed on the outside.
- 2) Price Offers in the Basis of Payment are not to include GST/HST and will be evaluated in Canadian Dollars.
- 3) Offeror's are not to alter or add information to the Price Offer form other than the requested hourly rates.
- 4) The hourly rates quoted will be for the duration of the Standing Offer period.

#### **Mandatory Financial Criteria:**

The Offeror must submit pricing in accordance with Annex "B", Basis of Payment for the standing offer periods (Year 1 and Year 2) and the one (1) extension period.

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:

Category	Weight Assigned
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	Weight 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
Year 1 Total Weighted Hourly Rate			\$63.50

An aggregate of the total weighted hourly rates for the first 2 years plus the 1 additional extensions (totalling 3 years) will be used to determine the rate that will be used in the best value calculation.

Example:

Year 1 - \$63.50  
Year 2 - \$ 64.50  
Ext. 1 - \$ 65.00  
\$193.00

The aggregate charge-out rate for evaluation purposes is \$193.00.

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price

## 4.2 Basis of Selection

### 4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and

- c. obtain the required minimum points specified for each section for the technical evaluation, and
2. Bids 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.

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
<b>Overall Rating</b>		1 <sup>st</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>

## 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 Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

#### 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 Additional Certifications Required with the Offer

##### 5.1.2.2 Set-aside for Aboriginal Business – FOR STREAM 2 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.

#### **5.1.2.3 Owner/Employee Certification - Set-aside for Aboriginal Business – FOR STREAM 2 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



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#### 5.1.2.4 Canadian Content Certification – FOR STREAM 2 ONLY

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

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

*SACC Manual* Clause [A3050T](#) (2014-11-27), Canadian Content Definition

#### 5.2 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.

##### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

##### 5.2.2 Federal Contractors Program for Employment Equity - 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.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.

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

Solicitation No. - N° de l'invitation  
T4005-170062/A  
Client Ref. No. - N° de réf. du client  
T4005-170062

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-7-40143

Buyer ID - Id de l'acheteur  
TOR202  
CCC No./N° CCC - FMS No./N° VME

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### **5.2.3.1 Status and Availability of Resources**

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

### **5.2.3.2 Education and Experience**

*SACC Manual* clause M3021T (2012-07-16) Education and Experience

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **6.1 Offer**

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

#### **6.2 Security Requirements**

**6.2.1** There is no security requirement applicable to the Standing Offer.

#### **6.3 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.

##### **6.3.1 General Conditions**

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### **6.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "F ". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a quarterly to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

first quarter: April 1 to June 30

second quarter: July 1 to September 30

third quarter: October 1 to December 31

fourth quarter: January 1 to March 31

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

## **6.4 Term of Standing Offer**

### **6.4.1 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**).

### **6.4.2 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 one (1) year period, 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

## **6.5 Authorities**

### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Zobia Essa  
Intern Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
33 City Centre Drive, Suite 480C  
Mississauga, Ontario  
L5B 2N5

Telephone: (905) 615-2080  
Facsimile: (905) 615-2060  
E-mail address: Zobia.essa@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.

### **6.5.2 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.

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### 6.5.3 Offeror's Representative (to be filled in by the offeror)

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

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

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

### 6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Transport Canada

### 6.8 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.

#### 6.8.1 Work will be called-up as follows:

The Technical Authority will establish the scope of work to be performed and issue Call-ups on a rotational basis, the first to the highest ranked Offeror, the second to the second ranked, the third to the third ranked, and so on until the limitation of expenditure of each Standing Offer is reached.

Should an Offeror be unable to meet the requirement, the next ranked Offeror will be approached. This process will continue until the requirement can be fully addressed by an Offeror

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 a firm price.

The Offeror must submit its price and supporting details to the Technical Authority's representatives including 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.

#### **6.8.2 Exceptions to the above rotational system:**

In the following circumstances Offerors may not be issued call-ups:

- 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 Attachment 1 to Part 6.

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. However, offerors that occasionally turn down work due to other commitments will not be penalized.

## 6.9 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

## 6.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$350,000.00 (Applicable Taxes included).

## 6.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), 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, Insurance Requirements
- h) Annex F, Standing Offer Usage Report
- i) 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*).

## 6.12 Certifications and Additional Information

### 6.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. 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.

#### **6.12.2 SACC Manual Clauses**

*SACC Manual* clause M3020C (2016-01-28) Status of Availability of Resources – Standing Offer  
*SACC Manual* clause M3800C (2006-08-15) Estimates

#### **6.13 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.

#### **6.14 Inspection and Acceptance**

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

### **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.

#### **6.1 Statement of Work**

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

#### **6.2 Standard Clauses and Conditions**

##### **6.2.1 General Conditions**

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

#### **6.3 Term of Contract**

##### **6.3.1 Period of the Contract**

The period of the Contract is from date of Contract award until April 30<sup>th</sup>, 2020 inclusive.

#### **6.4 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.

## **6.5 Payment**

### **6.5.1 Basis of Payment**

#### **6.5.1 Basis of Payment - Firm Price**

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**

#### **6.5.1 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.

#### **6.5.2 Limitation of Price**

*SACC Manual* clause [C6000C](#) (2017-08-17) Limitation of Price

#### **6.5.3 Monthly Payment**

*SACC Manual* clause [H1008C](#) (2008-05-12) Monthly Payment

#### **6.5.4 SACC Manual Clauses**

*SACC Manual* clause [C0711C](#) (2008-05-12) Time Verification

#### **6.5.5 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)

## **6.6 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.
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.

## **6.7 Insurance Requirements**

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

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

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

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

### **S1. REQUIREMENT**

Transport Canada has a requirement for the provision of professional and technical services for various types of environmental services related to the management of contaminated sites. The services may include but are not limited to conducting environmental site assessments, risk assessments, design and supervision of site remediation projects and other related services.

### **S.2 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.

## **S2. SCOPE OF WORK – FOR ALL STREAMS**

Depending on the site-specific considerations and environmental issues, 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:

### **1. Screening Level Reviews**

- a. Review reports for the site to identify historical environmental issues previously identified.
- b. Conduct limited interviews with people with present knowledge of the site operations.
- c. 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.
- d. Compile a summary of findings and recommend whether a full Phase I Environmental Site Assessment (ESA) is required.
- e. Full historical reviews, tenant interviews and interior building inspections are not included as part of Screening Level Reviews.

### **2. Phase I Environmental Site Assessment**

- a. Phase I ESA 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:
  - i. Information related to any past or present potential environmental issues (storage tanks, fire training areas, waste disposal areas, etc)
  - ii. The site characteristics (example: site geology, surface water and groundwater, soils, sediments, utilities, services, setting and adjacent land use); and
  - iii. The historical background of the site including land title search and aerial photos.
- b. 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 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.

- c. 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 the task has already been carried out by Transport Canada).
- d. A report outlining the findings of the Phase I ESA with recommendations and cost estimate for further work, if required, will be produced.

### **3. Phase II Environmental Site Assessment**

- a. A Phase II ESA confirms the absence or presence and nature of contamination, usually through a sampling and laboratory analysis program.
- b. 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 (APECs) and analytical testing to confirm the concentration of contaminants of potential concern (COPCs) 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.
- c. 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.
- d. 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.
- e. Consideration should be given to such factors as potential for migration and off-site contamination, background levels, magnitude and number of exceedances.
- f. 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.
- g. 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.

- h. 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 the recommendations.
- i. 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 the completion of the Phase III ESA.
- j. Data sheets to assist in reporting site information into the Federal Contaminated Sites Inventory may need to be completed.

#### **4. Phase III Environmental Site Assessment**

- a. 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.
- b. 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.
- c. The detailed investigation will delineate boundaries of contamination found during the Phase II ESA.
- d. 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.
- e. 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.
- f. 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.
- g. 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 a separate cover at the discretion of the Technical authority. This document will include, as required, on or more of the following:
  - i. A substantive cost estimate for additional investigation;
  - ii. Preparation of remedial options evaluation;
  - iii. Remedial action plan.

#### **5. Contaminated Sediment Assessment**

- a. The Contractor is required to assist in the assessment of contaminated sediments.
- b. The Contractor is required to complete all or parts of the following tasks:
  - i. Review all previous site information and reports.
  - ii. Analyze existing information and identify any significant gaps in data required to complete the sediment assessment.
  - iii. Develop, update or revise a conceptual site model for a contaminated site.
  - iv. Identify contaminants of potential concern
  - v. Identify receptors of potential concern and exposure pathways.
  - vi. 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.

- vii. Assess sediment toxicity.
- viii. Determine appropriate reference areas/locations and their characteristics.
- ix. 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.
- x. 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)
- xi. Complete the FCSAP Aquatic Sites Classification System (ASCS).
- xii. Peer review sediment assessments or related reports prepared by others.
- xiii. Determine and appropriate action with regard to contaminated sediment management or clean-up.
- xiv. Other related work as required.

#### 6. **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:

- a. Designated Substances Survey;
- b. Studies involving perfluorinated compounds (PFCs, PFAS, etc);
- c. Long term monitoring of soil, groundwater;
- d. Monitoring well decommissioning;
- e. Site classification;
- f. Biological Studies and Investigations;
- g. Geotechnical and Geophysical Assessments;
- h. Marine Hydrographic;
- i. Bathymetric Surveys;
- j. Structural Assessments;
- k. Demolition Assessment and Waste Survey;
- l. Archeological Assessments;
- m. Litigation Support related to contaminated site work;
- n. Peer Review of various contaminated sites projects;
- o. Contaminated Sites Program coordination;
- p. Preparing guidance, training and presentation materials that pertain to contaminated sites for delivery to federal employees and/or for information purposes;
- q. Delivering training;
- r. Federal Contaminated Site Action Plan (FCSAP) related program and process studies and project reviews; and
- s. Public consultation and stakeholder engagement.

#### 7. **Federal Reporting Requirements**

1. 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 an NCSCS site classification are provided in the Canadian Council of Ministers of the Environment National Classification System for Contaminated Sites Guidance Document, 2008
2. If a site is located in or near a water body, then the Federal Contaminated Sites Action Plan (FCSAP) Aquatic Sites Classification System (ASCS) will be used instead (to be provided on request)
3. 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.
4. The Contractor, when required will complete or update the Federal Contaminated Sites Inventory (FCSI) database. Procedures for entering information into the database are provided in the Treasury Board Federal Contaminated Sites Inventory (FCSI) Input Guide, (2016) to be provided upon request.
5. 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:
  - a. 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>
  - b. TBS Accounting Standard 3.6 Contingencies (March 2006) <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12181>.
  - c. Canadian Council of Ministers of the Environment Recommended Principles on Contaminated Sites Liability ([http://www.ccme.ca/files/Resources/csm/csl\\_12\\_principles\\_e.pdf](http://www.ccme.ca/files/Resources/csm/csl_12_principles_e.pdf))
  - d. All laboratories used for performing analysis must be members of the Canadian Association for the 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 the technical authority at the time of the call-up.



## ANNEX "B" BASIS OF PAYMENT

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

### 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

### Standing offer Extension period Year 1 (extension period)

#	Specialization	Firm Hourly Rate for Extension Period Year 1
	RISO Contact	\$ _____ /hr
	Senior Professional	\$ _____ /hr
	Intermediate Professional	\$ _____ /hr
	Junior Professional	\$ _____ /hr
	Senior Technologist	\$ _____ /hr
	Technologist	\$ _____ /hr
	Admin Support	\$ _____ /hr

2. 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 Disbursements". 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.
  - a. Equipment
  - b. Rentals
  - c. Materials, supplies, instrumentation, components
  - d. Subcontracts
  - e. 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 "travelers", 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 expenses from HST when submitting invoices)

## ATTACHMENT 1 TO ANNEX B

### Standard Disbursements

#### Equipment & Rental

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 TC projects. Considered as overhead. Project specific and/or specialized field equipment must be pre-negotiated with TC project manager
Field Equipment/ Health and Safety	Boot covers, cartridges, coveralls, ½ face masks, gloves, goggles, sunscreen, rain jackets, buck 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 TC 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 consultants firm can be recovered with receipts.
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 consultants firm can be recovered with receipts.
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
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 consultants firm can be recovered with receipts.
Water Quality Meter with flow	Horiba U-22 Horiba U-52	\$100/day	\$300/week	Max allowable rates are for equipment

through cell	Hanna 9828 YSI 556 MPS			owned by the consultant. Costs for equipment that is rented from a company outside of the consultants firm can be recovered with receipts.
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 consultants firm can be recovered with receipts.
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 consultants firm can be recovered with receipts.

### Materials and Supplies

Disbursement Items	Examples of Inclusionary	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		\$.015/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 - >5 copies and plans greater than 11 X 17		At cost		
Final reports – USB keys		\$7/each		

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T4005-170062/A  
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File No. - N° du dossier  
TOR-7-40143

Buyer ID - Id de l'acheteur  
TOR202  
CCC No./N° CCC - FMS No./N° VME

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Pager, mobile phones (including long distance)		No charge	No charge	Overhead
Courier/Mail		No charge	No charge	Overhead

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## **ANNEX "C" INSURANCE REQUIREMENTS**

### **1. Commercial General Liability Insurance**

1.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

1.2 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.

## **2. Automobile Liability Insurance**

- 2.1 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.
- 2.2 The policy must include the following:
- Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - Accident Benefits - all jurisdictional statutes
  - Uninsured Motorist Protection
  - Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

## **3. Environmental Impairment Liability Insurance**

- 3.1 The Contractor must obtain Type 2: Contractors Pollution Liability, and 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.
- 3.2 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.
- 3.3 The Type 2: Contractors Pollution Liability, and 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.



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TOR-7-40143

Buyer ID - Id de l'acheteur  
TOR202  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX “D” to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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)

## ANNEX “E” EVALUATION CRITERIA

### Stream 1 – Contaminated Sites Consulting Services

#### Mandatory Requirements

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Bidders must demonstrate they meet the following mandatory technical criteria. Failure to meet any of the mandatory technical criteria will render the bid non-responsive and it will be given no further consideration.

#### 1.1 Mandatory Technical Criteria

No.	Mandatory Technical Criteria	Cross Reference to Proposal
<b>M1</b>	<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 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 and</li> <li>- Contaminated Sediment Assessment</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</b></li> <li>• <b>Project Name</b></li> <li>• <b>Project Location</b></li> <li>• <b>Project Start Date and End Date</b></li> <li>• <b>Name of the Client Organization</b></li> </ul>	
<b>M3</b>	<p>The Offeror must provide a brief description of the seven (7) projects completed in the last 10 years for the following categories as specified. If more than the required number of projects are submitted for each project category, the evaluation team will review the first 7 projects for evaluation (only 7 projects will be evaluated).</p> <ul style="list-style-type: none"> <li>A. Phase I Environmental Site Assessment (1 project)</li> <li>B. Phase II Environmental Site Assessment (2 projects)</li> <li>C. Phase III Environmental Site Assessment (2 projects)</li> </ul>	

No.	Mandatory Technical Criteria	Cross Reference to Proposal
	<p>D. Contaminated Sediment Assessment (2 projects)</p> <p><b><i>For each of the submitted projects, the Offeror must provide the following information:</i></b></p> <ul style="list-style-type: none"> <li><b><i>Project Category, Name, Location, Start Date and Completion Date</i></b></li> <li><b><i>Name, Title and Contact information of Client for each project</i></b></li> <li><b><i>Project Value</i></b></li> <li><b><i>Project Scope and Description</i></b></li> <li><b><i>Project Management</i></b></li> </ul> <p><b><i>Note to Offerors: The submitted 7 projects will be further evaluated in the point rated evaluation criteria.</i></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>Senior Project Manager</li> <li>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>Senior Hydrogeologist</li> <li>Senior Sediment Assessment Specialist</li> </ol> <p><b><i>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:</i></b></p> <ul style="list-style-type: none"> <li><b><i>Resource role</i></b></li> <li><b><i>Name of resource proposed</i></b></li> <li><b><i>All post-secondary education institutions, dates attended and credentials obtained.</i></b></li> <li><b><i>Work history with employer's names, dates employed, job title and responsibilities.</i></b></li> </ul> <p><b><i>Offeror must also provide a RISO contact.</i></b></p>	
<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.</p>	

No.	Mandatory Technical Criteria	Cross Reference to Proposal
	<p>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>	
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> <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>	

## 1.2 Point-Rated Technical Criteria

### *Point- Rated Requirements (Technical Submission)*

Proposals meeting the Mandatory Requirements will be evaluated on the basis of the following criteria.

The total maximum points available for the Point-Rated technical criteria are 775 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
1. Corporate Experience (R1 to R3)	375	262
2. Resource Experience (R4 to R7)	400	280

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.

### **1. CORPORATE EXPERIENCE (R1 TO R3)**

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 7 (same projects submitted to meet M3) completed in the last 10 years.

The descriptions for each project should consist of the following:

- 1. Project Information: Project Category, Name, Location, Commencement Date, and Completion Date:**
- 2. Client Information:** - name, address, title, and phone No. of client contact at working level.
- 3. Project Value:** 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.
- 4. Project Scope and Description:** Clearly describe the project scope and its similarity to the

scope and tasks of required in the 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.

**5. Project Management:** Demonstrate the applicable elements of project management utilized for project completion including:

- integration and work planning,
- scope – work breakdown structure,
- Scheduling and time management,
- budget tracking,
- progress reporting,
- quality control,
- change control,
- human resource management,
- communications,
- project risk,
- procurement and
- environmental protection.

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 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.

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.

Offeror should limit their response for each project to a maximum of 1500 words.

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
R1	Client for Each Project:	Each submitted project will be awarded maximum of 15 points for this criteria:  i. Canadian Federal Government Organization (Canadian Federal	105 Points	

	Note to Offerors: all seven (7) projects will be evaluated for this criteria.	<p>Departments, Crown Corporations, Boards, or Agencies, etc.) – 15 points</p> <p>ii. Canadian Provincial Government Department or Provincial Crown Corporation – 10 points</p> <p>iii. Other Federal or State Government Department outside of Canada – 7 points</p> <p>iv. Other clients – 5 points</p>		
R2	<b>Project Value (CAD):</b>  a) <u>Phase I ESA Project</u> (1 project)	Each submitted project will be awarded maximum of 10 points for this criteria:  i. Equal to or greater than \$70,000 CAD – 10 points ii. Equal to or greater than \$10,000 but less than \$70,000 – 7 points iii. Less than \$10,000 – 3 points	<b>70 Points</b>	
	b) <u>Phase II ESA Project</u> (2 projects)	i. Equal to or greater than \$150,000 – 10 points ii. Equal to or greater than \$75,000 but less than \$150,000 – 7 points iii. Less than \$75,000 – 3 points		
	c) <u>Phase III ESA Project</u> (2 projects)	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		

	<p>d) <u>Contaminated Sediment Assessment Project</u> (2 projects)</p> <p>Note to Offerors:</p> <ul style="list-style-type: none"> <li>- All seven (7) projects will be evaluated for Project Value.</li> <li>- Each project supplied will be rated at a maximum of 10 points</li> </ul>	<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>		
<b>R3</b>	<p><b>Project Management:</b></p> <p>Note to Offerors: The Offerors are requested to identify the 2 (two) projects for evaluation. The two projects will comprised of one of the two submitted projects under the following three categories:</p> <ul style="list-style-type: none"> <li>a. Environmental Site Assessment</li> <li>b. 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</li> </ul>	<p>Each of 2 projects will be awarded maximum of 100 points for this criteria:</p> <ul style="list-style-type: none"> <li>i. Identification and clear demonstration of 9 elements or more– 100 points</li> <li>ii. Identification and clear demonstration of 8 elements – 80 points</li> <li>iii. Identification and clear demonstration of 7 elements – 70 points</li> <li>iv. Identification and clear demonstration of 6 elements – 60 points</li> <li>v. Identification and clear demonstration of 5 elements – 50 points</li> <li>vi. Demonstration of less than 5 elements– 0</li> </ul>	<b>200 Points</b>	



	• environmental protection.			
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## **2. RESOURCE EXPERIENCE (R4 TO R7)**

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:

- Accreditation organization, date accreditation obtained and current status.
- 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
- 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 four (4) 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 8 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, and Contaminated Sediment Assessment. 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:

**Project Information: Project Category, Name, Location Start Date and Completion Date:**

**Client Information:** name, address, title, and phone No. of client contact at working level

- Project Scope and Description:** Clearly describe the project scope and its similarity to the scope and tasks of required services in the 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.

**2.3 Resource Responsibilities in the Proposed Role:** Describe the role, title and responsibilities performed by the resource, including technical and practical experiences on the project. The Offeror should **fully and clearly demonstrate** the project related experience in the role being proposed, including but not limited to the following elements for each of the 4 resource categories:

a. Senior Project Manager:

- |                                        |                           |                   |                          |                                      |
|----------------------------------------|---------------------------|-------------------|--------------------------|--------------------------------------|
| • <b>Integration and work planning</b> | • <b>budget</b>           | • <b>quality</b>  | • <b>communication s</b> | • <b>project related procurement</b> |
| • <b>scope</b>                         | • change control          | • human resources | • project risk           | • environmental protection           |
| • <b>schedule</b>                      | • health and safety plans |                   |                          |                                      |

b. Senior Consultant – Environmental Site Assessment:

- |                                                                                |                                          |                                  |                                                 |                                 |
|--------------------------------------------------------------------------------|------------------------------------------|----------------------------------|-------------------------------------------------|---------------------------------|
| • <b>Planning and designing environmental sampling and analysis work plans</b> | • <b>regulatory compliance oversight</b> | • <b>senior technical advice</b> | • <b>directing complex site assessment work</b> | • <b>making recommendations</b> |
| • <b>developing standard operating procedures</b>                              | • senior review                          | • technical lead                 | • technical lead                                | • preparing reports             |
| • <b>evaluating and interpreting site assessment data</b>                      | • evaluating multiple lines of evidence  |                                  |                                                 |                                 |

c. Senior Hydrogeologist:

- |                                                                                  |                                                       |                                  |                                                            |                                                   |
|----------------------------------------------------------------------------------|-------------------------------------------------------|----------------------------------|------------------------------------------------------------|---------------------------------------------------|
| • <b>Planning and designing hydrogeological sampling and analysis work plans</b> | • <b>evaluation of contaminant transport and fate</b> | • <b>senior technical advice</b> | • <b>directing complex hydrogeological assessment work</b> | • <b>developing standard operating procedures</b> |
| • <b>regulatory compliance oversight</b>                                         | • selecting or establishing TRVs                      | • senior review                  | • technical lead                                           | • preparing reports                               |
| • <b>interpretation of hydrogeological</b>                                       | • evaluating multiple lines of evidence               |                                  | • making recommendations                                   |                                                   |

**data**

**d. Senior Sediment Assessment Specialist:**

- |                                                                                                                             |                                                                                                    |                                                                                    |                                                                                                       |                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• <b>Planning and designing sediment sampling and analysis work plans</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>planning and designing toxicity studies</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>senior technical advice</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>directing complex sediment assessment work</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>making recommendations</b></li> </ul> |
| <ul style="list-style-type: none"> <li>• <b>evaluating and interpreting toxicological data</b></li> </ul>                   | <ul style="list-style-type: none"> <li>• regulatory compliance oversight</li> </ul>                | <ul style="list-style-type: none"> <li>• senior review</li> </ul>                  | <ul style="list-style-type: none"> <li>• technical lead</li> </ul>                                    | <ul style="list-style-type: none"> <li>• preparing reports</li> </ul>             |
| <ul style="list-style-type: none"> <li>• <b>evaluating and interpreting chemistry data</b></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
<b>R4</b>	<b>Education</b>  The Offeror must provide the relevant education for each resource proposed for the 4 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	<b>60 Points</b>	
<b>R5</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 (PBio or RPBio),</li> <li>• Chartered Chemist (C.Chem),</li> <li>• Diplomat of the American Board of Toxicology (DABT),</li> <li>• Project Management</li> </ul>	Each resource will be awarded maximum of 5 points.  i. Accredited certifications – 5 points ii. No accredited certifications - 0 points	<b>20 Points</b>	

	<p>Professional (PMP),</p> <ul style="list-style-type: none"> <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</i> <i><a href="http://www.cecab.org/public/content.aspx?display=background">http://www.cecab.org/public/content.aspx?display=background</a></i></p>			
R6	<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) Senior Project Manager</b></p> <ul style="list-style-type: none"> <li>- Environmental Site Assessment</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>	80 Points	
	<p><b>b) Senior Consultant – Environmental Site Assessment</b></p> <ul style="list-style-type: none"> <li>- Phase I Environmental Site Assessment</li> <li>- Phase II or III Environmental Site Assessment</li> </ul> <p>Note to Offerors: The Offeror must submit one project from each project category as specified above.</p>	<p>10 Points will be awarded for each project.</p>		

	<p><b>c) Senior Hydrogeologist</b></p> <ul style="list-style-type: none"> <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>d) 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.		
<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 four (4) projects for evaluation.</u> For each resource category only 1 project will be evaluated for a total of 4 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 4 to 6 elements – 20 points</li> <li>iv. Identification and clear demonstration of 3 or less elements – 5 points</li> </ul>	<b>240 Points</b>	

**Note to Offerors** – For the purpose of submitting projects part of R7, 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 #
1. Project Name, Location, Start Date and Completion Date	
2. Project Category	
3. Name, Title and Contact Information of Client for each Project	
4. Project Scope and Description	
5. Resource Role in the Project	
6. Senior Consultant – Environmental Site Assessment Responsibilities <u>Evaluation Criteria</u> i.Planning and designing environmental sampling and analysis work plans ii.Developing standard operating procedures iii.Regulatory compliance oversight iv.Evaluating and interpreting site assessment data v.Senior review vi.Senior technical advice vii.Technical lead viii.Directing complex site assessment work ix.Making recommendations x.Preparing reports xi.Evaluating multiple lines of evidence.	

## Stream 2 – 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.**

### Mandatory Requirements

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Bidders must demonstrate they meet the following mandatory technical criteria. Failure to meet any of the mandatory technical criteria will render the bid non-responsive and it will be given no further consideration.

#### 1.1 Mandatory Technical Criteria

No.	Mandatory Technical Criteria	Cross Reference to Proposal
<b>M1</b>	<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 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 and</li> <li>- Contaminated Sediment Assessment</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</b></li> <li>• <b>Project Name</b></li> <li>• <b>Project Location</b></li> <li>• <b>Project Start Date and End Date</b></li> <li>• <b>Name of the Client Organization</b></li> </ul>	
<b>M3</b>	<p>The Offeror must provide a brief description of the seven (7) projects completed in the last 10 years for the following categories as specified. If more than the required number of projects are submitted for each project category, the evaluation team will review the first 7 projects for evaluation (only 7 projects will be evaluated).</p> <ul style="list-style-type: none"> <li>E. Phase I Environmental Site Assessment (1 project)</li> <li>F. Phase II Environmental Site Assessment (2 projects)</li> </ul>	

No.	Mandatory Technical Criteria	Cross Reference to Proposal
	<p>G. Phase III Environmental Site Assessment (2 projects) H. Contaminated Sediment Assessment (2 projects)</p> <p><b><i>For each of the submitted projects, the Offeror must provide the following information:</i></b></p> <ul style="list-style-type: none"> <li><b><i>Project Category, Name, Location, Start Date and Completion Date</i></b></li> <li><b><i>Name, Title and Contact information of Client for each project</i></b></li> <li><b><i>Project Value</i></b></li> <li><b><i>Project Scope and Description</i></b></li> <li><b><i>Project Management</i></b></li> </ul> <p><b><i>Note to Offerors: The submitted 7 projects will be further evaluated in the point rated evaluation criteria.</i></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>Senior Project Manager</li> <li>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>Senior Hydrogeologist</li> <li>Senior Sediment Assessment Specialist</li> </ol> <p><b><i>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:</i></b></p> <ul style="list-style-type: none"> <li><b><i>Resource role</i></b></li> <li><b><i>Name of resource proposed</i></b></li> <li><b><i>All post-secondary education institutions, dates attended and credentials obtained.</i></b></li> <li><b><i>Work history with employer's names, dates employed, job title and responsibilities.</i></b></li> </ul> <p><b><i>Offeror must also provide a RISO contact.</i></b></p>	
<b>M5</b>	<p><b><u>Corporate Structure</u></b> The Offerors must clearly illustrate the organizational structure of their team and demonstrate management approach that is logical in order to maximize</p>	



No.	Mandatory Technical Criteria	Cross Reference to Proposal
	<p>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>	

## 1.2 Point-Rated Technical Criteria

### *Point-Rated Requirements (Technical Submission)*

Proposals meeting the Mandatory Requirements will be evaluated on the basis of the following criteria.

The total maximum points available for the Point-Rated technical criteria are 775 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 R3)	375	262
4. Resource Experience (R4 to R7)	400	280

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.

### **2. CORPORATE EXPERIENCE (R1 TO R3)**

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 7 (same projects submitted to meet M3) completed in the last 10 years.

The descriptions for each project should consist of the following:

- 6. Project Information: Project Category, Name, Location, Commencement Date, and Completion Date:**
- 7. Client Information:** - name, address, title, and phone No. of client contact at working level.
- 8. Project Value:** 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.
- 9. Project Scope and Description:** Clearly describe the project scope and its similarity to the

scope and tasks of required in the 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.

**10. Project Management:** Demonstrate the applicable elements of project management utilized for project completion including:

- integration and work planning,
- scope – work breakdown structure,
- Scheduling and time management,
- budget tracking,
- progress reporting,
- quality control,
- change control,
- human resource management,
- communications,
- project risk,
- procurement and
- environmental protection.

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 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.

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.

Offeror should limit their response for each project to a maximum of 1500 words.

No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
R1	Client for Each Project:	Each submitted project will be awarded maximum of 15 points for this criteria: <ul style="list-style-type: none"> <li>i. Canadian Federal Government Organization (Canadian</li> </ul>	105 Points	

	Note to Offerors: all seven (7) projects will be evaluated for this criteria.	<p>Federal Departments, Crown Corporations, Boards, or Agencies, etc.) – 15 points</p> <p>ii. Canadian Provincial Government Department or Provincial Crown Corporation – 10 points</p> <p>iii. Other Federal or State Government Department outside of Canada – 7 points</p> <p>iv. Other clients – 5 points</p>		
<b>R2</b>	<p><b>Project Value (CAD):</b></p> <p>e) <u>Phase I ESA Project</u> (1 project)</p>	<p>Each submitted project will be awarded maximum of 10 points for this criteria:</p> <p>i. Equal to or greater than \$70,000 CAD – 10 points</p> <p>ii. Equal to or greater than \$10,000 but less than \$70,000 – 7 points</p> <p>iii. Less than \$10,000 – 3 points</p>	<b>70 Points</b>	
	f) <u>Phase II ESA Project</u> (2 projects)	<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>g) <u>Phase III ESA Project</u> (2 projects)</p>	<p>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</p>		
	<p>h) <u>Contaminated Sediment Assessment Project</u> (2 projects)</p> <p>Note to Offerors:</p> <ul style="list-style-type: none"> <li>- All seven (7) projects will be evaluated for Project Value.</li> <li>- Each project supplied will be rated at a maximum of 10 points</li> </ul>	<p>i. Equal to or greater than \$200,000 – 10 points ii. Equal to or greater than \$100,000 but less than \$200,000 – 7 points iii. Less than \$100,000 – 3 points</p>		
<b>R3</b>	<p><b>Project Management:</b></p> <p>Note to Offerors: The Offerors are requested to identify the 2 (two) projects for evaluation. The two projects will comprised of one of the two submitted projects under the following three categories:</p> <ul style="list-style-type: none"> <li>a. Environmental Site Assessment</li> <li>b. 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>	<p>Each of 2 projects will be awarded maximum of 100 points for this criteria:</p> <ul style="list-style-type: none"> <li>i. Identification and clear demonstration of 9 elements or more – 100 points</li> <li>ii. Identification and clear demonstration of 8 elements – 80 points</li> <li>iii. Identification and clear demonstration of 7 elements – 70 points</li> <li>iv. Identification and clear demonstration of 6 elements – 60 points</li> <li>v. Identification and clear demonstration of 5 elements – 50 points</li> <li>vi. Demonstration of less</li> </ul>	<b>200 Points</b>	

	<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>	than 5 elements– 0		
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### 3. **RESOURCE EXPERIENCE (R4 TO R7)**

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:

- 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 four (4) 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 8 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, and Contaminated Sediment Assessment. 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:

**Project Information: Project Category, Name, Location Start Date and Completion Date:**

**Client Information:** name, address, title, and phone No. of client contact at working level

- b. Project Scope and Description:** Clearly describe the project scope and its similarity to the scope and tasks of required services in the 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.

**2.3 Resource Responsibilities in the Proposed Role:** Describe the role, title and responsibilities performed by the resource, including technical and practical experiences on the project. The Offeror should **fully and clearly demonstrate** the project related experience in the role being proposed, including but not limited to the following elements for each of the 4 resource categories:

a. Senior Project Manager:

- |                                        |                           |                   |                          |                                      |
|----------------------------------------|---------------------------|-------------------|--------------------------|--------------------------------------|
| • <b>Integration and work planning</b> | • <b>budget</b>           | • <b>quality</b>  | • <b>communication s</b> | • <b>project related procurement</b> |
| • <b>scope</b>                         | • change control          | • human resources | • project risk           | • environmental protection           |
| • <b>schedule</b>                      | • health and safety plans |                   |                          |                                      |

b. Senior Consultant – Environmental Site Assessment:

- |                                                                                |                                          |                                  |                                                 |                                 |
|--------------------------------------------------------------------------------|------------------------------------------|----------------------------------|-------------------------------------------------|---------------------------------|
| • <b>Planning and designing environmental sampling and analysis work plans</b> | • <b>regulatory compliance oversight</b> | • <b>senior technical advice</b> | • <b>directing complex site assessment work</b> | • <b>making recommendations</b> |
| • <b>developing standard operating procedures</b>                              | • senior review                          | • technical lead                 | • technical lead                                | • preparing reports             |

<ul style="list-style-type: none"> <li>• <b>evaluating and interpreting site assessment data</b></li> <li>• <b>evaluating multiple lines of evidence</b></li> </ul> <p>c. <u>Senior Hydrogeologist:</u></p> <ul style="list-style-type: none"> <li>• <b>Planning and designing hydrogeological sampling and analysis work plans</b></li> <li>• <b>regulatory compliance oversight</b></li> <li>• <b>interpretation of hydrogeological data</b></li> <li>• <b>evaluation of contaminant transport and fate</b></li> <li>• <b>selecting or establishing TRVs</b></li> <li>• <b>evaluating multiple lines of evidence</b></li> <li>• <b>senior technical advice</b></li> <li>• <b>senior review</b></li> <li>• <b>directing complex hydrogeological assessment work</b></li> <li>• <b>technical lead</b></li> <li>• <b>making recommendations</b></li> <li>• <b>developing standard operating procedures</b></li> <li>• <b>preparing reports</b></li> </ul> <p>d. <u>Senior Sediment Assessment Specialist:</u></p> <ul style="list-style-type: none"> <li>• <b>Planning and designing sediment sampling and analysis work plans</b></li> <li>• <b>evaluating and interpreting toxicological data</b></li> <li>• <b>evaluating and interpreting chemistry data</b></li> <li>• <b>planning and designing toxicity studies</b></li> <li>• <b>regulatory compliance oversight</b></li> <li>• <b>evaluating multiple lines of evidence</b></li> <li>• <b>senior technical advice</b></li> <li>• <b>senior review</b></li> <li>• <b>directing complex sediment assessment work</b></li> <li>• <b>technical lead</b></li> <li>• <b>developing standard operating procedures</b></li> <li>• <b>making recommendations</b></li> <li>• <b>preparing reports</b></li> </ul>				
No.	Point-Rated Criteria	Scoring Scheme	Max. Points	Cross Reference to Proposal
R4	<b>Education</b>  The Offeror must provide the relevant education for each resource proposed for the 4 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. <ul 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> </ul>	<b>60 Points</b>	
R5	<b>Accreditation</b>  The Offeror must provide the	Each resource will be awarded maximum of 5 points.	<b>20 Points</b>	



	<p>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</i> <a href="http://www.cecab.org/public/content.aspx?display=background">http://www.cecab.org/public/content.aspx?display=background</a></p>	<p>i. Accredited certifications – 5 points ii. No accredited certifications - 0 points</p>		
R6	<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>e) Senior Project Manager</b></p> <ul style="list-style-type: none"> <li>Environmental Site Assessment</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>	<b>80 Points</b>	

	<p><b>f) Senior Consultant – Environmental Site Assessment</b></p> <ul style="list-style-type: none"> <li>- Phase I Environmental Site Assessment</li> <li>- Phase II or III Environmental Site Assessment</li> </ul> <p>Note to Offerors: The Offeror must submit one project from each project category as specified above.</p>	<p>10 Points will be awarded for each project.</p>		
	<p><b>g) Senior Hydrogeologist</b></p> <ul style="list-style-type: none"> <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>	<p>10 Points will be awarded for each project.</p>		
	<p><b>h) 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>	<p>10 Points will be awarded for each project.</p>		

<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 four (4) projects for evaluation.</u> For each resource category only 1 project will be evaluated for a total of 4 projects.</p>	<p>i. Identification and clear demonstration of 10 or more elements – 60 points</p> <p>ii. Identification and clear demonstration of 7 to 9 elements – 40 points</p> <p>iii. Identification and clear demonstration 4 to 6 elements – 20 points</p> <p>iv. Identification and clear demonstration of 3 or less elements – 5 points</p>	<b>240 Points</b>	
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**Note to Offerors** – For the purpose of submitting projects part of R7, 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**

	<b>Project #</b>
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	

<p>12. Senior Consultant – Environmental Site Assessment Responsibilities</p> <p><u>Evaluation Criteria</u></p> <p>i. Planning and designing environmental sampling and analysis work plans</p> <p>ii. Developing standard operating procedures</p> <p>iii. Regulatory compliance oversight</p> <p>iv. Evaluating and interpreting site assessment data</p> <p>v. Senior review</p> <p>vi. Senior technical advice</p> <p>vii. Technical lead</p> <p>viii. Directing complex site assessment work</p> <p>ix. Making recommendations</p> <p>x. Preparing reports</p> <p>xi. Evaluating multiple lines of evidence.</p>	
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## ANNEX "F" STANDING OFFER USAGE REPORT

The reporting period is defined as follows:

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

Standing Offer Number _____	Start Date of SO dd/mm/yyyy _____	End Date of SO dd/mm/yyyy _____
Total Value to Date \$ _____	Total Value for Reporting Period \$ _____	Start Date- End Date dd/mm/yyyy-dd/mm/yyyy
Invoice Number	Date of Call-up	Total Value of Call-Up

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

## Attachment 1 to Part 6 – Call-Up Rating Process

### 1. 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.

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
Quality	Major weaknesses, impacting delivery of the project(s)	Minimal weaknesses