

Solicitation No. - N° de l'invitation
EE520-181346/A
Client Ref. No. - N° de réf. du client

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MTC110
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Request for Supply Arrangements (RFSA)

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement 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 arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work and any other annexes.

1.2 Summary

1.2.1 Generalities

This application is for the issuance of Supply Arrangements (SA) for geotechnical engineering and laboratory services. A Supply Arrangement is a procurement method whereby Public Services and Procurement Canada (PSPC) or any other government department, agency or Crown corporation listed in Schedules I, I.1, II and III of the Financial Administration Act, R.S., 1985, c F-11 may bid one or on a group of pre-qualified suppliers.

The qualified consulting firms will provide their services to support the realization of geotechnical engineering projects and services for any government department in the Quebec Region. The Consultant will be required to perform geotechnical surveys for site evaluation or quality control. Services required in the field will include, but are not limited to, drilling and sampling, field testing, testing and verification for quality control of materials and environmental characterization of soils. Services required in the laboratory will include, but are not limited to, the characteristic properties of soil and rock, strength and deformation characteristics, and concrete compression testing.

The SA is for a period of three years and the average amount of contracts to come is between 30 000\$ and 50 000\$.

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

1.2.3 The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users in the province of Quebec, excluding National Capital Region and locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting supply arrangements.

1.3 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2017-04-27) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of [2008](#), Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: 60 days
Insert: 240 days

2.2 Submission of Arrangements

Arrangements 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 Supply Arrangements.

Due to the nature of the Request for Supply Arrangements, **transmission of arrangements by facsimile to PWGSC will not be accepted.**

2.2.1 The Supplier certifies that all the information provided in the résumés and supporting material submitted with the arrangement, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Supplier to be true and accurate.

2.2.2 The Supplier certifies that, should it be issued a supply arrangement as a result of the request for supply arrangements, every individual proposed in the arrangement or individuals with similar qualifications and experience will be available for the term of the supply arrangement.

If the Supplier has proposed any individual who is not an employee of the Supplier, the Supplier certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Supplier must, upon request from the Supply Arrangement Authority, provide a written confirmation, signed by the individual, of the permission given to the Supplier and of his/her availability.

2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

2.5 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority **no later than seven (7) calendar days before the Request for Supply Arrangements (RFSA) closing date**. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

Due to the nature of the RFSA, arrangements transmitted by epost Connect service will not be accepted.

Canada requests that suppliers provide their arrangement in separately bound sections as follows:

Section I: Technical Arrangement (one original and 3 hard copies)

Section II: Financial Arrangement (one hard copy)

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

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

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, suppliers 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 Arrangement

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Specific requirements for the presentation of proposals

The following format information should be considered in the preparation of the proposal.

1. Minimum character size - 11 point Times or equivalent
2. Minimum margin width - 12 mm left, top and bottom
3. One (1) "page" means one side of a piece of paper
4. A 279mm x 432mm (11 "x17") folding screen sheet for tables and organizational charts, for example, will count as two pages.
5. **The maximum number of pages**, including text and tables, for the Technical Requirements **is forty (40) pages**.

The following is not included in the maximum number mentioned above;

- cover letter;
- first page of the Request for Supply Arrangements (RSA);
- declaration / certifications form.

Consequence of Non-Compliance: any excess pages beyond the maximum number of pages mentioned above and any other attachments will be removed from the proposal and excluded from the evaluation.

Section II: Certifications

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

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3.2 Multiple Arrangements

A Supplier can only submit one arrangement under its own name and one arrangement as part of a Joint Venture.

Each arrangement constitutes a separate arrangement which will be evaluated independently, without regard to the other arrangements submitted by that Supplier. Therefore, each arrangement must be a physically separate and complete document.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

4.1.1 Technical Evaluation

4.1.1.1 Point Rated Technical Criteria

4.1.1.1.1 *Understanding the scope of services*

- 1. What we are looking for :
Demonstration confirming that you understand all of the needs for services, including the documents to be produced in particular, the methods planned, the technical expectations and the requirements of the coordination, particularly in carrying out government projects.
- 2. What the proponent should provide
 - a) Summary of the scope of services requested;
 - b) Description of the Consultant's organization and the services provided by the Consultant in relation to the Statement of Work;
 - c) Description of the quality control plan of the consultant's services;

4.1.1.1.2 *Consultant's achievements*

- 1. *What we are looking for :*
The Consultant must demonstrate that he has successfully completed and completed at least five (5) projects in Canada in Geotechnical Engineering related to the Statement of Work in the last 5 years. The Consultant must demonstrate that they have completed a variety of comparable and relevant projects related to the Statement of Work (Of the five (5) projects, and at least one marine project).
- 2. *What the proponent should provide:*
 - a) Title, client and nature of the project;
 - b) A detailed and concise description of the project and its objectives;
 - c) Scope of services rendered in relation to the statement of work and documents to be produced under the project;
 - d) Summary presentation of project costs;
 - e) Summary presentation of the project schedule;
 - f) Customer references, name, address and telephone numbers of customers whose names are given in reference to the level of performance of the work – references may be subject to verification;
 - g) Names of key consultants who are responsible for carrying out the project.

4.1.1.1.3 Experience of consultant's staff

1. *What we are looking for :*

The consultant must demonstrate that he or she has the necessary competent resources within his or her firm in relation to the services required for the execution of the projects. Describe the experience and competency of individuals for each of the required resource categories listed below, assigned to fulfill the mandates that will be awarded under the SA (minimum 1 person per category of personnel).

Categories of staff required :

- Senior engineer / project lead (minimum of 7 years' experience)
- Project lead / coordinator or project supervisor (minimum of 5 years' experience)
- Geotechnical engineer (minimum of 10 years' experience)
- Intermediate engineer (minimum of 5 years' experience)
- Senior technician (minimum of 7 years' experience)
- Intermediate technician (minimum of 5 years' experience)
- Geotechnical on-site technician (minimum of 5 years' experience)

2. *What the proponent should provide :*

- a) Academic and professional training
- b) Number of years of experience related to the services required.
- c) Number of years of seniority with the company.
- d) Principal duties within the company
- e) Key functions related to the statement of work.

4.1.1.1.4 Service Management

1. *What we are looking for :*

The consultant will provide explanations on how they plan to provide the services and meet the constraints; service management arrangements to ensure continuity and consistency of production control and communications effectiveness, and the structure and management of the team

2. *What the proponent should provide :*

- a) Confirm the formation of a full project team, including the names of the consultant and their role in the project.
- b) Organizational chart showing position titles and incumbent names (Consultant Team). Team composition, responsibilities and reporting relationships;
- c) Description of the consultant's approach to the performance of the resulting contract terms;
- d) Planned successors;
- e) Key position profiles; (responsibilities and special assignments)
- f) Description of a service action plan with implementation strategies and sequence of main activities;
- g) Communication strategies;
- h) Response time: Demonstrate how the response time requirements will be met.

4.1.1.1.5 Integration of sustainable development into service delivery

1. *What we are looking for :*

The proponent must demonstrate to what extent it is able to integrate sustainable development when delivering the mandates that will be commissioned.

2. *What the proponent should provide :*

The proponent must demonstrate that their company has implemented initiatives in at least four of the following priority areas:

- a) Recycling of paper Use of recycled paper Waste reduction Soil recovery
- b) Water recovery if floating phase Waste collection
- c) Use of salvageable material instead of disposable
- d) Sustainable development or environmental management policy

4.1.1.1.6 Hypothetical projects

1. *What we are looking for :*

Describe the approach and methodology you would adopt to complete the project, in a general response only.

The clarity of the writing of this description will be taken into account in the evaluation (use of the language, structure of the document and conciseness and completeness of the answer).

2. *What the proponent must provide for each hypothetical project*

- a) a description of the approach and methodology you would adopt to solve the problem;
- b) a summary of the structure you propose for the distribution of works, ie the scope of work, the resources allocated to the project, the schedule and the importance of the work according to the number of hours for all designated contacts;
- c) the resource persons assigned to the project;
- d) importance of work;
- e) project management methodology for working with PWGSC;
- f) problem-solving methodology (involving clients, PWGSC and other government agencies, and ingenious methods for problem solving).

It is not necessary to calculate fees for the provision of these services.

3. *The facts*

In responding to each of the following hypothetical factual situations, please note that the hypothetical project will be used for evaluation only. The lines of business and details of this project are provided only to provide the proponent with a sufficient idea to develop a synopsis of its approach and methodology for problem solving.

Hypothetical projects

Project 1

Work is planned to build two new buildings and a new wooden observation tower in a national park. During a summary survey, it turned out that the water table was very high, about 40 cm from the finished level of the ground. Further investigation must be carried out in order to plan for the proper installation of future buildings and the future tower.

Scope of mandate :

Provide a geotechnical report study to implement two buildings, including a shed and a composting toilet building. In addition, a wooden tower and an observation deck are to be built on the site.

For the buildings :

- Recommend bearing capacity and adequate drainage system for a slab on ground
- Depending on the water table, recommend the height of the installation of septic equipment (composting toilet).

For the observation tower :

- Recommend load-bearing capacity for frost-resistant concrete footings
- Recommend a bearing capacity for screwed piles protected from frost.

Project 2

The project consists mainly of developing a multifunctional asphalt concrete link and the transformation of an existing building. The facilities border a channel open to navigation.

Scope of mandate :

Conduct a geotechnical study including the preparation of a report :

- The execution of five holes on the gravel multidisciplinary trail and a minimum of three holes for the perimeter of the existing building with a depth to determine the properties of the soil.
- The execution of two exploration trenches along the existing building, in particular to determine the type and depth of existing foundations as well as the properties of the embankment in place.

Project 3

The project involves drilling on a concrete dock that has no bearing capacity

Scope of mandate :

Conduct a geotechnical study including the preparation of a report :

- The execution of four drillings on the dock to a depth to determine the properties of the soil.
- Detail the methodology in the work proposal.

4.1.1.1.7 Evaluation and rating

A PWGSC Evaluation Committee will review, evaluate, and rank all responsive proposals (ie those that meet all of the mandatory requirements set out in the Request for Standing Offer). Technical aspects of the proposal will be evaluated according to the following scale, in order to establish the technical ratings.

Criteria	Weighting coefficient	Score	Weighted score
Understanding the scope of services			
<i>Summary of the scope of services requested</i>	1.7	0 - 10	0 - 17
<i>Description of the Consultant's organization and provided services</i>	1.8	0 - 10	0 - 18
<i>Description of quality control plan</i>	2	0 - 10	0 - 20
Consultant's achievements	2	0 - 10	0 - 20
Experience of consultant's staff			
<i>Director</i>	0.3	0 - 10	0 - 3
<i>Project lead</i>	1	0 - 10	0 - 10
<i>Senior geotechnical engineer</i>	4.3	0 - 10	0 - 43
<i>Intermediate engineer</i>	1.5	0 - 10	0 - 15
<i>Senior technician</i>	1.2	0 - 10	0 - 12
<i>Intermediate technician</i>	0.7	0 - 10	0 - 7
<i>Geotechnical on-site technician</i>	3.4	0 - 10	0 - 34
Service management	2	0 - 10	0 - 20
Integration of sustainable development into service delivery	1.1	0 - 10	0 - 11
Hypothetical projects	7	0 - 10	0 - 70
Technical score	30		0 - 300

PWGSC Evaluation Committee members will evaluate the strengths and weaknesses of the bid according to the evaluation criteria and will assign a score of 0, 2, 4, 6, 8 or 10 points for each evaluation criterion according to the generic evaluation table that follows:

Generic Evaluation Table

	INSUFFICIENT	WEAK	ADEQUATE	FULLY SATISFACTORY	SOLID
0 point	2 points	4 points	6 points	8 points	10 points
Has not submitted information that can be evaluated	Does not understand requirements at all or well	Knows the requirements to a certain extent, but does not sufficiently understand some aspects of the requirements	Demonstrates a good understanding of the requirements	Demonstrates a very good understanding of the requirements	Shows an excellent understanding of the requirements
	Weakness cannot be corrected	In general, it is unlikely that the weaknesses can be corrected	Weaknesses can be corrected	No significant weakness	No apparent weakness
	The proponent does not have the qualifications and experience	The proponent lacks qualifications and experience	The proponent has an acceptable level of qualifications and experience	The proponent has the qualifications and experience	The proponent is highly qualified and experienced
	Unlikely that the proposed team will be able to respond to needs	Team does not have all the components or weak overall experience	Team has nearly all the components and will probably fulfil requirements	Team has all the components - some members have worked together	Solid team - the members have worked together effectively on similar projects
	Previous projects unrelated to requirements of current need	In general, previous projects are unrelated to requirements of current need	Previous projects generally related to requirements of current need	Previous projects directly related to requirements of current need	Main manager of previous projects directly related to requirements of current need
	Extremely weak; will not be able to meet performance requirements	Slim chance of meeting performance requirements	Acceptable ability; should obtain adequate results	Satisfactory ability - should obtain effective results	Superior ability; should obtain very effective results

4.2 Basis of Selection

4.2.1 Basis of Selection - Minimum Point Rating

1. To be declared responsive, an arrangement must:
 - a. comply with all the requirements of the Request for Supply Arrangements; and
 - b. obtain the required **minimum of 60 percent** overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of thirty (30) points.
2. Arrangements not meeting (a) or (b) above will be declared non-responsive.

4.3 Financial Viability

SACC Manual clause [CCUA A9033T](#) (2012-07-16) Financial Viability

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **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.

5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 arrangement 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 Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Additional Certifications Precedent to Issuance of a Supply Arrangement

5.2.2.1 Status and Availability of Resources

5.2.2.1.1 SACC Manual clause [S3005T](#) (2008-12-12) Status and Availability of Resources.

5.2.2.2 Education and Experience

5.2.2.2.1 SACC Manual clause [S1010T](#) (2008-12-12) Education and Experience

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at Annex A.

6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Supply Arrangement.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement 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

2020 (2017-09-21)_General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

6.3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "B". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

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

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

6.4 Term of Supply Arrangement

6.4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is for a maximum period of three years (from _____ to _____, to be determined after arrangement award).

6.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Quebec, excluding the National Capital region and locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the supply arrangement.

6.4.3 Delivery Points

The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users in the province of Quebec, excluding National Capital Region and locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting supply arrangements.

6.5 Authorities

6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name : Michèle Hivon
Title : Procurement Specialist
Public Works and Government Services Canada
Supply Directorate
Directorate: Montréal's Office
Address: 800 de la Gauchetière Ouest, suite 7300
Portail sud-ouest
Montréal, Québec
H5A 1L6

Telephone: (514) 607-4952
E-mail address: michele.hivon@tpsgc-pwgsc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

6.5.2 Supplier's Representative

To come

Name: _____
Title: _____
Organisation: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

6.6 Identified Users

The Identified Users include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the [Financial Administration Act](#), R.S.C., 1985, c. F-11, including Public Works and Government Services Canada that is going to issue all contracts on behalf of identified users. Users must contact the contracting authority for more information about terms of use.

6.7 On-going Opportunity for Qualification

A Request for Supply Arrangements will be issued in accordance with the process set out below to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

Cycles for Qualification

Due to the resources required to evaluate the proposals, Canada reserves the right to conduct the evaluation of proposals no less than semi-annually (that is, Canada may gather proposals received over a six-month period, in order to conduct the evaluation of the proposals concurrently as part of a single cycle of evaluations).

RFSA Evaluation Schedule – Semi-annually Evaluation Periods :

Semestre	Closing Dates	Closing Hour	Evaluation Period
S1	July 10 th , 2018	02:00 pm Eastern Standard Time (EST)	60 days
S2	January 10 th , 2019	02:00 pm Eastern Advanced Time (EAT)	60 days
S3	July 10 th , 2019	02:00 pm Eastern Standard Time (EST)	60 days
S4	January 10 th , 2020	02:00 pm Eastern Advanced Time (EAT)	60 days
S5	July 10 th , 2020	02:00 pm Eastern Standard Time (EST)	60 days
S6	January 10 th , 2021	02:00 pm Eastern Advanced Time (EAT)	60 days

6.8 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.

- the articles of the Supply Arrangement;
- the general conditions [2020](#) (2017-09-21), General Conditions - Supply Arrangement - Goods or Services
- Annex A, Statement of Works;
- Annex B, Template of quarterly report on supply arrangement;
- Annex C, SELECT Contract Template;
- the Supplier's arrangement dated _____ (*insert date of arrangement*) (*if the arrangement was clarified or amended, insert at the time of issuance of the arrangement: "as clarified on _____" or "as amended _____". (Insert date(s) of clarification(s) or amendment(s), if applicable).*

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of issuance of the SA and failure to comply will constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

6.11 Insurances

6.11.1 Indemnification R1250D GC9.1 (2003-05-30)

1. The Consultant shall indemnify and save harmless Canada, its employees and agents, from losses arising out of the errors, omissions or negligent acts of the Consultant, its employees and agents, in the performance of the Services under the Agreement.
2. The Consultant's liability to indemnify or reimburse Canada under the Agreement shall not affect or prejudice Canada from exercising any other rights under law.

6.11.2 Insurance Requirement R1250D GC9.2 (2017-11-28)

1. General
 - a. The Consultant shall ensure that appropriate liability insurance coverage is in place to cover the Consultant and the members of the Consultant Team and shall maintain all required insurance policies as specified herein.
 - b. The Consultant shall, if requested by the Contracting Officer at any time, provide to the Contracting Officer an Insurer's Certificate of Insurance and/or the originals or certified true copies of all contracts of insurance maintained by the Consultant pursuant to the provisions contained herein.
 - c. The payment of monies up to the deductible amount made in satisfaction of a claim shall be borne by the Consultant.
 - d. Any insurance coverages additional to those required herein that the Consultant and the other members of the Consultant Team may deem necessary for their own protection or to fulfill their obligations shall be at their own discretion and expense.
2. Commercial General Liability
 - a. The insurance coverage provided shall not be less than that provided by IBC Form 2100, as amended from time to time, and shall have: a limit of liability of not less than \$5,000,000 per occurrence; an aggregate limit of not less than \$5,000,000 within any policy year.
 - b. The policy shall insure the Consultant and shall include Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services as an Additional Insured, with respect to liability arising out of the performance of the Services.
3. Professional Liability
 - a. The Professional Liability insurance coverage shall be in an amount usual for the nature and scope of the Services but, shall have a limit of liability of not less than \$1,000,000 per claim, and be continually maintained from the commencement of performance of the Services until five (5) years after their completion.

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- b. **Notice of Cancellation of Insurance Coverage:** The Consultant shall immediately advise the Contracting Authority in writing upon being informed or in receipt of any notification of a pending cancellation of its professional Liability insurance or of any reduction to the claim limits it maintains.

B. BID SOLICITATION

6.1 Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Simple, for low dollar value requirements;
- Medium Complexity (MC) for medium complexity requirements.

A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca.

Note: References to the MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) a complete description of the Work to be performed;
- (b) [2003](#), Standard Instructions - Goods or Services - Competitive Requirements; **OR** [2004](#), Standard Instructions - Goods or Services - Non-competitive Requirements;

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions ([2003](#) or [2004](#)) incorporated by reference above is deleted in its entirety and replaced with the following:

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

OR R2410T (2017-08-17) General Instructions (GI) – Architectural and/or Engineering Services – Request for Proposal.

- (c) bid preparation instructions;
- (d) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (e) evaluation procedures and basis of selection;
- (f) financial capability (*if applicable*);
- (g) certifications (if applicable);
 - **Federal Contractors Program (FCP) for Employment Equity – Notification**
 - SACC Manual [A3005T](#) and [A3010T](#) ;
 - **Integrity Provisions - Declaration of Convicted Offences;**
- (h) conditions of the resulting contract.

6.2 Bid Solicitation Process

6.2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

6.2.2 The bid solicitation will be sent directly to qualified suppliers or will be posted on the Government Electronic Tendering Service (GETS), according to the following table :

	Need valued between 0 \$ and 75 000 \$ (applicable taxes incl.)	Need valued between 75 000 \$ and the NAFTA threshold (applicable taxes incl.)	Need above NAFTA threshold (applicable taxes incl.)
Bid solicitation process	The bid solicitation will be sent directly to SA suppliers.	The bid solicitation will be sent directly to SA suppliers.	A notice will be published on the GETS
Number of suppliers invited	One (1) supplier who will be determined by rotation	All SA Suppliers	All interested suppliers
Period for submitting a bid	The designated user determines the number of calendar days when the bid solicitation is issued. If it is not urgent, at least 48 business hours.	The designated user determines the number of calendar days when the bid solicitation is issued depending on the complexity of the need. If it is not urgent, at least 48 business hours.	Minimum of 14 calendar days

6.2.3 Méthode de sélection par rotation

Numéro des arrangements en matière d'approvisionnement (AMA) pour chaque fournisseur

L'ordre des numéros des arrangements en matière d'approvisionnement (AMA) de chaque fournisseur sera établi de la façon aléatoire suivante:

Chaque fournisseur aura un chiffre aléatoire généré par la fonction ALEA() Excel (<http://office.microsoft.com/fr-fr/excel-help/fonction-alea-HP010062452.aspx>).

Le chiffre généré servira à déterminer le rang de chaque fournisseur. L'octroi des AMA sera fait selon l'ordre des chiffres croissants, le plus petit chiffre obtenant l'AMA no 001, et ainsi de suite.

6.2.4 Regular supplier rotation table

6.2.4.1 For needs valued at 0 to \$75 000 (applicable taxes included), the rotation will be carried out in the following manner:

Solicitation number	Supplier number
1	Supplier 001
2	Supplier 002
3	Supplier 003
4	Supplier 004
5	Supplier 005
6	Supplier 006
7	Supplier 006
8	Supplier 008
9	Supplier 009
10	Supplier 010 (new Supplier)
All new suppliers who are qualified during the period of the SA will be added to this rotation. Once all suppliers have had a turn, we will start the rotation over at number one (1).	

Note: In this example, initially, we have nine suppliers and, thanks to the ongoing qualification process, a tenth supplier is added at the end of the rotation.

C. RESULTING CONTRACT CLAUSES

6.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For contracts to be awarded using the architecture and engineering invitation template (see Annex C for SELECT contract template) :

General Conditions for – Architectural and/or Engineering Services:

R1210D (2017-08-17), General Condition (GC) 1 - General Provisions – Architectural and/or Engineering Services
R1215D (2016-01-28), General Condition (GC) 2 - Administration of the Contract – Architectural and/or Engineering Services
R1220D (2015-02-25), General Condition (GC) 3 - Consultant Services
R1225D (2015-04-01), General Condition (GC) 4 - Intellectual Property
R1230D (2016-01-28), General Condition (GC) 5 - Terms of Payment – Architectural and/or Engineering Services
R1235D (2011-05-16), General Condition (GC) 6 - Changes
R1240D (2011-05-16), General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
R1245D (2016-01-28), General Condition (GC) 8 - Dispute Resolution – Architectural and/or Engineering Services
R1250D (2017-11-28) or R1650D (2017-11-28), General Condition (GC) 9 - Indemnification and Insurance

For any contract to be awarded using the template:

- (a) Simple (for low dollar value requirements), general conditions [2029](#) will apply to the resulting contract;
- (b) MC (for medium complexity requirements), general conditions [2010B](#) will apply to the resulting contract;

A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca.

Note: References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation. Other contract templates may be used.

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ANNEX "A"

STATEMENT OF WORK

(IN ATTACHMENT)

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ANNEX "B"

**TEMPLATE OF QUARTERLY REPORT ON SUPPLY ARRANGEMENT
(IN ATTACHMENT)**

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File No. - N° du dossier
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ANNEX "C"

SELECT CONTRACT TEMPLATE

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Terms, Conditions and Clauses

Agreement

Supplementary Conditions (SC)

[SC1 Supplementary Conditions](#)

[SC2 Security Requirements](#)

[SC? Language Requirements](#)

Agreement Particulars

Project Brief / Terms of Reference (Appendix A)

TERMS, CONDITIONS AND CLAUSES

AGREEMENT

1. The Consultant understands and agrees that upon acceptance of the offer by Canada, a binding Agreement shall be formed between Canada and the Consultant and the documents forming the Agreement shall be the following:
 - (a) the Front Page and this Agreement clause;
 - (b) the General Terms, Conditions and Clauses, as amended, identified as:
 - R1210D ([2017-08-17](#)), General Conditions (GC) 1 - General Provisions – Architectural and/or Engineering Services
 - R1215D ([2016-01-28](#)), General Conditions (GC) 2 - Administration of the Contract – Architectural and/or Engineering Services
 - R1220D ([2015-02-25](#)), General Condition (GC) 3 - Consultant Services
 - R1225D ([2015-04-01](#)), General Condition (GC) 4 - Intellectual Property
 - R1230D ([2016-01-28](#)), General Condition (GC) 5 - Terms of Payment – Architectural and/or Engineering Services
 - R1235D ([2011-05-16](#)), General Condition (GC) 6 - Changes
 - R1240D ([2011-05-16](#)), General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
 - R1245D ([2016-01-28](#)), General Condition (GC) 8 - Dispute Resolution – Architectural and/or Engineering Services
 - R1650D ([2017-11-28](#)), General Condition (GC) 9 - Indemnification and Insurance

-
- (c) Project Brief / Terms of Reference dated ?;
(d) the Consultant's proposal dated ? .
2. Period of Contract
The Consultant shall perform the complete services described in the Project Brief/Terms of Reference by ? .
3. The documents identified above by title, number and date are hereby incorporated by reference into and form part of this Agreement, as though expressly set out herein, subject to any other express terms and conditions herein contained.
- The documents identified above by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
4. If there is a discrepancy between the wording of any documents that appear on the following 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) any amendment or variation in the Agreement that is made in accordance with the terms and conditions of the Agreement;
(b) this Agreement clause;
(c) Supplementary Conditions;
(d) General Terms, Conditions and Clauses;
(e) Agreement Particulars;
(f) Project Brief / Terms of Reference;
(g) the proposal.
5. The connection to some of the Web sites in the Agreement is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:
- Ineligibility and Suspension Policy
<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>
- Code of Conduct for Procurement
<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>
- Consultant Performance Evaluation Report Form
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913-1.pdf>
- Canadian economic sanctions
<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

National Joint Council (NJC) Travel Directive
<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

6. Performance Evaluation

The performance of the Consultant during and upon completion of the services shall be evaluated by Canada. The evaluation includes all or some of the following criteria: Design, Quality of Results, Management, Time and Cost. Should the Consultant's performance be considered unsatisfactory, the Consultant may be declared ineligible for future contracts. The form [PWGSC-TPSGC 2913-1](#), SELECT - Consultant Performance Evaluation Report, is used to record the performance.

7. 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 Consultant 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.

Contracting Authority	Departmental Representative
Name	Name
Title	Title
Address	Address
Telephone Number:	Telephone Number:
Fax Number:	Fax Number:
E-Mail:	E-Mail:

SUPPLEMENTARY CONDITIONS (SC)

SC1 SUPPLEMENTARY CONDITIONS

Use the following in Agreements which have no supplementary conditions.

There are no supplementary conditions which apply to the Agreement.

SC2 SECURITY REQUIREMENTS

There is no security requirement applicable to this Agreement.

SC? LANGUAGE REQUIREMENTS

Use the following in Agreements where the consultant must be capable to provide services in both official languages.

1. Communication between Canada and the Consultant shall be in the language of choice of the Consultant Team, which shall be deemed to be the language of the Consultant's proposal.
2. The Consultant's services during construction tender call (such as addenda preparation, tenderers' briefing meetings, technical answers to questions by bidders, including translation of bidder's questions) shall be provided expeditiously in both languages, as necessary.
3. The Consultant's services during construction shall be provided in the language of choice of the Contractor. The successful Contractor will be asked to commit to one or other of Canada's official languages upon award of the Construction Contract and, thereafter construction and contract administration services will be conducted in the language chosen by the Contractor.
4. Other required services in both of Canada's official languages (such as construction documentation) are described in detail in the Project Brief / Terms of Reference.
5. The Consultant Team, including the Prime Consultant, Sub-Consultants and Specialists Consultants shall ensure that the services being provided in either language shall be to a professional standard.

AGREEMENT PARTICULARS

REQUIRED SERVICES - The fee to be paid to the Consultant for required services shall be determined in accordance with the following arrangements:

Fixed Fee (R1230D (2016-01-28), GC 5 - Terms of Payment – Architectural and/or Engineering Services)

SERVICES	FIXED FEE
Identify service	\$.....
Identify service	\$.....
Identify service	<u>\$.....</u>
MAXIMUM FIXED FEES	\$.....

Time Based Fees (R1230D (2016-01-28), GC 5 - Terms of Payment – Architectural and/or Engineering Services)

IDENTIFY SERVICE i.e. Resident Site Services *	ESTIMATED HOURS Column A	HOURLY RATES** Column B	TIME BASED FEE Columns AxB
identify category of personnel i.e. consultant's site representative, mechanical engineer, etc. based on ? hours per week X ? weeks	?	\$.....	\$.....
identify category of personnel i.e. consultant's site representative, mechanical engineer, etc. based on ? hours per week X ? weeks	?	\$.....	\$.....
MAXIMUM TIME BASED FEES			\$.....

*Payment will be based on actual hours spent. Travel time and/or expenses will not be reimbursed separately.

** All inclusive hourly rate is applicable to both normal working hours and any other shift work as required.

TOTAL FEE FOR REQUIRED SERVICES \$.....

DISBURSEMENTS - At cost without allowance for mark-up or profit, supported by invoices/receipts - see clause R1230D (2016-01-28), GC 5 - Terms of Payment – Architectural and/or Engineering Services, section GC5.12 Disbursements:

(specify and enter limit)

..... \$.....
..... \$.....
..... \$.....
MAXIMUM AMOUNT FOR DISBURSEMENTS \$.....

AGREEMENT TOTAL - MAXIMUM AMOUNTS PAYABLE

Maximum Fees for Required Services: \$.....
Maximum Disbursements: \$.....
TOTAL THIS AGREEMENT \$.....

THE FOLLOWING HOURLY RATES MAY BE USED IN THE EVENT THAT THE ORIGINAL SCOPE OF WORK CHANGES DURING THE COURSE OF THE CONTRACT

Principals - All inclusive hourly rate to be fixed for the duration of the Contract.

Name	\$ per hour
.....	\$.....
.....	\$.....

Staff - For the administration of the Contract, Hourly Rate increases for staff are to be documented to PWGSC for approval.

Name / Position	\$ per hour
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....

TECHNICAL SPECIFICATIONS

Geotechnical Engineering and Laboratory Services

February 2018

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General Information

Selected Consultants will provide their services in support of the projects and geotechnical engineering services delivered by PWGSC or any other government department, agency or Crown corporation listed in Schedules I, I.1, II and III of the Financial Administration Act, R.S., 1985, c F-11, in the region of Quebec.

Background

PWGSC or any other government department, agency or Crown corporation listed in Schedules I, I.1, II and III of the Financial Administration Act, R.S., 1985, c F-11, develop and manage various projects. Some of these projects require geotechnical engineering services.

Selected Consultants will provide their services in support of the projects and geotechnical engineering services delivered by t PWGSC or any other government department, agency or Crown corporation listed in Schedules I, I.1, II and III of the Financial Administration Act, R.S., 1985, c F-11, in the region of Quebec.

Each contract awarded will provide support to a project manager at PWGSC or any other government department, agency or Crown corporation listed in Schedules I, I.1, II and III of the Financial Administration Act, R.S., 1985, c F-11, and would require one or more services pertaining to geotechnical engineering.

Please note that as a general rule, geotechnical services provided to PWGSC or any other government department, agency or Crown corporation listed in Schedules I, I.1, II and III of the Financial Administration Act, R.S., 1985, c F-11, must be completed and address any and all important issues relevant to the project at hand.

Site description

The federal departments and agencies own a number of types of sites used for the various activities for which they are responsible. All of the federal facilities in the Quebec Region could be the subject of work. Some of these sites are located along shores or coasts, including:

- Urban buildings (municipality in the regions)
- Access roads and paths
- National Parks and wildlife areas
- Storage sites
- Airports
- Vacant lots
- Correctional facilities
- Maintenance facilities
- Military bases
- Canals
- Bridges and walkways
- Wharf structures
- Navigational aids
- Radar / telecommunication sites
- Lightstations

SA Guidelines

The Consultant must :

1. Ensure their services comply with the approved documents and instructions provided by the project manager;
2. Correspond only with the project manager within the allotted timeframe and according to the parameters given by said project manager. The Consultant shall not communicate directly with the ministry at any point, unless given written authorisation by the project manager;
3. Recall and refer to the project title and project number, as well as the PWGSC or any other government department, agency or Crown corporation listed in Schedules I, I.1, II and III of the

Financial Administration Act, R.S., 1985, c F-11, file number, in the case of any and all communication;

4. Make known to the project manager any and all changes which could influence the deadline or the budget, or which do not comply with instructions or approvals provided in writing. The Consultant must clarify and explain the extent of any and all changes with justifications, while also ensuring there is written approval to carry out said changes.

Statement of Work

In the planned work, the Consultant must conduct the geotechnical services as stated to assess the site and ensure quality control. The Consultant must analyse the existing site information and subsequently make a site visit for the purpose of collecting data required to implement the general and particular objectives of the project.

In particular, the geotechnical assessment of the site includes the following :

- a. Work on the site :
 - Excavation and sampling work,
 - Exploratory digging and sampling,
 - Site testing,
 - Geophysical testing;
 - Testing and verification for quality control of materials
 - Environmental characterizations of soils
 - Other field tests and analyzes
- a. Laboratory work to provide the following information :
 - Soil and geological properties,
 - Deformation and resistance properties,
 - Hydraulic conductivity,
 - Chemical composition of soil.
 - Concrete compression tests
 - Other laboratory analyzes

Technical Report

The Consultant must prepare and submit for approval by a Ministry representative a technical report which :

1. Describes the research approach and results, analysis, inspections, statements of fact, measurements and assessments;
2. Presents the results of any and all data analysis with proof of project compliance;
3. Makes recommendations to provide the basis for project work undertaken, which includes but is not limited to :
 - The type and optimal height of the foundations;
 - The load-bearing capacity of the above-ground and in-ground foundations, as well as an estimate of settling and foundation construction methods;
 - Plans for protection against freezing;
 - Underground work;
 - Stabilization of existing foundations (e.g. underpinning as necessary);
 - Soil and rock excavation, and any restrictions imposed on the project by less-than-favourable soil and rock conditions;
 - Parameters for backing of retaining structures;
 - Mitigation of the effects of excavation on adjacent work sites;
 - Paving for roads and parking areas;
 - Water removal from excavation sites;

- Slope stabilization (for soil and rock cut areas);
- Seismic parameters;
- Soil stabilization and improvement;
- Soil compacting;

Special analyses

As required, the Consultant must conduct special analyses, which include:

- A special, dynamic analysis over and above the required codes to verify soil and foundation reactions;
- A digital analysis of load-bearing restrictions and deformations (both 2-dimensional and 3-dimensional) of the foundations;
- Dynamite testing;
- Site selection;
- Slope stability;
- Security surveillance expectations on site.

Site Visits

The Consultant must :

1. Carry out all necessary site visits so as to determine, according to an appropriate sampling method, that all work complies with construction documents;
2. Log work progress, and all non-compliance or work defects on noted site visits. The Consultant must also provide written reports of any such information to the Department representative.;
3. Provide recommendations to correct any of the above-mentioned situations.

Resources dedicated to delivering contracts

The consultant must dedicate the skilled resources that are required within the firm or company in relation to the services required for project delivery. To deliver contracts that will be awarded under an SA, the dedicated persons must have at least the following experience for each personnel category listed below:

Personnel categories required :

- Senior engineer / project lead (minimum of 15 years' experience)
- Project lead / coordinator or project supervisor (minimum of 5 years' experience)
- Geotechnical engineer (minimum of 7 years' experience)
- Intermediate engineer (minimum of 5 years' experience)
- Senior technician (minimum of 10 years' experience)
- Intermediate technician (minimum of 5 years' experience)
- Geotechnical on-site technician (minimum of 5 years' experience)

Materials and equipment

The Consultant must provide all materials and equipment needed to carry out the work and will be responsible for ensuring that the equipment is in good working order.

Site Accessibility

The sites are accessible by road, boat or helicopter. The Consultant is responsible for providing their own transportation without PWGSC or any other government department, agency or Crown corporation listed in Schedules I, I.1, II and III of the Financial Administration Act, R.S., 1985, c F-11, support and must cover all travel costs. The choice of the method of transportation is up to the Consultant but must be approved by the PWGSC project authority. Certain sites such as wharves may not have load-bearing capacity, and so the use of barges may be considered in order to carry out the work required.

Interruptions

If, during the implementation of a contract, a trip is temporarily interrupted (due to weather conditions, for example), the additional expenses may be reimbursed (subject to the approval of the Ministry project authority), but professional fees will not. The Consultant's employees must be able to use the free time to carry out contract-related work (compiling data, writing reports, etc.).

Deliverables (files)

The reports, plans and photographs must be submitted in electronic format, in two copies, on at least two separate CD-ROMs. All of these files must be compiled and submitted in a PDF document (Adobe Reader) called "consolidated file." The different file types must be placed in separate folders with meaningful names. The plans must be submitted with the files in AutoCAD format. The file formats must adhere to the following guidelines:

File	Format	Software
Report	.doc	Ms Word
Plan	.dwg	AutoCAD
Photograph	.jpg	
Consolidated file	.pdf	Adobe Acrobat

In certain cases (marine infrastructure), the nomenclature of the files will be prescribed by PWGSC. The description of the nomenclature will then be explained in the statement of work specific to the contract.

Health and safety program

Before the first contract is awarded, the Consultant must submit their general health and safety program, including an emergency plan.

The Consultant must manage operations in such a way that the health and safety of its personnel, building or facility occupants, and the public, as well as the protection of the environment, always take precedence over considerations of cost and scheduling.

In the course of carrying out the contract awarded, the Consultant must submit a health and safety program specific to the sites and the work to be carried out.

Refer to Appendix 1 for information on what should be included in the health and safety program.

Sustainable development

The Consultant must incorporate sustainable development measures during the performance of contracts awarded to them. The following priority sectors will be evaluated:

- Reduction and reuse of paper and natural resources ;
- Reduction of pollution from employee transportation ;
- Reduction of waste during field work .

Confidentiality of information

All information received under the contracts stemming from this SA remains the property of PWGSC or any other government department, agency or Crown corporation listed in Schedules I, I.1, II and III of the Financial Administration Act, R.S., 1985, c F-11. It may not be used for other purposes or disseminated without prior authorization. This provision applies to all forms of documents, including electronic versions.

Reference documents

The Consultant must carry out their work in accordance with the applicable federal, provincial and municipal acts, regulations, codes, guides and standards. Depending on the contract, site issues, jurisdiction and study objectives, *the guidance documents (and subsequent updates) that the Consultant should refer to include, but are not limited to, the following:*

National Building Code of Canada 2015
Canadian Standards Association

Canadian Geotechnical Society

Canadian Foundation Engineering Manual 2006, 4th ed. (CFEM 4th ed.)

American Society for Testing and Materials (ASTM)

International Society for Rock Mechanics (ISRM)

APPENDIX 1

HEALTH AND SAFETY PROGRAM

HEALTH AND SAFETY PROGRAM

1. By accepting this contract, the Consultant agrees to assume all responsibilities normally incumbent on a principal contractor and employer under the *Act Respecting Occupational Health and Safety* and to act as supervisor of the work.
2. The Consultant must manage operations so that the health and safety of its personnel, building or facility occupants, and the public, as well as the protection of the environment, always take precedence over considerations of cost and scheduling.
3. The Consultant must also meet all requirements contained in these specifications, in particular:

Comply at all times with the provisions of the *Act Respecting Occupational Health and Safety*, the *Safety Code for the Construction Industry*, and the *Occupational Health and Safety Regulations* where applicable.

4. Before the first contract is awarded, submit to the PWGSC representative a prevention program specific to all of the activities that the Consultant may carry out under this supply arrangement. On receiving the program, the PWGSC representative may then, or at any time during the term of the contract, require it to be amended or completed to better reflect the actual work environment. The Consultant must then make the required corrections before starting the work.

This program must be based on the risks identified and must take into account the information and requirements contained in these specifications. The program must remain in force throughout the term of the contract and must meet the following requirements:

- a) Identify the risks specific to each category of task to be performed in the execution of the contract and the corresponding preventive measures, based on regulatory requirements.
 - b) Identify the person responsible for applying the preventive measures.
 - c) Take account of risks that may affect the health and safety of workers, any building or facility occupants, and the public.
 - d) Include a procedure to be followed in the event of an accident.
 - e) Include a work site inspection form based on the content of the risk identification.
 - f) Include a written undertaking from all parties to adhere to the prevention program.
5. Before using any mechanical equipment (e.g. lift platforms), submit to the PWGSC representative a mechanical inspection certificate signed by a qualified mechanic.
 6. Submit to the PWGSC representative copies of certificates for the training needed to apply these specifications and the prevention program (general health and safety for construction sites, asbestos, confined spaces, lockouts, first aid, etc.).
 7. Submit to the PWGSC representative the material safety data sheets for all controlled products at least three days before they are to be used at the work site.
 8. Submit to the PWGSC representative, within 24 hours, an investigation report on any accident resulting in an injury or any incident that brings to light a potential hazard.
 9. Ensure that all materials, equipment, tools and protective gear used for the work are properly maintained and in good order. Any equipment, tools or protective gear that cannot be installed or used without compromising the health and safety of workers or the public is deemed inadequate for the purposes of the work. The PWGSC representative reserves the right to forbid the use of such putatively dangerous, defective or inappropriate materials, equipment or tools.
 10. Inspect the work sites and submit to the PWGSC representative a duly completed worksheet inspection form, as stipulated in section 4.e) of this document, at an interval requested by the PWGSC representative.

11. Regardless of the number of workers assigned to the work, designate a person to be responsible for health and safety at the work site and give that person the authority needed to order the cessation and resumption of work as he or she sees fit on grounds of health and safety.
12. Apply first-responder and first-aid standards in accordance with applicable policies and regulations and with any other relevant clauses of these specifications.
13. Ensure that workers have the requisite training and information to carry out the work safely, that all required tools and protective gear are on hand and compliant with standards, legislation and regulations, and that they are used.
14. Be familiar, if applicable, with the evacuation procedure for the building or facility and train and inform workers accordingly so that they can apply the procedure.
15. Advise workers of their right to refuse work that may endanger their health or safety.
16. Establish a perimeter around the work area and control access, barricading it as needed.
17. Take all necessary measures to keep the work site clean and orderly throughout the work and ensure, at the end of each work day, that the site is free of hazards.
18. Whenever a worker is likely to be working alone in an isolated place or where it would be impossible to summon assistance, identify the risks associated with this situation and submit to the PWGSC representative a procedure for preventing such risks and obtaining prompt assistance in an emergency.
19. In the event of an unforeseen incident, take all necessary measures, including cessation of work, to safeguard the health and safety of workers and the public and contact the PWGSC representative without delay.
20. For confined spaces, apply specific work practices to safeguard the general health and safety of workers who must work in such spaces.

SPECIAL CONDITIONS FOR WORK THAT ENTAILS DROWNING HAZARDS

For all work that entails drowning hazards, the following requirements must be met :

Comply with section 2.10.13 of the Safety Code for the Construction Industry.

a) Wear a life jacket or personal flotation device that complies with the following standard: _ CAN/CGSB-65.7-M88 from the Canada General Standards Board (CGSB) entitled "Lifejackets, Inherently Buoyant Type," published in 1988.

or, in some extraordinary cases, that is approved by Transport Canada.

b) Or be protected by a safety net or fall protection device..

Obtain and submit to the Engineer a letter of compliance from Transport Canada for the approval of any vessel (transportation, rescue, inspection or other) before the start of the work (reference: Guy Rondeau of Transport Canada, 418-648-5334).

Ensure that a rescue boat moored in the water is available for every work area. However, where the boat is accessible by land, it may serve two or more work areas, provided the distance between any work area and the vessel is less than 100 m.

Ensure that the boat has a motor with sufficient power to travel against the current.

Ensure that the boat has the features needed to accommodate persons likely to be part of a rescue operation.

Ensure that the rescue boat is available at all times for employees in the event of an emergency.

Ensure that a qualified person is available to operate the emergency equipment. This person must have a pleasure craft operator card for the length of boat used.

Establish written emergency procedures containing the following information and ensure that all employees subject to these procedures have been given the training and information needed to apply them:

- Full description of the procedures, including the responsibilities of the persons permitted to access the work area; and;
- Location of emergency equipment.

When the work area is a dock, basin, jetty, wharf or any other similar structure, install a ladder with at least two rungs below the surface of the water on the front of the structure every 60 m. This measure applies even if the project is a construction project. In that situation, a temporary (or portable) ladder may be used and removed when the work is finished if the owner does not own the basic facilities. The owner must be informed in writing, however, that the site does not comply with Part II of the *Canada Labour Code*.

QUARTERLY SUPPLY ARRANGEMENT REPORT

no EE520-181346 – Geotechnical Engineering Services

Date : _____
Supplier's SA No: _____
Supplier's Name : _____
Supplier's BIN : _____
Quarter No * / year: _____
Total amount awarded during current quarter: _____
Total amount of cumulative awarded contracts: _____

Detailed information on transactions:

Department client	Contracting Authority	Contract No	Awarded amount	Award Date (year-month-day)	End Date (year-month-day)

*Quarter No : T1 (April to June), T2 (July to September), T3 (October à December), T4 (January to March)

