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RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
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K1A 0S5

Bid Fax: (819) 997-9776

**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

Communication Procurement Directorate/Direction de
l'approvisionnement en communication

360 Albert St. / 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

Title - Sujet Expositions, Design and Fabrication	
Solicitation No. - N° de l'invitation K2C58-181424/A	Date 2019-01-09
Client Reference No. - N° de référence du client K2C58-18-1424	
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-011-76174	
File No. - N° de dossier cx011.K2C58-181424	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-01-25	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Leblanc(CX Div.), Marc-Andre	Buyer Id - Id de l'acheteur cx011
Telephone No. - N° de téléphone (613) 998-1966 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF THE ENVIRONMENT 570 CH. DU CAP TOURMENTE G0A 3X0	

Instructions: See Herein

Instructions: Voir aux présentes

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



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	Expositions, Design and Fabricatio ns Services	K2C58	K2C58	1	Each	\$	\$	See Herein	

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

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

1.2 Summary

Environment and Climate Change Canada requires the services of a Contractor to carry out the final design and production of a new permanent exhibition including the visitor reception desk at the Cap-Tourmente National Wildlife Area Interpretation Center (CTNWA).

The present mandate aims to present a final design reflecting the vision of the RNFC and to realize the exhibition. The final design must be developed from the scenario and the implementation and design sketches made and provided by the CTNWA.

The period of the contract is from the date of the contract until June 30, 2019 for the first phase of work. This contract will include an option period allowing the contract to be extended for a period of one year to allow for the second phase of the work.

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

The requirement is limited to Canadian goods and/or services.

This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.

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This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation for bid submission. Bidders must refer to Part 2 of the bid solicitation entitled Instructions to bidders for further information.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970,

c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S. 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **seven (7) days before the bid closing** date. Canada will have the right to accept or reject any or all suggestions.

2.7 Basis for Canada's Ownership of Intellectual Property

The department of Environment and Climate Change Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the *Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts*:

- the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;
- the Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software;

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 8 of the 2003 standard instructions. Bidders are required to provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

If the Bidder is simultaneously providing a hard copy of the bid using another acceptable delivery method, and if there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the soft copy will have priority over the wording of the hard copy.

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid **(1 paper copy) and (1 digital copy on USB key)**

Section II: Financial Bid **(1 paper copy) and (1 digital copy on USB key)**

Section III: Certifications **(1 paper copy) and (1 digital copy on USB key)**

Bidders can provide all soft copies on USB key containing Section I, Section II and Section III in well identified separate files (Technical Bid, Financial Bid and Certification).

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B.

3.1.2 Electronic Payment of Invoices – Bid

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

If Annex “C” 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.

Section III: Certifications

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

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

The mandatory technical criteria and point-rated technical criteria are included below:

MANDATORY EVALUATION CRITERIA			
Number	Details of Criteria	Compliant/ Non-compliant	Reference to Bidder's Proposal
M.1	<p>THE FIRM'S EXPERIENCE – NUMBER OF YEARS OF EXPERIENCE</p> <p>The bidder must demonstrate that it has provided exhibition production services to external clients for at least three years since January 2012. Calculation of years of experience will be based on the dates provided; if there is an overlap in the production of several projects, the experience acquired will be counted only once.</p> <p>In order to demonstrate the number of years of experience with the firm, the bidder must provide:</p> <ul style="list-style-type: none">a) The period(s) worked (month/year to month/year);b) The description of the services provided during the period in question;c) The list of exhibitions produced during this period. <p>“External clients” refers to clients outside of the bidder's own legal entity (or joint venture) and excludes the bidder's parent company, subsidiaries and other affiliates.</p> <p>“Internal clients” refers to clients within the bidder's own legal entity (or joint venture) and includes the bidder's parent company, subsidiaries and other affiliates.</p>		

MANDATORY EVALUATION CRITERIA			
Number	Details of Criteria	Compliant/ Non-compliant	Reference to Bidder's Proposal
M.2	<p>THE FIRM'S EXPERIENCE – EXPERIENCE IN EXHIBITION PROJECTS</p> <p>The bidder must provide a detailed description of two (2) indoor exhibition projects that demonstrate experience in providing production services for external clients, including:</p> <ul style="list-style-type: none">a) planning and managing a project schedule;b) planning and managing exhibition design;c) exhibition design;d) developing and managing the integration of interactive content (digital or mechanical);e) managing and fabricating exhibits;f) managing and supervising the installation of the exhibition.		

	<p>Each indoor exhibition project must have been completed by the bidder between January 1, 2013, and the bid closing date and must have a minimum value of \$200,000.00 (exclusive of taxes) for design, fabrication and installation.</p> <p>To demonstrate the firm's experience in exhibition projects, the bidder must provide the following information for each of the projects:</p> <p><u>(One of the exhibition projects submitted will be evaluated using criterion R.1)</u></p> <ol style="list-style-type: none"> 1. Project description; 2. Project start date and end date; 3. Total value of the exhibition project, exclusive of taxes (must include design, fabrication and installation); 4. Client name; 5. At least two (2) photographs or photocopies of the completed indoor exhibition, taken from different angles. <p>"External clients" refers to clients outside of the bidder's own legal entity (or joint venture) and excludes the bidder's parent company, subsidiaries and other affiliates.</p> <p>"Internal clients" refers to clients within the bidder's own legal entity (or joint venture) and includes the bidder's parent company, subsidiaries and other affiliates.</p>		
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RATED EVALUATION CRITERIA		
Number	Details of Criteria	Points
R.1	<p>THE FIRM'S EXPERIENCE – EXPERIENCE IN EXHIBITION PROJECTS</p> <p>In order to demonstrate the firm's experience in exhibition projects, the bidder must provide the following information for one (1) of the two projects identified in M.2:</p> <p>(When providing these details for several projects, the contractor must clearly indicate which of the projects is to be evaluated using this criterion. If the contractor does not specify which of the projects is to be evaluated, only the first project on the list will be evaluated).</p> <ol style="list-style-type: none"> 1. an exhibition project schedule detailing all of the stages of the project, from design to installation; 2. target audience and project objectives; 3. final conceptual renderings and photos of: <ol style="list-style-type: none"> i) exhibition design; ii) graphic design; iii) integration of exhibits. 	

RATED EVALUATION CRITERIA

<p>4. a description and a colour photo of 3 interactive media used in the exhibition project (including a mechanical interactive and a touch screen digital output terminal).</p> <p>5. If the exhibition includes artifacts and/or mounted animals, the bidder must indicate the number.</p> <p>* For evaluation purposes, digital interactive media include touch screens, augmented or virtual reality devices, etc. Mechanical interactive media include instances in which the visitor must use non-digital media to obtain results such as opening a door.</p> <p>The following rating scale will be used to evaluate this criterion:</p> <p>1. Project schedule</p> <p>5 pts: the schedule is detailed 3 pts: the schedule is incomplete 0 pts: there is no schedule</p> <p><u>Maximum score for this sub-criterion: 5 points</u></p> <p>2. Target audience and project objectives</p> <p>5 pts: presentation of target audience and objectives is clear 3 pts: presentation of target audience and objectives is incomplete 0 pts: no target audience and objectives provided</p> <p><u>Maximum score for this sub-criterion: 5 points</u></p> <p>3. Final conceptual renderings and photos of the:</p> <p>i. exhibition design containing the following elements: 3D concept and plan, explanation of the components and materials used; ii. graphic design containing the description of the graphic design concept; iii. the integration of exhibits containing a description of the installation of modules and exhibits in the hall, including lighting.</p> <p>12 pts: All elements are present 8 pts: Two elements are present 6 pts: One element is present 0 pts: No element is present</p> <p><u>Maximum score for this criterion: 12 points</u></p> <p>4. A description and a colour photo of 3 interactive media used in the exhibition project (including a mechanical interactive and a touch screen digital output terminal).</p> <p>6 pts: All media (including a mechanical interactive and a touch screen digital output terminal) are described and accompanied by a photo.</p> <p>4 pts: Two media (including a mechanical interactive and a touch screen digital output terminal) are described and accompanied by a photo.</p>	
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RATED EVALUATION CRITERIA		
	<p>2 pts: One medium (including a mechanical interactive and a touch screen digital output terminal) are described and accompanied by a photo.</p> <p>0 pts: No interactive medium is included in the project description, and/or the details provided are insufficient to merit a higher score.</p> <p><u>Maximum score for this criterion: 6 points</u></p> <p>5. If the exhibition presented includes artifacts and/or mounted animals, the bidder should provide a brief description and indicate their number.</p> <p>3 pts: The exhibition includes more than 30 artifacts and/or mounted animals which are the focal point of the display.</p> <p>2 pts: The exhibition includes 15 to 30 artifacts and/or mounted animals which are prominently featured.</p> <p>1 pt: The exhibition includes 1 to 15 artifacts and/or mounted animals, but they are not prominently featured.</p> <p>0 pts: The exhibition features no artifacts and/or mounted animals.</p> <p><u>Maximum score for this sub-criterion: 3 points</u></p>	

RATED EVALUATION CRITERIA		
Number	Number	Number
R.2	<p>TEAM EXPERIENCE</p> <p>The bidder should present the key team members, a list of which should include at least the five (5) individuals identified in Section 5 of Annex A under CONTRACTOR RESPONSIBILITIES. These include the project manager/designer, the graphic designer, the lighting designer, the fabricator and the interactive multimedia designer for the project contained in this bid application. The team may comprise employees of the organization and/or sub-contractors.</p> <p>The bidder must provide the following information for each team member:</p> <p>a) The individual's experience in the specified role, with respect to this type of project.</p> <p>Bidders should limit themselves to two (2) pages per team member.</p> <p>b) Examples of projects carried out by each team member with respect to this type of project. These projects do not have to correspond to the projects presented for the other criteria.</p> <p>Bidders should limit themselves to two (2) pages per team member.</p>	

RATED EVALUATION CRITERIA		
Number	Number	Number
	<p>Each example must be presented on a maximum of one (1) page and include a brief description of the project, a colour image and the name of the client. Each project description must indicate the connection and relevance to the project identified in Annex A of this request for proposals.</p> <p>The following rating scale will be used to evaluate this criterion:</p> <p>a) Experience of each of the 5 (five) team members presented in section 5 of Annex A of this request for proposals, under CONTRACTOR RESPONSIBILITIES.</p> <p>5 pts: Five or more years of experience 3 pts: More than three years and less than five years of experience 1 pt: One to three years of experience 0 pts: Less than one year of experience with this type of project and/or no example was provided for a given team member.</p> <p><u>Maximum score for this sub-criterion: 25 points</u></p> <p>b) Examples of projects for each of the team members presented:</p> <p>12 pts: The two projects are pertinent and relevant to the project in Annex A. 8 pts: The two projects are pertinent, but only one is relevant to the project in Annex A.</p> <p>6 pts: The two projects are pertinent, but neither is relevant to the project in Annex A.</p> <p>3 pts: One of the two projects is pertinent, but neither is relevant to the project in Annex A.</p> <p>0 pts: The examples provided are not pertinent and/or no example has been provided.</p> <p><u>Maximum score for this criterion: 60 points</u></p>	
R.3	<p>TEAM ORGANIZATION CHART</p> <p>The bidder must include an operational organization chart for the proposed team to work on the project in this bid application. The organization chart must include at minimum the key team members identified in section 5 of Annex A in this request for proposals under CONTRACTOR RESPONSIBILITIES.</p> <p>5 pts: The organization chart is complete and includes the key team members as well as other members involved in the project.</p> <p>3 pts: The organization chart is incomplete: it contains only the key team members.</p>	

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RATED EVALUATION CRITERIA		
Number	Number	Number
	<p>0 pts: No organization chart is provided or the key team members have not been included.</p> <p><u>Maximum score for this criterion: 5 points</u></p>	

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Total	/85		
		X 0.41	/35
R. 3 TEAM ORGANIZATION CHART The bidder must include an operational organization chart for the proposed team to work on the project in this bid application. The organization chart will include at least the key team members identified in section 5 of Annex A of this request for proposals under CONTRACTOR RESPONSIBILITIES.	/5		
Total	/5		/5
Grand total			/100

Note: the result obtained must be rounded off to the second decimal place.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.1.2.2 Calculation of total price for evaluation purposes

The price of each bid will be evaluated in accordance with the grid below. Bidders must provide hourly rates in their bid for all identified categories. Rates will then be multiplied by the estimated number of hours for evaluation purposes and added to produce the total price for evaluation purposes.

(A) Resource Category	(B) Number of hours for evaluation purposes	(C) Firm hourly rate	(D) Sub-total for evaluation purposes
Project Manager	700	_____ \$	_____ \$
Exhibition Designer	350	_____ \$	_____ \$
Graphic Designer	500	_____ \$	_____ \$
Lighting Designer	100	_____ \$	_____ \$
Fabricator	900	_____ \$	_____ \$
Multimedia Designer	880	_____ \$	_____ \$
Installation	480	_____ \$	_____ \$
Total cost for evaluation purposes:			_____ \$

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

- To be declared responsive, a bid must:
 - comply with all the requirements of the bid solicitation; and
 - meet all mandatory criteria; and
 - obtain the required minimum of 60 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
- Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
- 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 60 %.

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
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 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000.

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity 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 Contract Award and Additional Information

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

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5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.1.1 Optional Services

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

6.1.2 Task Authorization

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

6.1.2.1 Task Authorization Process

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

6.1.2.1 Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization" form specified in Annex E .
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$75,000.00, Applicable Taxes included, inclusive of any revisions.

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

6.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

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

"Minimum Contract Value" means 10%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

6.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

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

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain (*contracting authority to edit the text as applicable*):

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;

- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

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

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.2.2 Supplemental General Conditions

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

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to June 30, 2019 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional 1- year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement outside the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Marc-André Leblanc
Supply Specialist
Public Services and Procurement Canada
Acquisitions Branch
Communication Procurement Directorate
360 Albert Street
Ottawa, Ontario K1R 7X7

Telephone: 613-998-1966

E-mail address: TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority will be identified in the resulting Contract.

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

6.5.3 Contractor's Representative

The Contractor's Representative will be identified in the resulting Contract.

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 Payment

6.7.1 Basis of Payment – Individual task authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

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

6.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

6.7.5 Electronic Payment of Invoices – Contract

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

The Electronic Payment Instruments will be identified in the resulting Contract.

6.7.6 Direct Request by Customer Department

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

6.7.7 Discretionary Audit

SACC Manual clause C0705C (2010-01-11) – Discretionary Audit

6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9.2 SACC Manual Clauses

SACC Manual clause A3060C (2008-05-12) Canadian Content Certification

6.10 Applicable Laws

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

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 Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information
- (c) the general conditions 2035 (2018-06-21), General Conditions - Higher Complexity - Services,
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex D, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____,

6.12 Insurance – Specific Requirements

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

***TRACKS AND TRACES* Exhibition**

Final Design, Production and Fabrication

ACRONYMS

CTNWA: Cap Tourmente National Wildlife Area
NWA: National Wildlife Area
CWS: Canadian Wildlife Service
ECCC: Environment and Climate Change Canada
MA: Mounted Animals

DEFINITIONS

Mission of the Cap Tourmente NWA: The mission of the Cap Tourmente NWA is to protect wildlife habitats, especially those of migratory birds and species at risk. The CTNWA is part of a network of protected areas managed by the Canadian Wildlife Service at Environment and Climate Change Canada.
Final design: conceptualizing a project for the realization and producing an object (product, space).
Mounted animals: dead animals that are given a lifelike appearance using taxidermy techniques.
New technologies: advanced technologies or new information and communication technologies.
Museum criterion: sustainable design and superior quality.

TITLE: *TRACKS AND TRACES* Exhibition at the Cap Tourmente Wildlife Area

This STATEMENT OF WORK presents all of the project tasks. The project will be implemented in two phases: Phase 1 and Phase 2. These phases are identified in the document. It must be noted that the implementation of phase 2 is conditional upon the availability of funds from ECCC.

The budget for Phase 1 is \$100,000, while the Phase 2 budget is estimated to be \$340,000.

1. OBJECTIVE

Environment and Climate Change Canada requires the services of a contractor to produce the final design (Phase 1) as well as a new permanent exhibition, including the reception desks (Phase 2) at the Interpretation Centre of the Cap Tourmente National Wildlife Area (NWA). The final design and the exhibition production must be based on the museological treatment, as well as on the scenario, layout sketches and design produced and provided by the CTNWA. (See Statements A, B, C and D.) The exhibition scenario and the layout and design sketches **are not** part of the budget of this contract.

The new exhibition at the Cap Tourmente NWA Interpretation Centre will demystify the mission of the CTNWA and will facilitate an understanding of the importance of the protected areas managed by the Canadian Wildlife Service (CWS). While the Greater Snow Goose is the indisputable star of the show, the CTNWA has much more to offer to visitors; the exhibition will allow us to discover other aspects of the NWA.

The main message of the exhibition is as follows: The Cap Tourmente National Wildlife Area – like all of the NWAs in Canada – is a protected area which plays an essential role in the conservation of habitats, species at risk and migratory birds.

TRACKS AND TRACES will explain what a protected area is and will include a focus on migratory birds and species at risk. It will present what is happening on the ground, conservation actions and the many efforts made to protect the flora and fauna.

TRACKS AND TRACES represents the traces of the past and of the present, ephemeral and enduring. It highlights the historical importance of the site and the changes it has undergone, the impact of humans on the territory, as well as that of the flora and fauna. *TRACKS AND TRACES* also refers to those left by the visitors who explore the Cap Tourmente National Wildlife Area. These are the traces, the signs, the tracks that visitors will look for, like so many hints of the presence and the lives of animals in the area. *TRACKS AND TRACES* is the awareness of our impact on our environment and our capacity to assist in protecting it.

More specifically, this mandate aims to present the final design that reflects the vision of the Cap Tourmente NWA (Phase 1) and the production of the *TRACKS AND TRACES* Exhibition (Phase 2), based on the exhibition scenario and the layout and design sketches (see Statements C and D) provided by the CTNWA.

2. BACKGROUND

The Cap Tourmente National Wildlife Area was created in 1978 by the Canadian Wildlife Service in order to protect the bulrush marshes that provide the main food supply of the Greater Snow Goose during its migrations. One of the most frequently visited wildlife areas in Canada, it has a vast network of trails, lookouts and viewing points, and options for independent discovery. Many activities are offered throughout the year, in addition to access to permanent exhibitions at the Interpretation Centre from April to October. Thematic exhibitions have been held at the Interpretation Centre since 1973.

1973 – Opening of the Cap Tourmente *Natural History Centre*. First exhibition.

1980 (circa) – Second exhibition.

1990 – Third exhibition. Creation of the new reception desks. The existing furniture dates back to that time.

2004 – Addition of museographic elements, including the diorama of *Greater Snow Geese* and partial refurbishment of the hall.

The area welcomes some 40,000 visitors every year. As the start and end points for individuals and groups who visit the site, the Interpretation Centre and its exhibition are a major plus for the famous *visitor experience* at the Cap Tourmente National Wildlife Area, and are an essential and appreciated part of the exploration of the area. In addition to its educational aspect, the exhibition hall is a space for meeting, for discussion and for relaxing; visitors enjoy spending time there.

More than 40 years after the opening of the *Cap Tourmente Natural History Centre*, the site needs a facelift: an exhibition and modifications whose relevance and originality will make them stand out, while providing a space for discovery that is inviting for visitors and for employees. The new exhibition will present the efforts of the CWS at the Cap Tourmente National Wildlife Area to foster awareness in generations of visitors. And, of course, it will provide an excellent opportunity to bring Canadians closer to nature.

3. TARGET AUDIENCE

The installation of the exhibition will encourage new visitors, as well as regular visitors and their friends. The clientele is diverse: hikers; ornithologists; families; nature lovers; photographers; dog walkers; retirees; local, regional and other visitors; school groups and day camps; and Canadian and international tourists. Clients who are demanding, but curious, ready for new discoveries, who become *spokespersons* after a positive visitor experience.

GENERAL SPECIFICATIONS OF THE EXHIBITION HALL

Title of Mandate: Production of the *TRACKS AND TRACES* Exhibition

Type of installation: permanent

Languages: French/English

Room: Ground floor

Dimensions 222 m2 (see floor plan, page 2 of Statement D and photos in Statement B)

4. DESCRIPTION OF MANDATE

The contractor must consult, advise, develop, plan and coordinate the production of the *TRACKS AND TRACES* Exhibition, based on the museological treatment provided by the Cap Tourmente NWA (see Statement A).

The contractor must present a final design (Phase 1) and produce an exhibition on the ground floor of the Interpretation Centre (Phase 2) of the Cap Tourmente National Wildlife Area, based on the exhibition scenario, the preliminary layout and design sketches provided by the CTNWA (see Statements C and D).

The *TRACKS AND TRACES* Exhibition is built around five (5) major themes associated with the mandate of the Canadian Wildlife Service. Conservation and research are highlighted by concrete examples that are relevant to the work of the CTNWA and the CWS. The five (5) major themes are:

- Discovery
- Territory
- Species at risk
- Migratory birds
- Bringing Canadians closer to nature

Mounted animals, at the heart of the exhibition

The Cap Tourmente NWA has a significant collection of mounted animals. In addition to being an excellent educational tool, these very popular animals must be an essential element of, and must feature prominently in, the new exhibition. In this way, the mounted animals (MAs) will enrich the exhibition, while stirring the curiosity of visitors. The CTNWA houses a collection of some one hundred specimens (see the list on page 46 of Statement D). It must be noted that the CTNWA will restore and refurbish the mounted animals used.

New technologies will be used sparingly.

The Cap Tourmente NWA prefers to limit the use of new technologies for various reasons (preference for an approach focused on the natural environment, encouraging the visitor to explore the grounds; the costs, monitoring capacity and maintenance of this type of equipment) all factor into this decision. With this in mind, only two (2) interactive terminals, one (1) digital display screen, one (1) large screen wall projection video and one (1) iPad video will form part of the exhibition. As indicated in the exhibition scenario, the proposed interactives will be predominantly mechanical.

5. CONTRACTOR RESPONSIBILITIES

The contractor must:

- Work in collaboration with other stakeholders of the Cap Tourmente NWA, (museologist-project manager, program agent - Protected Areas, building management team, etc.).
- Present a team that comprises at least a project manager/designer, a graphic artist, a lighting designer, a fabricator and an interactive multimedia designer. The contractor's team may comprise employees and subcontractors.
- Provide the CTNWA with a turnkey service, from the final design (Phase 1) to the production and installation of the exhibition (Phase 2).

- Produce an exhibition, based on the exhibition scenario and sketches (see Statements C and D), including, among other things, the final design, the installation of the modules and other related items, the graphic design, the iconographic research, the design of mechanical interactives, the creation of interactive content (graphic design, clearance of rights for use for the duration of the exhibition), lighting design, plans and specifications, fabrication of decor and installation.

PHASE 1

- Prepare a detailed budget after the contract award (delivered at the same time as the preliminary layout map and design). The contractor will have a maximum budget of \$440,000 (exclusive of taxes) during the performance of the contract, consisting of Phases 1 and 2.
- Develop a schedule of work timelines no later than three weeks after the contract award.
- Develop the preliminary design and layout plans, including the reception desks.
- Develop the final exhibition design, including the reception desks.
- Draft presentation documents (preliminary and final versions) for approval by the project manager, including a zone layout plan, photo montages and/or sketches and/or illustrations according to the concept and exhibition design.
- Submit the preliminary design, and subsequently the final design in print form (three bound colour copies), in Adobe Acrobat (PDF) and MS Word.
- Following approval of the final design, prepare the fabrication plans and specifications that will require the approval of the project manager at the Cap Tourmente NWA, including the furniture plan, lighting plan, list of interactive and/or audiovisual equipment, and graphic panels.

PHASE 2

- Produce the exhibition, including the graphic panels, the modules, the cases for the mounted animals, the interactives, etc.
- Design the lighting plan for the exhibition hall based on museum criteria (sustainability, aesthetics and professional quality).
- Propose projector models and mounting systems. LED spotlights will be used, as they are energy efficient and long lasting. The CTNWA will be responsible for the purchase of materials (the cost of lighting equipment is not part of the contract).
- Identify the electrical requirements so that the CTNWA can plan and carry out the work according to the schedule, at its own cost.
- Propose colours for the walls, which will be painted by the Cap Tourmente NWA, at its own cost.
- Conduct iconographic research and obtain the necessary copyright permissions.
- Use the objects and artifacts provided by the CTNWA (see pages 48 and 49 of Statement D).
- Work in collaboration with the ergonomist identified by the CTNWA during the furniture design phase, to ensure compliance with occupational health and safety standards for employees.
- Select materials and furniture that are in harmony with the entire exhibition. The structure of the modules should be light and fashionable, and they must fit comfortably in their space (see Statement A).
- Carry out all the stages of the installation of the exhibition components, namely:
 - o Plan all steps and coordinate with the various stakeholders to ensure that the installation is carried out according to the established timelines;
 - o Oversee the work during the installation phases;
 - o Provide all materials, necessary equipment, everyday objects, labour and tools required for carrying out the work;
 - o Be responsible for transporting elements built in workshops to their final location at the CTNWA;
 - o Be responsible for transporting elements provided by sub-contractors to their final location at the CTNWA;

- o Verify and ensure the quality of all materials ordered by the contractor coming from subcontractors and suppliers, and take the requisite measures to ensure that the materials are exactly what was ordered;
- o Assemble and set up elements built in workshops in the exhibition space at the Cap Tourmente NWA on schedule, install the lighting elements (previously approved by the CTNWA) and connect the multimedia broadcast modules to the building's electrical panels. The final connection of the lighting and components will be supervised by the CTNWA;
- o Ensure that all necessary approvals and permits are obtained from municipal authorities, depending of the type of facility proposed;
- o Ensure cleanliness and clear access to the room at all times during installation, clear all waste material from the Interpretation Centre and the museum at the end of the installation, and ensure that the spaces and all the exhibits are clean for the delivery dates set out in the schedules.
- Train employees with regard to the design of the installations and the operation of exhibits.
- Train technical teams with regard to technical and general maintenance.
- Submit to the client all final as-built plans, digital files of all exhibits and content produced for the exhibition.

6. CLIENT RESPONSIBILITIES

Environment and Climate Change Canada must:

- a) Restore and refurbish all mounted animals used in the exhibition (See page 46 of Statement D);
- b) Provide replicas of scat (see page 25 of Statement D);
- c) Provide some of the images and videos from its image bank;
- d) Provide objects and artifacts (see pages 48, 49 & 50 of Statement D);
- e) Refurbish the wooden floor in the exhibition hall;
- f) Paint the walls of the exhibition hall with a colour from the list proposed by the contractor;
- g) Provide the services of an ergonomist;
- h) Provide the exhibition scripts and their English translation;
- i) Provide some photos from its image bank;
- j) Provide iPads;
- k) Provide lighting components (the cost of lighting equipment is not part of the contractor's bid).

7. CONSTRAINTS

1. The mounted animals will be an integral part of and will feature prominently in the new exhibition (see page 46 of Statement D).

2. With this in mind, only two (2) interactive terminals, one (1) digital display screen, one (1) large screen wall projection video and one (1) iPad video will form part of the exhibition. As indicated in the exhibition scenario, the proposed interactives will be predominantly mechanical. (see Statement C and Statement D)

3. The lighting design must factor in the light variability caused by the presence of windows and the amount of daylight.

4. The contractor must have, if necessary, access to competent resources and the necessary expertise to complete this project within a tight time frame and in a location that presents certain challenges (room layout and architecture, mixture of natural and artificial light, use (groups vs individuals) and windows).

5. Fabrication of scenic elements:

- Where available, materials should be selected so as to have the least environmental impact, whether through local purchasing, green manufacturing processes or the possibility of recycling or safe disposal after dismantling of the installations.
- Materials must be sufficiently resistant and durable to withstand intensive use over a ten- (10) year period.
- All construction work should be of superior quality. The items must perform the functions for which they were designed, in compliance with the Canadian Electrical Code, the Canadian Standards Association (CSA) and the National Building Code.
- The installations, the modules and the broadcast devices must be assembled and built to be straight and plumb, accurately adjusted, securely fastened and safe for visitors.
- Parts and components that may break must be easy to replace.
- The contractor must provide resources in French for all stages of the project that require an interaction with the client. Correspondence and written documents must also be presented in French.

8. MEETINGS

Phase 1

At least three in-person meetings between the contractor, the project manager and the program officer must take place at the Cap Tourmente NWA.

The first meeting will take place within the two weeks immediately following the contract award. This meeting will focus on the expectations, the understanding of the scenario, the approaches and the interactivity.

The two other meetings will focus on the presentation of the preliminary design, on the final design, as well as on the approval of plans and specifications, lighting plans, etc. These meetings will aim to ensure that the mandate has been understood and that its requirements are being met.

If necessary, other meetings can be held via conference call.

Phase 2

At least one in-person meeting between the contractor, the project manager and the program officer should take place at the Cap Tourmente NWA.

This meeting will take place within the two weeks immediately following the launch of Phase 2. This meeting will focus on the expectations, an understanding of the mandate (Phase 2) and the steps to be followed.

The other meetings can be scheduled by the client and the contractor as necessary.

9. TIMELINE OF DELIVERABLES

Deliverable	Deadline
Phase 1	
1. Preliminary design and layout plans, costs and schedule	End of February 2019
2. Final design, layout and installation plans	Mid-March 2019
3. Project plans and specifications	March 31, 2019
Phase 2	
4. Production, set-up and delivery of the exhibition to the Cap Tourmente NWA, training and documentation	March 31, 2020

10. DELIVERABLES

Phase 1

1. Document presenting the preliminary design and layout plans, costs and production schedule.

The document must include:

- Preliminary iconographic research; rights not yet acquired, but likely to be acquired;
- Presentation of research elements by theme and sub-theme;
- Scenographic approach: spatial set-up, scenography, lighting, audiovisual elements;
- Examples of interactives for each zone addressed;
- Preliminary zone layout plan;
- Graphic design approach;
- Project cost evaluation;
- Design and exhibition production schedule.

2. Submission of final design, graphic design and layout plan

Following the comments of the Cap Tourmente NWA project manager:

- Final layout plan
- Interactive media for each zone
- Final graphic design
- Detailed breakdown of costs for the entire project

For each of the zones:

- A detailed plan of all of the exhibition elements (modules, furniture, etc.)
- The position of exhibits and of mounted animals
- Preliminary iconographic research
- Mechanics of interactives
- Audiovisual equipment, as needed

3. Project plans and specifications

All elements must be approved by the project manager at the Cap Tourmente NWA

- Plans and specifications for the construction of furniture elements of the exhibition
- Plans and specifications for the construction of cases for the mounted

Phase 2

4. Fabrication, delivery and installation of the exhibition at the Cap Tourmente NWA, training and documentation

- Production of graphic panels, including the clearance of rights for the images
- Fabrication of exhibition modules and furniture
- Fabrication of cases for the mounted animals
- Fabrication of multimedia elements, as needed
- Lighting plan

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- Complete list of audiovisual and digital equipment, as needed
 - Acquisition of audiovisual and digital equipment, as needed
 - Installation of multimedia elements, as needed
 - Acquisition of lighting equipment as needed, as well as installation
 - Printing of graphic elements, as needed
 - Installation of exhibits at the Interpretation Centre and monitoring of set-up
 - Training for Cap Tourmente NWA employees
 - Submission of documentation (records of work done, maintenance of elements, insurance, plans or sketches of multimedia installations, documentation related to newly installed equipment)

The preliminary and final designs must be submitted in printed form (three bound colour copies) and electronic form, as PDFs and/or MS Word documents.

Statement A: Museological Treatment
Statement B: Photos of the Exhibition Hall
Statement C: Tracks and Traces Exhibition Scenario
Statement D: Exhibition Scenario Annexes

STATEMENT A – MUSEOLOGICAL TREATMENT

Visitor experience

Visitors entering the Interpretation Centre step into a space that is warm and welcoming, but also open to the outdoors thanks to its three walls of windows overlooking the wildlife area. Here, where the exhibition begins, there are already marks representing the presence of animal life – some bold and highly visible, others more subtle – that will attract visitors' attention and pique their curiosity.

But which way to go? Visitors have three choices. Straight ahead is the reception desk, where a visitor services attendant will greet them. To the left are modules that are part of the *Discovery* zone of the exhibition and tools that can be used while exploring Cap Tourmente National Wildlife Area. To the right, the visitor's eye is drawn to the heart of the *Tracks and Traces* exhibition.

The exhibition fills the entire Interpretation Centre, but its core occupies the central section where the natural light dims, giving way to customized lighting illuminating the platforms and modules of the exhibition.

The gently winding path among the *Tracks and Traces* exhibits will feel natural to visitors, extending their outdoor exploration of the wildlife area's trails. The design of the decor and the display units is simple and timeless, with its clean, stylized representations of the natural environments at CTNWA.

The physical layout of the exhibition uses the space – including its height – fully, and creates fluidity and rhythm, as in nature. Mounted animals and other artifacts from CTNWA's collection enrich the experience, inviting visitors to take a closer look and discover the stories behind them.

Among the challenges of creating the new exhibition, *Tracks and Traces*, are to slow the pace for hurried visitors, create interactivity, connect closely with what happens at Cap Tourmente National Wildlife Area and what visitors find and observe there, respond to today's realities and, of course, project a strong identity.

Visitors can choose to view *Tracks and Traces* before or after their outdoor activities, depending on their schedules, the weather, or their moods. The exhibition can serve as either a starting point for discovering the area, or as a place to visit after their excursion and learn more about what they observed outdoors. At various points in the exhibition, an object or a text might refer to a specific place to discover on the trails at CTNWA.

The exhibition is self-guided and takes the form of four large zones that flow into and complement each other. Each focuses on one of the overarching themes: *Discovery*, *Territory*, *Species at Risk*, and *Migrating Birds*. The *Discovery* theme will also connect with the other main themes throughout the exhibition. A fifth overarching theme, *Connecting Canadians with Nature*, will also provide a common thread throughout the hall.

A space deeply rooted in its environment

The Interpretation Centre is a wood and stone building graced with large expanses of windows, located in an exceptional natural setting at the starting point of the hiking trails. The exhibition hall includes a lower level at each end and a cathedral ceiling in the centre that creates rhythm. The space has a classic yet warm and welcoming ambiance.

The reception desk is an intrinsic part of the exhibition. The space it occupies and its position, the number of people it attracts, and the important role it plays in orienting visitors (information, rules, maps and flyers, loan of equipment, etc.) make it a central feature of the Interpretation Centre.

Materials

The contractor must propose materials for the exhibition, the reception desk and the display units that will harmonize with the setting. The modules will appear light and stylish, yet be grounded in the space. What appears in the space should not look “carved in stone,” but neither should it resemble a travelling exhibition.

Except for the acrylic cases protecting the mounted animals, natural wood will be the primary material for the design elements of the exhibition. Steel will probably also be used, for example, to reinforce some structures or for the legs of the display units.

Stylized silhouettes of trees (deciduous, coniferous, snags, shrubs) of different sizes will create continuity throughout the visit, define spaces, and serve as supports for the graphic panels and the display boxes containing mounted animals.

The tree silhouettes, to be constructed of oiled (or varnished; to be determined) Russian plywood, will connect visually to the territory and habitats at the CTNWA. On the silhouettes, in various spots, will be marks (scratches, holes, etc.) suggesting the presence of wildlife. Subtle touches of colour can be added here and there for variety and contrast.




The idea is not to produce faithful reproductions – these are not dioramas. Instead, we want to evoke, symbolize and represent – in short, create a modern, dynamic look with classic, sustainable materials.




Lighting adapted to natural conditions




Because there are large windows in the space, the lighting design must accommodate a wide range of natural light, from very sunny to cloudy and grey. LED spotlights will be used, as they are energy-efficient and long-lasting.

Statement B – PHOTOS OF THE EXHIBITION HALL

Note: The references to the scenario are for information puposes only.

	<p>View of the reception desks.</p> <p>Photo taken form the main entrance to the hall.</p> <p>(Reference DISCOVERY zone scenario)</p>
	<p>View from the main entrance and a part of the exhibition hall.</p> <p>Photo taken from behind the current reception desks.</p> <p>(Reference DISCOVERY zone scenario)</p>
	<p>View of the hall.</p> <p>Photo taken from the southern end.</p> <p>In the background, the window near the secondary entrance.</p>

	<p>Centre of the hall.</p> <p>Above and to the right, a passage leading to the outdoor terrace.</p> <p>(Reference TERRITORY zone scenario)</p>
	<p>Centre of the hall.</p> <p>Highest point of the ceiling.</p> <p>(Reference TERRITORY zone scenario)</p>
	<p>Centre of the hall, east wall.</p> <p>(Reference TERRITORY zone scenario)</p>

	<p>Western side of the wall.</p> <p>(Reference MIGRATORY zone scenario)</p>
	<p>Back entry, northern end of the room.</p> <p>(Reference MIGRATORY zone scenario)</p>
	<p>View of the hall.</p> <p>Photo taken from the northern end, near the secondary entrance. In the background, the windows near the main entrance.</p> <p>To the left, the entrance to the projection room.</p> <p>(Reference MIGRATORY zone)</p>

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The Interpretation Centre

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Statement C – Tracks and Traces Exhibition Scenario

Area	Major Theme	Messages	Themes/content	Items	Iconography/design	Means	Notes
TRACKS AND TRACES Exhibition							
Scenario (including reception desks)							
Area	Major Theme	Messages	Themes/content	Items	Iconography/design	Means	Notes
DISCOVERY [INTERPRETATION]							
DEC-1	Reception desks + Associated items/modules:	1.0 Reception 1.1 Trail maps counter	1.0 Reception 1.1 Integrated trail maps <ul style="list-style-type: none"> Petite-Ferme area Interpretation Centre area Grande-Ferme area 1.1.1 Main rules 1.1.2 Printed trail map Maps handed out by the attendant Return/reuse of the maps		Reuse of the maps <i>Take your trail map back to reception.</i>	1.1 Trail maps Integrated into the desk. 1.1.1 Main rules integrated into the desk 1.1.2 Space for storing the maps behind the desk	Annex4-DEC-1.0 Reception Desks 1.1 Medium-size trail maps (for receiving 1, 2 or 3 people). Inset on the countertop and slightly offset, window side. 1.1.1 Pictogram rules
	1.2 Daily news Information for improving the visitor experience	1.2 Daily news Snow Geese: number and location at the site Weather Tides SOPFEU index NWA activities for the day/season		Today at the CTNWA		1.2 Digital screen. Medium-sized, visible even in bright sunlight. Mounted on the beam above the reception desk.	Information in electronic format. Can be changed every day and adapted for each season. Continuous scrolling. Easily controlled and modified from the attendant's workstation.
	1.3 Discovery tools The CTNWA provides tools for visiting and discovering the site at your own pace and based on your interests.	1.3 Discovery tools 1.3.1 Binoculars and identification guides 1.3.2 On the Fox's Trail (GPS + material); group/self-guided 1.3.3 Historical trail	1.3 Discovery tools 1.3.1 Binoculars and identification guides GPS + leaflet + demo cache + decryption keys Historical trail book	1.3 Signage, discovery tools		1.3 Sign panel Introductory video / instructions (on iPad) Panel 1.3.1 info on activity Introductory video / GPS instructions (on iPad) Panel 1.3.2 activity info Introductory video / instructions (on iPad) Panel 1.3.3 activity info	This space is for the loaning/returning of the discovery tools available to visitors. Counter space separated from the reception desk (room for employees to go by, cleaning, and stretcher). Ref.: Annex4-DEC-1.0 Prominent signage, visible from the main entrance. Display/storage space behind the counter. On an iPad: short humorous video for each tool helps visitors choose one and understand how the tool/activity works.
	1.4 Greater Snow Goose The GSG is a highlight and is symbolic of the CTNWA; hence the presence of a 3D model on the reception desk.	1.4 Greater Snow Goose	Life-sized 3D wooden GSG				Placed on the counter. Attracts people and acts as a conversation piece. Visitors can play with it, pick it up.

Area	Major Theme	Messages	Themes/content	Items	Iconography/design	Means	Notes
DEC-2	Major Theme Ornithology	<p>2.0 The CTNWA is an ideal place for birdwatching, an ornithologist's paradise year-round.</p> <p>2.1 There are rules to follow for preserving and conserving the birds.</p> <p>2.2 Featured species Presentation of 50 birds that can be seen at the CTNWA.</p>	<p>2.0 Birdwatcher's imprint</p> <p>2.1 Birdwatcher's imprint</p> <p>Code of conduct</p> <p>Conservation concepts</p> <p>2.2 Featured species</p> <ul style="list-style-type: none"> By season By habitat Associated trails <p>3.0 Hiking</p>	<p>MA:</p> <p>Blue-winged Teal</p> <p>Red-winged Blackbird</p> <p>Rose-breasted Grosbeak</p> <p>Magnolia Warbler</p> <p>American Robin</p> <p>Swamp Sparrow</p> <p>Bird's nest + eggs</p>	<p>Birdwatcher's imprint – Binoculars</p> <p>2.1 Birdwatcher's code</p> <p>2.2 Featured species</p> <p>Annex4-DEC-3.0 Hiking module</p>	<p>Panel 2.1</p> <p>Tall acrylic tube with the MAs divided into four sections</p> <p>Status summary of the mounted birds displayed</p> <p>Placard: associated discovery tools (binoculars + guide)</p> <p>Panel 2.2</p> <p>Interactive station</p> <p>Annex4-DEC-2.2 Interactive station: Featured Species</p> <p>Panel 3.0</p> <p>Panel 3.1</p> <p>3.1.1 Photo strip</p> <p>Panel 3.2</p> <p>Impression of traces on the ground</p> <p>3.2.1 Castings</p> <p>3.2.2 Photo strip</p>	<p>Annex4-DEC-2.0 Birdwatching Module</p> <p>2.2 The CTNWA has over 180 species of birds on its site; we show you 50 of them.</p> <p>We want to encourage birdwatchers to explore the trails based on the species they would like to see.</p> <p>Resembles a railing like those seen at the CTNWA. Side A: Hikers' track. Side B: Dog track.</p> <p>In the middle, low silhouettes of shrubs.</p> <p>Module somewhat lower so as not to hide DEC-4 and the reception desk. Make the height different from DEC-2 and DEC-4. Take into account that groups will be in front of the map.</p> <p>Casting: Helps for comparing traces and learning to tell them apart. Life-size castings + graduated scale beside them.</p>
DEC-3	Hiking	<p>3.0 Hiking</p> <p>A great way to discover the CTNWA, its nature, its spectacular landscapes and its little secrets.</p> <p>3.1 Hikers leave traces of their visit. There are ways for hikers to reduce their impact.</p> <p>3.2 Dogs leave traces of their presence. There are ways to reduce the impact of dogs.</p>	<p>3.1 Hikers' imprint</p> <p>Code of conduct</p> <p>Conservation concepts</p> <p>3.1.1 Photo strip NWA trails</p> <p>3.2 Imprint of dogs and their best friends</p> <p>Code of conduct</p> <p>Conservation concepts</p> <p>3.2.1 Track castings</p> <p>3.2.2 Photo strip dogs</p> <ul style="list-style-type: none"> Good behaviour Damage that dogs can do 	<p>Tracks (castings) of:</p> <p>Dog (large)</p> <p>Dog (small)</p> <p>Fox</p> <p>Coyote</p>	<p>3.1 Hikers' imprint</p> <p>3.1.1 Photos of CTNWA hikers and landscapes</p> <p>Dog tracks</p> <p>All around the module, there will be dog tracks on the floor</p> <p>3.2 Dog tracks</p> <p>3.2.1 Track castings</p> <p>3.2.2 Dog photos</p>	<p>Panel 3.1</p> <p>3.1.1 Photo strip</p> <p>Panel 3.2</p> <p>Impression of traces on the ground</p> <p>3.2.1 Castings</p> <p>3.2.2 Photo strip</p>	<p>Resembles a railing like those seen at the CTNWA. Side A: Hikers' track. Side B: Dog track.</p> <p>In the middle, low silhouettes of shrubs.</p> <p>Module somewhat lower so as not to hide DEC-4 and the reception desk. Make the height different from DEC-2 and DEC-4. Take into account that groups will be in front of the map.</p> <p>Casting: Helps for comparing traces and learning to tell them apart. Life-size castings + graduated scale beside them.</p>

Area	Major Theme	Messages	Themes/content	Items	Iconography/design	Means	Notes
DEC-4	Trail map Oversized + Yellow spaces + Rest area	<p>4.0 The CTNWA is a huge site to discover. A network of trails lets you explore it.</p> <p>4.1 Kilometres of trails to explore. There's a hike to suit everyone.</p> <p>4.2 What's happening in nature today?!</p> <p>4.3 Have you seen?! Fun image-matching game for discovering the world of the CTNWA</p>	<p>4.0 Map of the hikeable area 4.0.1 Benches and presentation platform</p> <p>4.1 Trails on the map! 4.1.1 Trail profiles Brief descriptions of 11 trails (main ones) to help visitors choose their route.</p> <ul style="list-style-type: none"> Petite-Femme area Interpretation Centre area <p>4.2 Today's observations! Every day, there are interesting things to see and do at the CTNWA.</p> <p>4.3 Have you seen?! Interactive for children</p>	<p>Items</p> <p>Magnetic tiles</p> <p>Magnetic tiles</p> <p>Magnetic tiles</p>	<p>Title: ? Annex4-DEC4.0 Trail map module Annex4-DEC-4.0.1 Benches and platform</p> <p>4.1.1 Trail profiles. Annex4-DEC-4.1.1 Profile strips of the trails</p> <p>4.2 Magnetic tiles Annex4-DEC-4.2 Today! Tiles list Space defined for tiles not used on the map + title: Today!</p> <p>4.3 Magnetic tiles, with illustrations</p>	<p>Oversized map</p> <p>Panel 4.1 Panel 4.1.1</p> <p>Magnetic tiles</p> <p>Annex4-DEC-4.3 Have you seen?! game Fun magnetic tiles + fun illustration</p>	<p>4.0 Oversized map: 80 X 48 in. (final format to be determined). Slightly curved, placed in a corner and raised. Metal backing (magnetic).</p> <p>4.0.1 Built-in benches on either side. Lower central space (platform) where the activity leader can stand and be visible while making presentations to groups. Deep enough to move around easily.</p> <p>Multi-functional space: resting, waiting, reading/viewing on an iPad (near the discovery tool lending counter DEC-1.3).</p> <p>4.1.1 The laminated strips, mounted to the left and right of the map, also serve as backrests for people sitting on the benches.</p> <p>4.2 Magnetic tiles for placing on different spots on the map. Photos of animals and images of activities offered at the CTNWA. The reception attendant can add or remove tiles at any time.</p> <p>4.3 Matching games for children. Entertaining magnetic tiles showing various animals to be placed in the right spot on a laminated illustration on metal. Including a space for monsters, where it says there aren't any at the CTNWA.</p> <p>At the front of the reception desk (near the Discovery Tools section).</p>

Area	Major Theme	Messages	Themes/content	Items	Iconography/design	Means	Notes
		<p>6.2 Secondary entrance Same as in 6.1 and reception signage</p> <p>6.2.1 CTNWA rules (Same as in 6.1.1)</p>	<p>6.2 Secondary entrance to the room Title + text introducing the exhibition Signage: to the reception desk</p> <p>6.2.1 CTNWA rules</p>		Title of the exhibition Signage	Panel 6.2 Panel 6.2.1 Accurate reproduction of the wooden walkway printed on the floor.	
DEC-7	Major Theme Wildlife at Cap Tourmente NWA	<p>Messages</p> <p>7.0 Presence of Wildlife</p> <p>7.1 The wildlife are in their territory and leave many signs. You don't always see the animals, but they are there, quietly. A number of signs indicate their presence: traces, marks, scat, sounds, odours.</p> <p>7.2 Secrets of scat Scat can reveal many things.</p>	<p>7.0</p> <p>7.1 We are here! Take the time to listen, observe and appreciate...</p> <p>7.1.1 Marks Here and there in the room are marks on the tree silhouettes.</p> <p>7.1.2 The ground rule Go looking for signs of the presence of wildlife on the trails.</p>	<p>MA Partridge Raccoon Porcupine</p> <p>CTNWA plastic ruler</p>	<p>Photo: tree gnawed by a porcupine</p> <p>7.1.1 Various marks Holes made by Pileated Woodpecker Holes made by Yellow-bellied Sapsucker Woodpecker Holes made by Downy Woodpecker Insect galleries Bear claws Marks made by deer antlers Bird's nest Wasps' nest Squirrel's nest</p> <p>Life-size track of the animal associated with each scat.</p>	<p>Panel 7.1</p> <p>7.1.2 Oversized print on the floor of the ruler + an animal track.</p>	<p>Annex4-DEC-7.0 Presence of Wildlife module</p> <p>7.1.1 Marks: here and there in the exhibition, replicas of marks are added to the tree silhouettes</p> <p>NOTE: the ruler (7.1.2) is not part of the estimate. It is provided as a gift to visitors who ask for it. It reinforces the message and is a useful souvenir of CTNWA/CWS.</p> <p>The oversized print on the floor is part of the estimate (Means 7.1.2).</p> <p>7.2 Two long display cases that help define the main traffic corridor.</p> <p>NOTE: The scat replicas are provided by ECCC.</p> <p>Interactive 7.2.1 is directly associated with the display cases of scat as a complement and is modular to lighten it all and to create two activities in one (the display cases will be viewable from both sides, but interactive on only one side).</p> <p>Spectacular images. It's like a summary of the exhibition and an ode to the CTNWA. A universal and touching language that will be able to reach visitors of all origins. Will run continuously. Sounds at certain key moments.</p> <p>NOTE: A preliminary storyboard will be provided by the CTNWA, as well as some of the video images (including the drone footage).</p>
DEC-8	Slices of life at CTNWA	<p>Connecting Canadians with nature</p> <p>Connecting visitors of all origins with the beauties of the Cap Tourmente NWA.</p>	<p>Nature, flora, fauna, landscapes and seasons at the Cap Tourmente NWA. Aerial views (drones)</p>			<p>Panel 7.2.1</p> <p>Annex4-DEC-7.2.1 Interactive What does it eat?</p>	

Area	Major Theme	Messages	Themes/content	Items	Iconography/design	Means	Notes
Area	Major Theme	Messages	Themes/content	Items	Iconography/design	Means	Notes
TERRITORY							
TER-1	Cap Tourmente NWA	1.0 An exceptional site, a precious heritage.	A gem to be preserved Key words: history, richness, diversity, heritage, unique, a preserved island, etc.	MA Muskkrat Wood frog Leopard frog Brook trout Chub Black-crowned Night-Heron Common Moorhen Northern Pintail Gray Catbird Ruby-crowned Kinglet	Silhouette / stylized line drawing of Cap Tourmente placed on the stone wall	Panel 1.0	Annex5-TER-1.0 – Overview Annex5-TER-1.0.1 Silhouette of Cap Tourmente This area is at the right when entering the room, behind the tree silhouettes supporting the introductory panels and the rules. NOTE: The MAs in this area symbolize diversity, with no specific connections. Their placement can vary, depending on the space and the final design.
		1.1 Cap Tourmente NWA	1.1 Cap Tourmente NWA • Role and specific mission • Location (in the centre of a village). 1.1.1 Ramsar * • International importance acknowledgement		Cap Tourmente NWA Satellite photo with boundaries?	Panel 1.1	* 1.1.1 RAMSAR Incorporated into Timeline (see TER-2.1.2)
		1.2 Characteristics	1.2 A fertile mosaic • A mosaic of habitats • Geomorphology • Champlain Sea – fertile soil		Photos:	Panel 1.2	

Area	Major Theme	Messages	Themes/content	Items	Iconography/design	Means	Notes
Area	Major Theme	Messages	Themes/content	Items	Iconography/design	Means	Notes
TER-2	Cap-Tourmente: History! [Human aspect]	<p>2.0 History is in the field!</p> <p>2.1 Presences that have made history</p> <p>2.2 Traces of the past There are still many traces of the past on the site at the NWA.</p> <p>2.3 An unchanged area that is now preserved</p>	<p>2.0 History is in the field!</p> <p>2.1 Millennia-old human presence Indigenous peoples Champlain François-de-Laval and the Séminaire de Québec Farm residents</p> <p>2.1.2 Timeline</p> <p>2.2 Traces of the past</p> <ul style="list-style-type: none"> Petite-Ferme – classified building Maison des Français The Ruins (Ferme du bout du cap) Friponne Mill Ruins of the old chapel <p>2.2.1 Chimney Swift A species at risk whose history is closely connected with old chimneys</p> <p>2.2.2 Save the Swift! The CWS installs artificial chimneys for the Swifts</p> <p>2.3 Canadian Wildlife Service* • 1978, creation of CTNWA</p>	<p>Rock core Indigenous artifact Jackknife Jackknife handle Jaw harp Cross Bell (portion) from the chapel Sickle Dried bulrush plant</p> <p>Common Raven</p> <p>Chimney Swift Chimney Swift nest Section of a tree with Chimney Swift nest</p>	<p>Imprint of time</p> <p>Historical photos Farm workers, etc.</p> <p>Illustration: Francis Back Photo: Ramsar</p> <p>Annex5-TER-2.2 Traces of the past</p> <p>Historical photos Allée d'Ormes Buildings from earlier eras</p> <p>Annex-TER-2.2.1 Chimney Swift</p> <p>Photos Chimney Swift The CWS's artificial chimneys for Chimney Swifts</p> <p>Photos of CTNWA in its early days</p>	<p>2.0 Panel</p> <p>Panel 2.1</p> <p>2.1.2 Timeline Annex5-TER-2.1.2 Timeline</p> <p>Placards – artifacts</p> <p>Panel 2.2 Info placard discovery tool: historical circuit</p> <p>Panel 2.2.1 Status summary: Chimney Swift</p> <p>Panel 2.2.2</p> <p>Panel 2.3</p>	<p>NOTE: All these items are included in the Timeline (TER-2.1.2). The rock core is from the Cap Tourmente cliff.</p> <p>Module 2.2: High-level representation of a chimney enclosed on two sides, in ruins. Inclusion of stone and masonry at the base. Visitors can tour it. Its location near the large stone wall will create a transition with the lower part of the room.</p> <p>* 2.3 CWS Incorporated into Timeline (see 2.1.2)</p>

Area	Major Theme	Messages	Themes/content	Items	Iconography/design	Means	Notes
Area	Major Theme	Messages	Themes/content	Items	Iconography/design	Means	Notes
TER-3	Cap-Tourmente: Protected area	3.0 Protected area	3.0 Protected area		Common Loon tracks (official panel of the NW/As)		Annex5-TER-3.0 Protected area
		3.1 A protected area is ...	3.1 A protected area Definition	Barred Owl American Kestrel		Panel 3.1 Status summary MA	Show the human aspect that underlies all of this. People who work on site at CTNWA.
		3.2 Protected, but still fragile.	3.2 Minimize the imprint <ul style="list-style-type: none"> Challenges of public access versus conservation 3.2.1 Maximize efforts! <ul style="list-style-type: none"> The example of swallows <ul style="list-style-type: none"> Cliff Swallow Barn Swallow Tree Swallow 3.2.2 Threats to the area* <ul style="list-style-type: none"> Bad weather, erosion, tides, climate change Invasive species: at CTNWA, it's a constant battle. 	MA Killdeer	3.2 Photos: Construction of the new des Chutes trail Maintenance CTNWA employees in action Construction of a giant nesting box for Barn Swallows 3.2.1 Photos Swallows in their nest (barn + board for nests) Nesting box for Barn Swallows etc. 3.2.2 Photos* Japanese Knotweed Common Reed Invasive species surrounding an indigenous species	Panel 3.2 Panel 3.2.1 Status summary MA	* 3.2.2 This entire section will be put into the interactive Territory station (TER-6.0)

Area	Major Theme	Messages	Themes/content	Items	Iconography/design	Means	Notes
TER-4	Major Theme Agricultural land	4.0 4.1 For over 400 years, Cap Tourmente has provided nourishment. It was a favoured place for hunting, gathering and agriculture. 4.2 Today, agriculture at the NWA is a means of conservation for a number of species.	4.0 4.1 Fertile area • Formerly used by Indigenous peoples • 400 years of agriculture since the colony, for humans • Now, agriculture for conservation of species 4.2 Tailored crops • Complex to manage • Maintaining and promoting biodiversity • Preserving the landscape • A survival space for multiple species 4.2.1 The main crops grown on the CTNWA site 4.3 Field virtuosol • The Bobolink	Horseshoe (artifact) Grain samples – with their stem: Wheat Barley Corn Oats Canola Soy	Horse tracks and then tractor tracks (transition) Photos of labourers working in the fields Photos of the fields (green with young plants; ochre in the fall, etc.)	Panel 4.0 Panel 4.1 Placard artifact Panel 4.2 4.2.1 Containers displaying different crop grains Panel 4.3 Status summary MA	Annex5-TER-4.0 Agricultural land This major theme is placed near modules PER-1 and PER-2 Species at Risk because of their overlap. The surface of the module could be raised and show the main topographical features of the site (and thus locate the agricultural area within it).
TER-5	Territory without borders	5.0 5.1 Preservation/protection must go beyond fences and borders...	5.0 5.1 Beyond borders • Borders created by humans for humans • Animals have no boundaries or borders 5.1.1 Never too large • Even vast sites like CTNWA are insufficient to ensure adequate protection for species	MA: Monarch Dark-eyed Junco Orange-crowned Warbler White-throated Sparrow Broad-winged Hawk	Tracks and Traces official panel + Common Loon taking flight (leaves the panel) Photos Common Loon	Panel 5.0 Panel 5.1 Status summary MA Panel 5.1.1	Related to / Connected with migration The Common Loon is an excellent example; it is found across Canada: in fresh water and salt water. 5.1.1 Figure/illustration comparing the size of the NWA site with the necessary/natural habitat of the frog, ruffed grouse and black bear.
		5.2 Take action! Everyone can be involved in saving wildlife species.	5.2 Take action! • Conservation and protection beyond the protected areas, by citizens. 5.2.1 Action Program		Photos	Panel 5.2 Panel 5.2.1	5.2.1 Action programs, citizen participation, and list of associated species.

Area	Major Theme	Messages	Themes/content	Items	Iconography/design	Means	Notes
		5.3 Concrete actions The CTNWA installs and maintains dozens of nesting boxes, shelters and sleeping places for wildlife species.	5.3 A bird for every nesting box! At the site, there are a number of nesting boxes based on the bird species. 5.3.1 Five-star hotels! Multiple species need specific shelters. • Bat roosting boxes • Insect hotel • Bumblebee hotel	Nesting boxes of different shapes and different openings (4–5) Display case with materials used by birds to build nests Bat roosting box Insect hotel Bumblebee hotel MA Various insects	Photos Species associated with nesting boxes and roosting boxes Nesting boxes in nature Tree Swallows CTNWA ... Photo Bat maternity roost CTNWA Bumblebee hotel	Panel 5.3 Annex5-TER-5.3 A bird for every nesting box! Annex5-TER-5.3.1 Five-star Hotels!	
TER-6	NWAs in Canada NWAs in Quebec (Interactive station)	6.0 Protecting and conserving	6.0			Panel 6.0 Annex5-TER-6.0 NWAs in Canada and Quebec Interactive Territory station	6.0 This panel provides an introduction to the interactive station. NOTE: The interactive TERRITORY station will present the content (6.1, 6.2, 6.3, and 6.4) and some information from the other themes of the exhibition, particularly TER. It will facilitate the presentation of maps, among other things. It is placed with TER-3.0 <i>Cap Tourmente – Protected Area</i> .
		6.1 Protecting across the country	6.1 NWAs in Canada • Background / protection goal • Legislation • Each NWA is specific			Territory station	
		6.2 NWAs are part of a network of protected areas.	6.2 Network of protected areas • 54 NWAs • 92 MBSs • 1 marine reserve • Distribution of PAs in the country			Territory station	
		6.3 NWAs in Quebec	6.3 NWAs in Quebec • There are 8 of them, but few people know about them • Six are open to the public • Location and identification of NWAs-Qc			Territory station	NWAs-Qc: include GPS coordinates Present the NWAs-Qc, along with the habitats/species they protect
		6.4 Accessibility	6.4 Connecting Canadians with nature • Activities in the NWAs • Discovery / education • Understanding and appreciation			Territory station	

Area	Major Theme	Messages	Themes/content	Items	Iconography/design	Means	Notes
Area	Major Theme	Messages	Themes/content	Items	Iconography/design	Means	Notes
SPECIES AT RISK							
PER-1	CWS Species at risk	1.0 Species at risk			Species at risk track		Annex6-PER-1.0 CWS Species at risk
		1.1 Species at risk – animals and plants	1.1 Species at risk <ul style="list-style-type: none"> A definition The 4 categories Conservation 		Photos of species at risk (plants and animals)	Panel 1.1 ? Interactive	
PER-2	CTNWA species at risk	2.1 A number of species at risk are found at Cap-Tourmente NWA	2.1 Danger in the house! CTNWA serves as a sanctuary for 30 species at risk 2.1.1 Each species has its needs and challenges 2.1.2 Butternut	MA Peregrine Falcon 1 Peregrine Falcon 2 Falcon egg		Panel 2.1 Panel 2.1.1 Panel 2.1.2	Annex6-PER-2.0 Species at risk CTNWA
		2.2 CTNWA has had some success in recovering species at risk	2.2 A Peregrine from afar! <ul style="list-style-type: none"> The Peregrine Falcon is an example of success 		Images/photos: Field notebooks to track the Falcon Falcon in flight Falcon in a dive Falcon catching its prey	Panel 2.2	

Area	Major Theme	Messages	Themes/content	Items	Iconography/design	Means	Notes
Area	Major Theme	Messages	Themes/content	Items	Iconography/design	Means	Notes
PER-3	Plants and animals not at risk	<p>3.0 Not at risk</p> <p>3.1 The CTNWA is home to a wide variety of plants and animals that are not at risk.</p> <p>3.2 Plants</p> <p>3.3 Wildlife</p> <p>3.4 Mushrooms</p> <p>3.5 A species considered abundant can quickly change status and become threatened</p>	<p>3.0 Not at risk</p> <p>3.1 We are not at risk Over 1,000 not-at-risk species at the CTNWA. Go looking for these treasures!</p> <p>3.2 Plants</p> <p>3.2.1 <i>Quiet beauties</i> – plants to discover, appreciate, conserve.</p> <p>3.3 Wildlife</p> <p>3.3.1 Mammals</p> <p>3.3.2 Birds</p> <p>3.3.3 Amphibians and Reptiles</p> <p>3.3.4 Invertebrates</p> <p>3.3.5 Fish</p> <p>3.4 Mushrooms</p> <p>3.5 Not at risk, but...</p> <ul style="list-style-type: none"> Change can happen quickly Disease, climate change, habitat loss, etc. <p>Benches for resting/reflecting Associated with DEC-8</p>	<p>MA</p> <p>Herring Gull</p> <p>Brown Creeper</p> <p>Great Horned Owl</p> <p>Pileated</p> <p>Woodpecker</p> <p>Sharp-shinned Hawk</p> <p>Mole (star-nosed) – two</p> <p>Toad</p>	<p>Silhouettes deciduous + coniferous trees</p> <p>Photos of plants at the CTNWA Photos showing a wide diversity</p>	<p>Panel 3.0</p> <p>Panel 3.1</p> <p>Status sheets of the MAs</p> <p>Panel 3.2</p> <p>3.2.1 Series of images of plants associated with the CTNWA.</p> <p>Panel 3.3</p> <p>Panel 3.4</p> <p>Panel 3.5</p> <p>Two benches (like those found along the trails, but shorter).</p>	<p>Annex6-PER-3.0 Species not at risk</p> <p>NOTE: The tree silhouettes, as well as serving as supports, create a separation with the projection room entrance.</p> <p>These benches are placed at an ideal angle and space for watching the large-size video on the stone wall. (DEC-8)</p> <p>NOTE: to be confirmed based on the final design and the space available in the area.</p>

Area	Major Theme	Messages	Themes/content	Items	Iconography/design	Means	Notes
Area	Major Theme	Messages	Themes/content	Items	Iconography/design	Means	Notes
MIGRATORY BIRDS							
MIG-1	Greater Snow Goose	1.0 The Greater Snow Goose	1.0		Imprint of the Snow Goose	Panel 1.0	Annex7-MIG-1.0 Greater Snow Goose
		1.1 An Iconic Species at Cap Tourmente	1.1 The white queen • An iconic figure • Spectacular, unique in the world 1.1.2 Find out more! Invite visitors to go to the Bois-sent-Bon observatory to see the interpretive panels about the GSG. 1.1.3 Greater Snow Goose schedule at the CTNWA • Times and places for observation 1.1.4 Sea Grass The bulrush marsh, the origin of the CTNWA.	MA GSG: white adult GSG: white juvenile GSG: blue adult GSG: blue juvenile Canada Goose Cross-section of the bulrush marsh (plants, soil and rhizomes) cast in a block of acrylic	Panel 1.1 Photo mural in extreme close-up of the bulrush marsh (plants and mud) Photo People walking in the mud (to show how sticky it is)	Panel 1.1 Panel 1.1.2 Status summary: GSG Comparative placard Canada Goose vs. GSG Cross-section of the bulrush marsh Panel 1.1.3 Panel 1.1.4	The distribution of the MAs and other items will be based on the placement of the module(s) in the space. The low display cases with the GSG (near the secondary entrance) will not be enclosed. NOTE: Panel 1.1.3 has the look of a show schedule.
		1.2 A conservation success	1.2 A conservation success • A population formerly in decline • An example of recovery and adaptability • Today, an overabundant population: a new challenge			Panel 1.2	
		1.3 Migratory geese An 8,000-km journey per year!	1.3 Migrations/destinations • Unique population • Migration corridors • Summering afeas / wintering areas			Panel 1.3	Annex7-MIG-1.3 Migrations Note. Sections 1.3 and 1.4 are placed on the other side of the main pathway.
		1.4 The science of geese Scientific monitoring	1.4 Geese through the Eye of Science • Banding – since the 1970s • Collar • Count	Yellow collar Green radio collar Band Webbing tag MA: GSG with collar + band		Panel 1.4 Placard: Discover TY-30 at BSB	Annex7-MIG-1.4 Scientific monitoring Invite visitors to go see TY-30 at Bois-sent-Bon.
		1.5 Snow goose tornado	1.5 Snow goose tornado	20-30 mounted geese		Suspended descending (tornado) from the highest part of the room	Annex7-MIG-1.5 Snow goose tornado <ul style="list-style-type: none">One goose with a yellow collar + band4-5 geese with bands NOTE: yellow collar not used / not associated with an existing GSG.

Area	Major Theme	Messages	Themes/content	Items	Iconography/design	Means	Notes
MIG-2	Waterfowl / birds of prey / Passerines	<p>2.0 Migrants</p> <p>2.1 A migrant is...</p> <p>2.2 The CWS's mandate and migrants</p> <p>2.3 The CTNWA is a prime location for multiple species of migratory birds</p> <p>2.4 Flight log of the Hummingbird Greater Snow Goose Peregrine Falcon Warbler (night migration) Chimney Swift</p> <p>2.5 High-Risk Migrations When migrating, birds face many challenges and dangers.</p>	<p>2.0 Migrants</p> <p>2.1 I'm a migrant! • Definition</p> <p>2.2 The CWS and migrants • <i>Migratory Birds Convention Act</i> • Protected areas, sanctuaries, NWAs, MBSS, etc. 2.2.1 Monitoring and conservation • Nano-tag and antenna • Banding • Method for assessing populations • BBS (Breeding Bird Survey)</p> <p>2.3 In 7th heaven! • The CTNWA is a dream location • Varied and abundant food • Place conducive to nesting</p> <p>2.3.1 Birdwatchers' paradise • Birdwatching hot spot • Gathering place for birdwatchers</p> <p>2.4 Flight log • Data, statistics and anecdotes about a few migrants • Migration strategies: night/day, in groups, altitude, etc.</p> <p>2.5 No Rest for Frequent Flyers 2.5.1 In flight 2.5.2 On the ground 2.5.3 No passport</p>	<p>Booklet of the Convention (old document)</p> <p>Radio collar Nano-tag + antenna</p> <p>Green band Red band</p> <p>Bands of different types (including hunting?)</p>	<p>Imprint of the Migrant</p> <p>Photo of antennas – radio collars</p> <p>2.3.1 Photos of groups of birdwatchers at CTNWA</p> <p>Photos Groups of migrants Photos of migrants Travel statistics</p> <p>MA Evening Grosbeak Veery Northern Saw-whet Owl Woodcock Common Goldeneye</p>	<p>Panel 2.1</p> <p>Panel 2.2</p> <p>Panel 2.2.1</p> <p>Annex7-MIG-2.2.1 Interactive Nano-tags Bands + matching game</p> <p>Panel 2.3</p> <p>Panel 2.3.1</p> <p>Show different patterns of spectacular migrations Annex7-MIG-2.4 Flight Log Status summary MA</p> <p>Panel 2.5</p>	<p>Annex7-MIG-2.0 Waterfowl, birds of prey, passerines</p> <p>100th anniversary of the Migratory Birds Convention 2016 green band 2017 red band</p>

Area	Major Theme	Messages	Themes/content	Items	Iconography/design	Means	Notes
MIG-3	Hunting	3.0 Hunting	3.0				
		3.1 A traditional activity and a conservation tool	<p>3.1 Tradition and conservation Hunting clubs A conservation measure Hunting</p> <ul style="list-style-type: none"> Traditional (before the CTNWA, there were hunting clubs) For preservation (at Cap Tourmente, but also in other NWAs) <p>Geese and other game</p>	<p>MA Green-winged Teal Mallard American Black Duck</p> <p>Snow Bunting + trap (artifact)</p> <p>Decoys Modern GSG Antique GSG</p> <p>Hunting book</p>	<p>Photos</p> <p>Horses used for hunting Hunting today (blinds, equipment, etc.)</p>	<p>Panel 3.1.2</p>	<p>Relating to the history of Cap Tourmente</p> <p>Bunting and trap in connection with the MBC Act</p>
		3.2 The CWS manages hunting quotas across Canada	<p>3.2 Hunting management by the CWS</p> <ul style="list-style-type: none"> Quotas Bands <p>3.2.1 The Wingbee (Wing-B)</p> <ul style="list-style-type: none"> Population assessments 			<p>Panel 3.2</p> <p>Panel 3.2.1</p>	

Solicitation No. - N° de l'invitation
K2C58-181424/A
Client Ref. No. - N° de réf. du client
K2C58-181424

Amd. No. - N° de la modif.
File No. - N° du dossier
cx011. K2C58-181424

Buyer ID - Id de l'acheteur
cx011
CCC No./N° CCC - FMS No./N° VME

Statement D – Exhibition Scenario Annexes

ANNEXES – *Tracks and Traces* Scenario

GENERAL ANNEXES

A1 Exhibition Hall Floor Plan

A2 Sketch of the Exhibition Layout

- Including the preliminary positioning of the tree silhouettes

A3 Tree Silhouettes (a few examples)

THEMATIC ZONE ANNEXES

A4 DISCOVERY Zone (DEC)

A5 TERRITORY Zone (TER)

A6 SPECIES AT RISK Zone (PER)

A7 MIGRATORY BIRDS Zone (MIG)

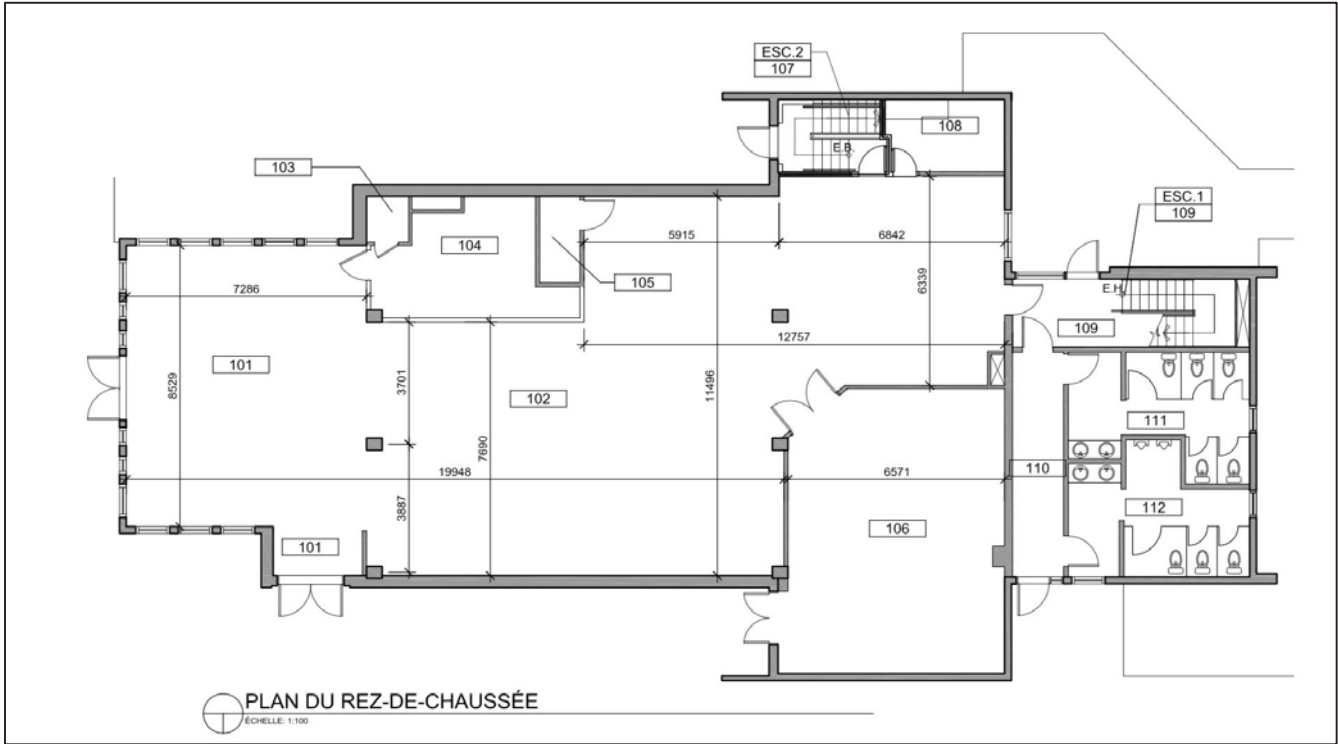
LIST ANNEXES

A8 List of Mounted Animals [ANoo]

A9 List of Artifacts [ARoo]

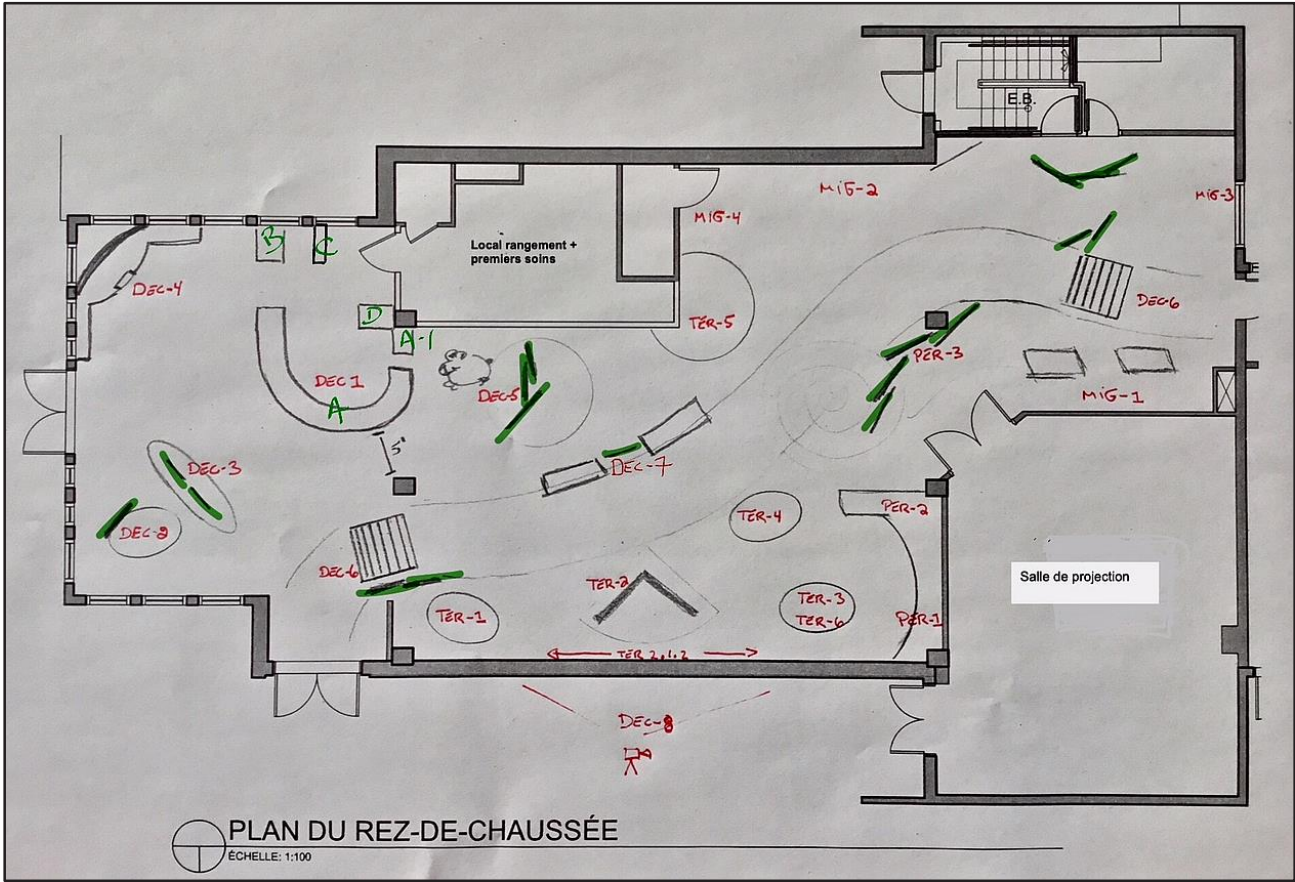
A10 List of Objects [OBoo]

Annex 1 EXHIBITION HALL LAYOUT

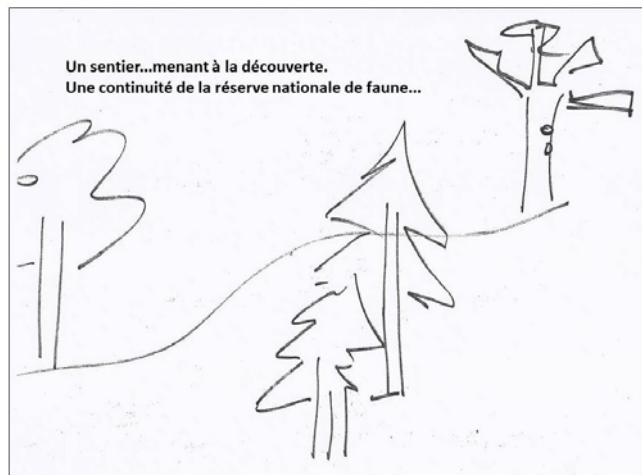
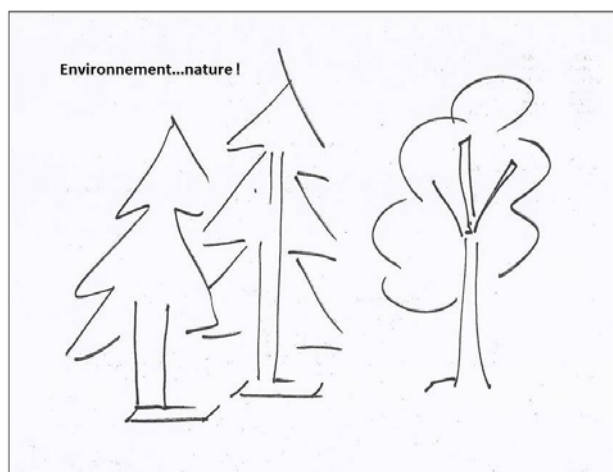


Annex 2 SKETCH OF THE EXHIBITION LAYOUT

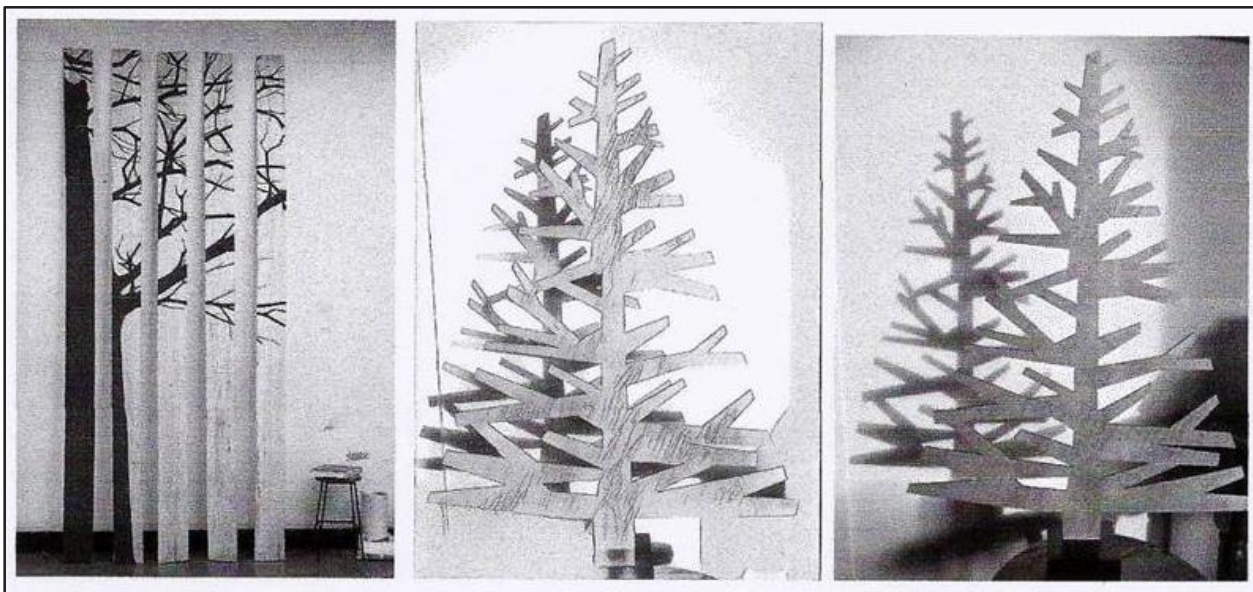
- Including the preliminary positioning of tree silhouettes (in green)



Annex 3 TREE SILHOUETTES (examples)



4



Annex 4 DISCOVERY Zone

DEC-1.0 Reception Desk

DEC-2.0 Birdwatching Module

DEC-2.2 Star Species interactive terminal (content tree) – to come

DEC-3.0 Hiking Module

DEC-3.1.1 List of Photos (preliminary) – to come

DEC-3.2.2 List of Photos (preliminary) – to come

DEC-4.0 Trail Map Module

DEC-4.0.1 Benches and Platform

DEC-4.1.1 Trail Profiles

DEC-4.2 *Today!* List of Tiles

DEC-4.3 *Did You See That?!* Matching Game

DEC-5.0 The Black Bear

DEC-5.0 The Black Bear in 3D

DEC-5.1 Black Bear Module

DEC-5.3.1 *Zooming in on the Black Bear!* Interactive

DEC-6.0 Exhibition Entrances

DEC-6.1 Main Entrance

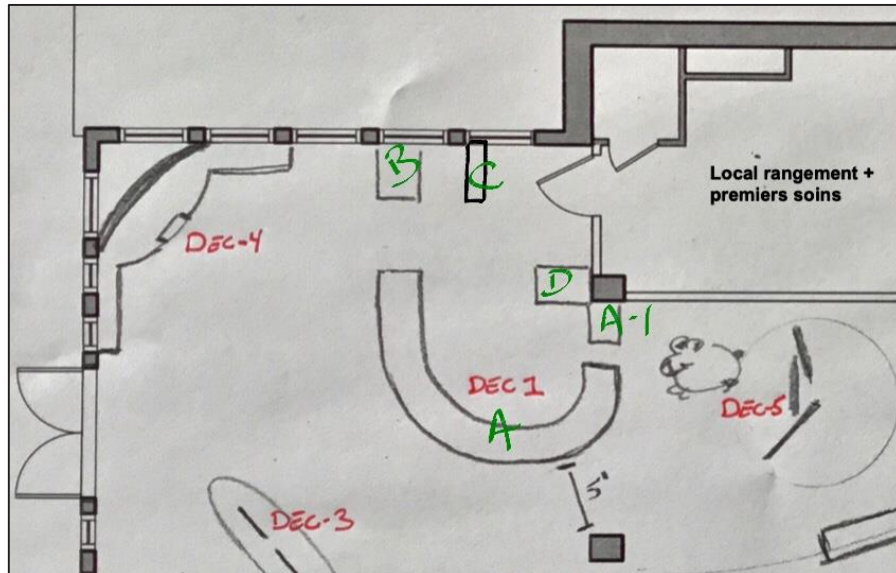
DEC-6.2 Secondary Entrance

DEC-7.0 Presence of Wildlife

DEC-7.2 Secrets of Scat

DEC-7.2.1 *What Does it Eat?!* Interactive

DEC-1 COUNTERS AND POSITIONING



The new reception desks.

6

The current counter is dysfunctional and poorly integrated, and it no longer meets the needs of staff or visitors. The furniture takes up a large part of the reception area unnecessarily; the storage spaces are poorly adapted for the various discovery tools that have been added over the years. The configuration of the workstation limits interactions with visitors while regularly creating bottlenecks.

DESCRIPTION

The new reception desks zone will consist of the main u-shaped section, the Discovery Tools section, which will be an extension of the desk and a storage unit, and a raised workstation for the visitor services attendant (VSA). The main counter will have two access points: a small one [approx. 24 in] so the VSA can move easily towards the 3D bear or the screening room; and a wider one, which will be the main entrance to the workstation, the storage unit and the first-aid station (it must have room for a stretcher to get through in an emergency). On the top of the main counter will be three built-in maps of the CTNWA: the Petite Ferme sector, the Interpretation Centre sector and the Grande-Ferme sector. There will also be some pictograms representing the main rules. The main desk will remain clear at all times.

A digital screen will be mounted on the support beam above the main reception desk (ref. DEC-1.2).

SPECIFICATIONS

Material: wood (to be validated with design firm)

Colour: (to be determined with design firm)

Front of counter: A text? An image? Nothing? (to be determined with design firm)

Maps built into the counter: screwed in, for future replacement

SECTION A: Reception Desks

- Open space behind + adjustable shelves
- One section with doors + lock (to be validated)

Height: approximately 32 in (to be validated in the final design)

Depth: approximately 18–20 in (to be validated in the final design)

Objects to include

- Trail maps (French, English, new, reused)
- A few reference books
- Procedural and statistical binders, etc.
- Pamphlets to give to visitors

SECTION A-1: small section about 20 inches against the column. The 3D goose will be placed on top; underneath will be placed the bear observation cards to be handed out to visitors on request.

SECTION B: Discovery Tools Counter

- Closed + lock

Height: approximately 32 in (to be validated in the final design)

Depth: approximately 18–20 in (to be validated in the final design)

Objects to include

- iPads (minimum 5)
- chargers + outlets for recharging
- Petty cash (\$)

SECTION C: Furniture to store materials (discovery tools)

This piece of furniture will also serve as a screen to partly hide from view the storage area located behind.

- Closed section + lock
- Open display case section (to see discovery tools) ?

Height: approximately 72 in (to be validated in the final design)

Depth: to be determined

Final position: to be determined

Objects to include

- 60 GPS Garmin 62s units
- 30 pairs of binoculars
- 10 bird guides
- Historical trail brochures
- iPads (minimum 5)

SECTION D: Workstation for visitor services attendant (VSA)

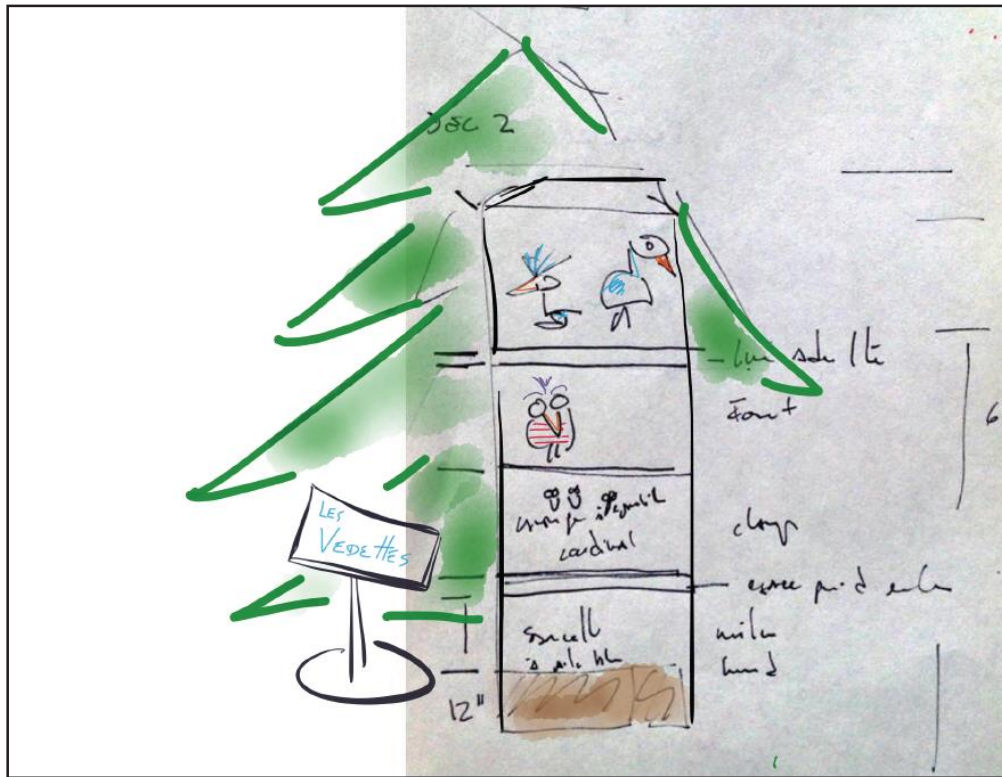
The workstation will be raised; the VSAs will work on a raised chair so they can get up quickly and easily to greet visitors. The position of the workstation will allow the attendant to see the people who come through the main entrance immediately.

- Computer, keyboard
- Locked drawers
- Sliding extension on the right-hand side

Height: to be determined

Depth: to be determined

DEC-2 BIRDWATCHING MODULE



DESCRIPTION

The space will consist of a tall acrylic display unit featuring mounted birds, graphic panels and a large interactive terminal with a touch screen on a base. One or more tree silhouettes form the frame onto which the elements will be attached.

There are four levels/cases of mounted animals. The bird sections are separated by a layer of Russian plywood. In two places, there will a space to insert, on a flat space, identification guides to consult on the spot. The lowest section will contain children's books.

Mounted animals (AN) / Objects to include

Birds, from top to bottom

Case 1: [AN04] Magnolia Warbler + [AN05] American Robin

Case 2: [AN03] Rose-breasted Grosbeak

Case 3: [AN02] Red-winged Blackbird + [AN06] Swamp Sparrow

Case 4: [AN01] Blue-winged Teal + nest [OB08]

Two bird identification guides (1 French + 1 English)

Two books about birds for children (1 French + 1 English)

SPECIFICATIONS

Materials: Russian plywood, acrylic cases

Tree silhouettes

Cylinder:

- Its shape (cylinder, block) will be determined with the final design
Approximately 6 feet high (final height to be confirmed)

DEC-2.2 STAR SPECIES INTERACTIVE TERMINAL

DESCRIPTION

Using a touch screen, visitors will be able to browse through 50 star species found at the CTNWA, depending on the season and the species' habitats. The terminal will also suggest trails where visitors are likely to see the birds. The terminal will be integrated into module DEC-2 and will be located in an area with lots of natural light. The touch screen will be angled and can be consulted standing up.

NB: Possibility of also including the songs of the bird species presented.

The 50 Bird Stars! / *Les 50 espèces en vedette !*

The NWA is home to / shelters / receives more than 180 species of migratory, breeding and resident birds. Here are some of our stars.

10

Winter / Spring / Summer / Fall

Wetlands / Fields / Forest

Species / Species / Species

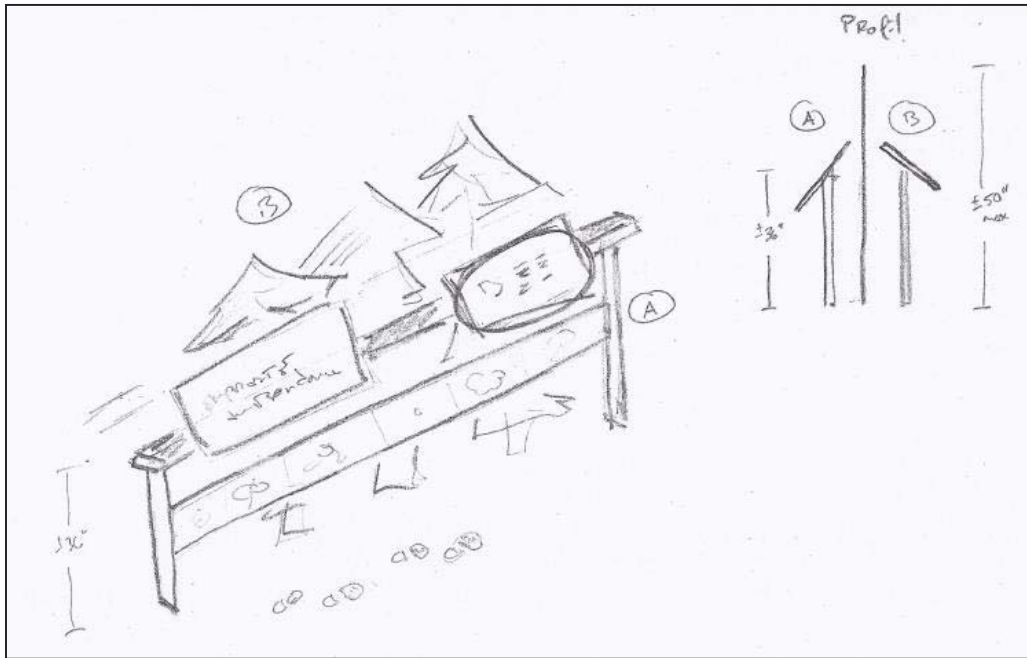
Associated trails / Associated trails / Associated trails

SPECIFICATIONS

27-inch touch screen and integrated stand

NB: The tree structure and content (list of birds, texts, associated trail maps) will be provided at a later date by the CTNWA.

DEC-3 HIKING MODULE



NB: The final module could have a more rounded or curved shape.

11

DESCRIPTION

This module will consist of two sections: on one side, *Imprint of Hikers* (DEC-3.1) and on the other, *Imprint of Dogs* (DEC-3.2). It will contain graphic panels, photographs and casts of tracks. Designed to resemble one of the railings seen at the CTNWA, the two themes will be placed back to back, with low silhouettes of trees in between. The panels will be angled and the section with the tracks will be slightly lower so children can access it easily. On each side, there will be a strip of photos related to the themes.

NB: There is a possibility of adding hikers' boot prints on the ground on one side, with a number of dog tracks going in all directions on the other side. To be determined in the final design.

Mounted animals (AN) / Objects to include

Casts of tracks:

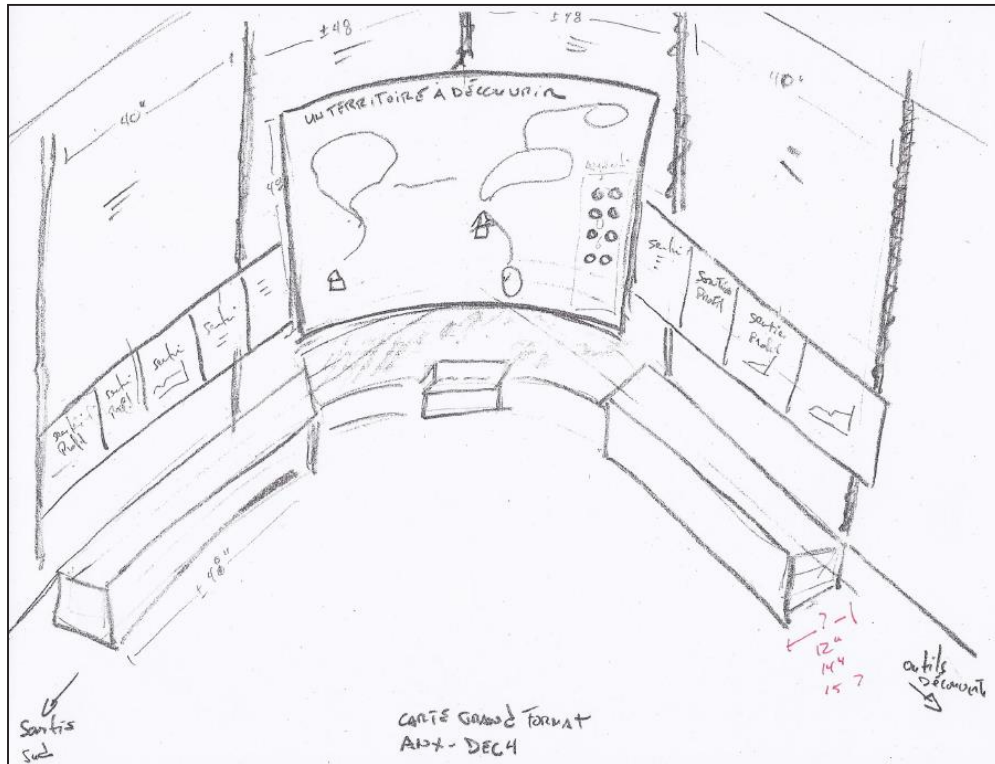
- [OB23] Big dog
- [OB24] Little dog
- [OB25] Fox
- [OB26] Coyote

SPECIFICATIONS

Material for tree silhouettes: Russian plywood

Castings: to be determined

DEC-4 TRAIL MAP MODULE



12

Overview with benches, platform for group presentations and profile of trails.

DESCRIPTION

Very large map that will be used by the VSA when there are large groups of visitors. The size and format of the map will make it a key element of the reception space. It will be inviting while being restrained; the information will be clear, clean and easy to interpret (either independently or with the help of the VSA). The map will complement the trail map, but not be an exact copy. It will be clean and present the essential elements.

Throughout the day, the VSA will position the magnetic tiles (ref. DEC-4.2) on the map to inform visitors of specific events at the CTNWA: presence of animals, work on trails, etc.

Mounted animals / Objects to include

Magnetic tiles (ref. Section DEC-4.2)

SPECIFICATIONS

Format: approximately 80 X 48 in [to be validated in the final design]

Mounted on metal (magnetic)

Raised

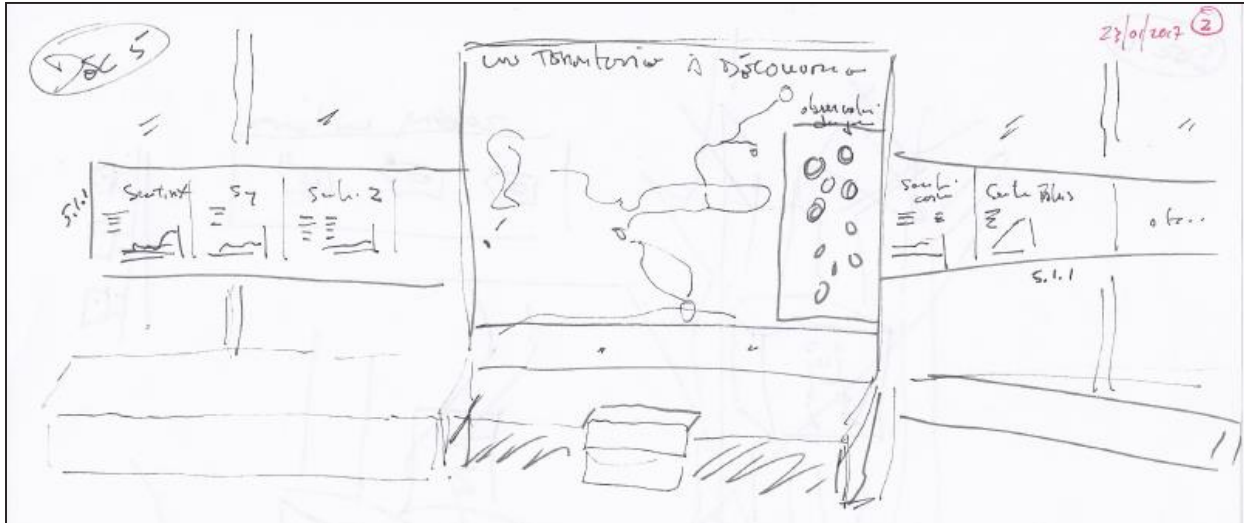
Solidly anchored, but must be able to be moved on occasion (major seasonal cleaning, access to windows behind)

DISCUSSION POINTS with design firm

Graphics: Do we *cheat* the map? Increase the size of the trails so they can be clearly seen and understood.

Lighting: Lighting to counterbalance daylight? Dark tulle in front of the window?

DEC-4.0.1 BENCHES AND PLATFORM



13

DESCRIPTION

Benches will be located on each side of the map. A platform (lower than the benches) will be placed in front of the map so an interpreter can stand on it to be clearly visible while making presentations to groups. The platform will be deep enough so a person standing on it can move around it easily while still being relatively narrow so visitors can stand close to the map during presentations.

This will be a multipurpose space: rest area, waiting area, reading / iPad viewing area (near the Discovery tool lending area DEC-1.3). Its location will free up the reception counter during busy periods. In low season, its configuration will make it a welcoming area that fits in with its surroundings.

SPECIFICATIONS

BENCHES

Material: wood, species to be determined

Height: approximately 19½ inches (depending on window sill)

Depth: approximately 15 inches

Width: to be confirmed

Base open (because of air vents on the floor)

Platform

Material: oiled wood (like the floors in the room), species to be determined

Height: approximately 10 inches (to be determined in the final design)

Depth: approximately 36 in (to be determined in the final design)

Width: depends on the map (to be determined in the final design)

Solidly anchored, but must be able to be moved on occasion (major seasonal cleaning, access to windows behind)

DEC-4.1.1 TRAIL DESCRIPTIONS



DESCRIPTION

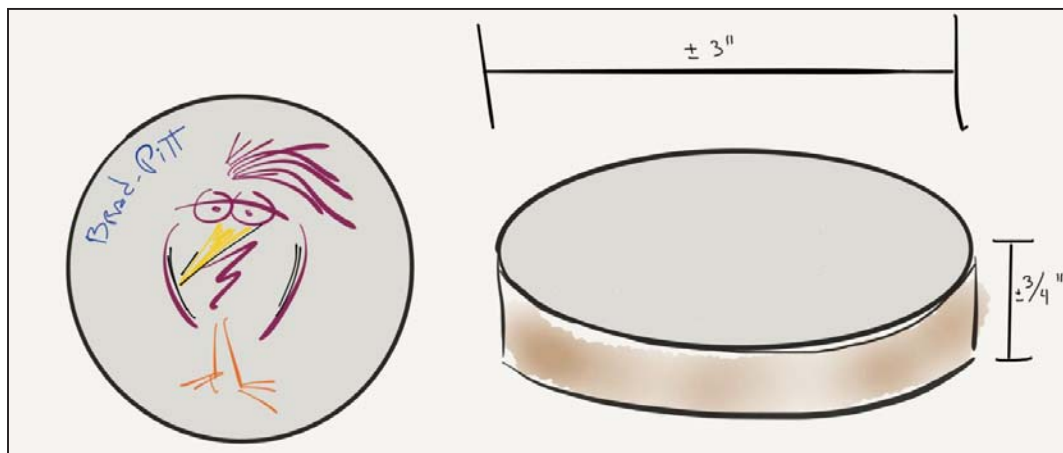
The laminate strips mounted to the left and right of the map will present the 11 main trails of the CTNWA. They will feature the name of each trail and a very brief description. This information will help people make a choice based on their interests. The strips will also serve as a backrest for people sitting on the benches.

List of trails

Strip (Petite Ferme sector)	Strip (Interpretation Centre sector)
L'Écart	Le Bois-sent-Bon
Le Souchet	L'Allée-d'Ormes
L'Érablière	Le Pierrier
La Prucheraie	La Cédrière
Le Piedmont	Les Chutes
	La Falaise

SPECIFICATIONS

Material: laminate (or equivalent). Solidly anchored, but must be able to be moved on occasion (major seasonal cleaning, access to windows behind).

DEC-4.2 TODAY! Tiles (associated with the large format map)**DESCRIPTION**

The tiles will be used to show visitors daily points of interest on the large map. They will indicate the presence of wildlife, work or even activities in certain locations. Photographs will be mounted on discs that are 3 inches in diameter and $\frac{3}{4}$ inch thick (final format to be determined). A powerful magnet will be attached to the bottom so it stays firmly attached to the map, which will be mounted on a metal base.

On the large map, there will be a specific space for unused tiles, and the title *Aujourd'hui ! / Today!* will be written there.

List of photo tiles

Plant and Animal Life	Qty	Various	Qty
Greater Snow Goose	10	Fox – On the Fox's Trail	3
American Black Bear	3	Binoculars	3
Mother Bear + 1 cub	3	Camera	3
Mother Bear + 2 cubs	3	Activity / Interpretation	3
Mother Bear + 3 cubs	3	Work in progress (pictogram)	3
Deer	3	Trail closed (pictogram)	3
Porcupine	3	NWA symbol (official panel)	3
Groundhog	3	White disc	3
Fox	3	BigBirds Challenge (activity)	3
Peregrine Falcon	3		
Banded Woollybear	3		
Tree Swallow	3		
Hummingbird	3		
Bald Eagle	3		
Northern Shoveler	3		
Hooded Merganser	3		
Monarch Butterfly	3		
Skunk Cabbage	3		
Blue Flag	3		

SPECIFICATIONS

Format: 3 in in diameter and 3/4 in thick (final format to be determined based on map)

Powerful magnet recessed underneath: Lee Valley / cupped magnets.

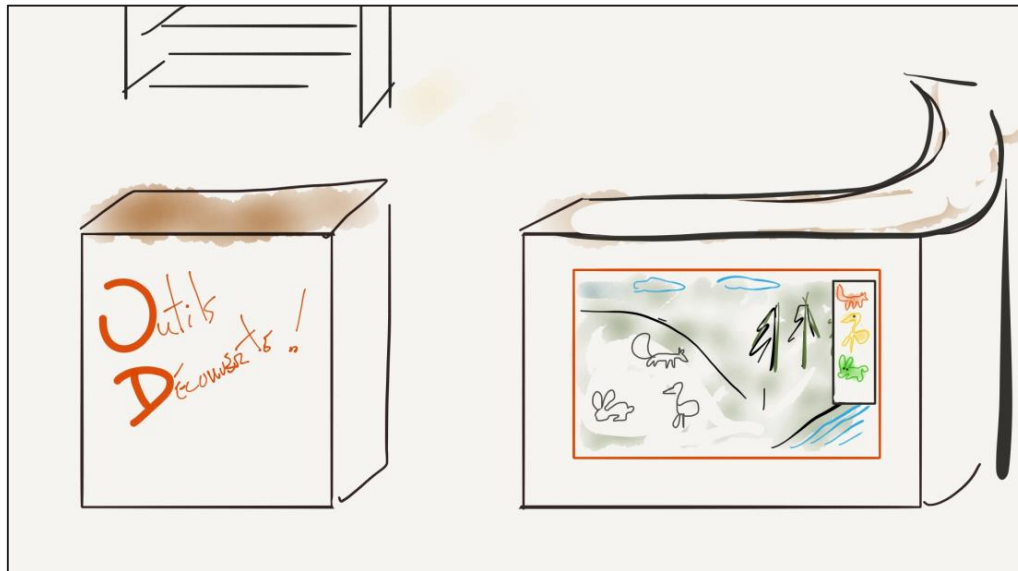
The base will be covered in a soft material to protect the map when the tiles are being moved around.

- Option 1: Russian plywood base + laminate glued on top
- Option 2: Sintra (PVC) puck directly printed on top

<http://www.leevalley.com/en/wood/page.aspx?p=60007&cat=1,210,42348>

NB: Due to the possibility of loss or theft, the choice of materials and printing is a factor to consider (production time, cost, etc.). Option 2 seems the most appropriate [To be validated in the final design].

DEC-4.3 DID YOU SEE THAT?! MATCHING GAME



DESCRIPTION

The game will consist of a large playful panoramic image of a mountain/forest/field/river. At various spots, there will be *blank spaces of specific shapes* and a question mark. The spaces will have to be filled in with the correct images (animal, plant, etc.). The images will be mounted on magnetic tiles (similar to those in DEC-4.2), but cut out to match the general shape of their silhouette (to make it easier to match them with the *blank spaces*) placed on a space reserved for them on the map (e.g., a neutral coloured area). There will also be a *Monsters space* (a nod to the artist) for sympathetic characters that are not found at the CTNWA. Not only will the game be educational, it will keep children busy while their parents are speaking with the attendant, for example.

Example of playful images and characters that could be used.



Illustrations taken from the Facebook page of author-illustrator Élise Gravel.

Mounted animals / Objects to include

Magnetic tiles

List of images

Plants and Animals	Qty	Plants and Animals	Qty
Greater Snow Goose	3	Tree Swallow	3
American Black Bear	3	Banded Woollybear	3
Racoon	3	Monarch Butterfly	3
Frogs	3	Sympathetic Monster 1	3
Porcupine	3	Sympathetic Monster 2	3
Peregrine Falcon	3	Sympathetic Monster 3	3
Fox	3	Flower	3
Eastern Chipmunk	3	Tree	3
Great Blue Heron	3	Cattail	3
Pileated Woodpecker	3		

SPECIFICATIONS

Panoramic image

Proposed artist: Élise Gravel, an internationally renowned Quebec artist. Her illustrations and books are very popular with children, who know and easily recognize her style. Her style is a perfect fit with the approach of the exhibition.

Format: approximately 48 in X 24 in (final format to be determined, depending on the counter)

Laminate on metal (magnetic)

Location: On the front of the reception desk, near the Discovery tools loan area (DEC-1.3)

NB: the large poster will include a mountain, forest, field and river

Tiles

Format: Various shapes, ¾ inches thick (final format to be determined, depending on the format of the image)

Die-cuts

Moderately strong magnet recessed underneath

- Option 1: Russian plywood base + laminate glued on top
- Option 2: PVC block with image printed directly on top

DEC-5.0 BLACK BEARS (3D)

DESCRIPTION

Life-size representation of an American Black Bear made of wood. Visitors will see the bear as soon as they come in; it will be a key element of the exhibition. The bear will serve as a point of comparison with visitors' observations. It will also be an essential element that the VSA can use to raise the awareness of and educate visitors. People will be able to touch it. Children will be able to sit on it to have their photograph taken. In short, it will be an attractive, educational and memorable element.

The representation of the bear chosen is crucial. It will be on all fours, neither mean nor smiling, its head turned towards visitors as they come in. A bear like you see in nature. The position of the sculpture and its environment (behind) are important, because it is an object that people will take selfies with, or have their photos taken with (small groups, families).

SPECIFICATIONS

Material: wood (sculpture? laser cut-out?)

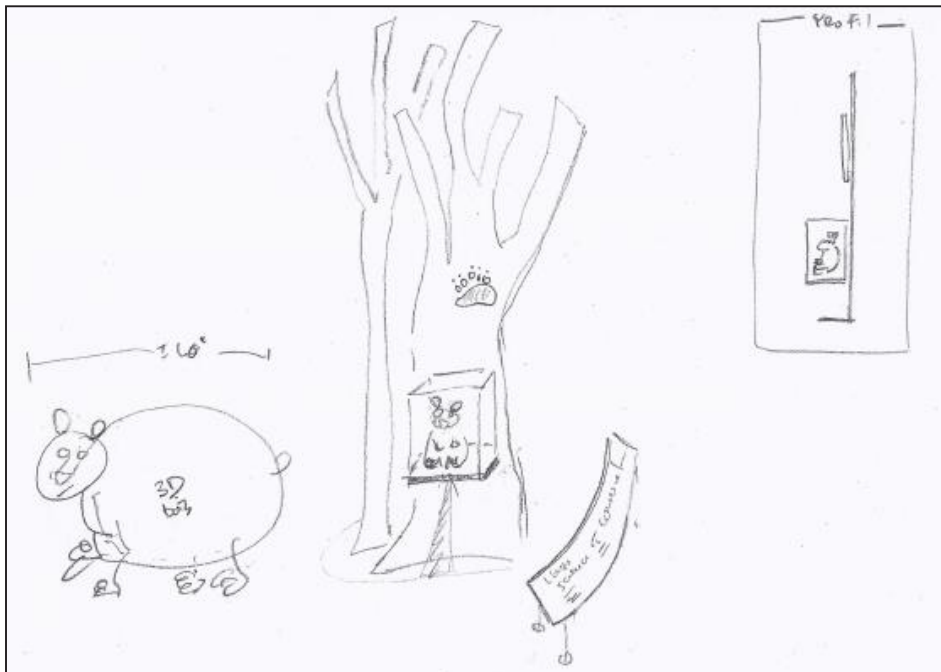
Format (approx.): Length: 1.3 m to 1.8 m / shoulder height: 0.6 m to 0.9 m / Width:

Firmly but discreetly anchored to the ground.

NB: Photos of the specific bear model wanted, to be created in 3D, will be provided by the CTNWA.

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DEC-5.1 BLACK BEAR MODULE



DESCRIPTION

The main module of this section will consist of tall tree silhouettes (2–3) with fairly wide trunks (~24 in, to be validated in the final design). The biggest tree will support the mounted bear display and some of the text panels. There will also be tree silhouettes with bear marks (claw marks). Near the module, the 3D life-size wood bear will tie in with the reception desk.

The *Zooming in on the Black Bear!* interactive (DEC-5.3.1) will also be part of this section (on the wall, or on the back of the tree silhouettes), with the *Four Seasons for Bears* panel (DEC-5.4). Some of the texts could also be placed on curved panels that are angled and, attached to the floor with metal tubes. These panels will also help to mark off the zone. (To be validated in the final design)

Mounted animals (AN) / Objects to include

[AN07] American Black Bear, juvenile

[OB27] Casts of adult American Black Bear tracks (all four paws)

SPECIFICATIONS

Silhouette of deciduous tree

Material: Russian plywood

Number: 2–3

Height: (to be determined in the final design)

Width: (to be determined in the final design)

Detail: bear markings on the tree (claw marks)

Curved panel, angled (if needed)

Material: Laminate or equivalent

Curved shape

Height: (to be determined in the final design)

Length: (to be determined in the final design)

Depth: (to be determined in the final design)

DEC-5.3.1 ZOOMING IN ON THE BLACK BEAR! INTERACTIVE



Macro

100 mm (petit zoom)

600 mm (gros zoom)

50 mm (pas de zoom)

20

DESCRIPTION

This interactive will be a fun way to raise the awareness of bear photographers in particular, and hikers in general, of the importance of keeping one's distance from bears and following the rules.

Made up of four camera bodies (or reproductions), each lens numbered 1 to 4 will present an image/situation associated with photographing bears. A visitor will be able to press the trigger (is that necessary?), open the lens and see through the viewfinder an image of a bear at different distances as well as a short sentence describing the photographer's position/situation (theoretical). Behind each lens will be a hinged tile (?) providing more details on the situation in question.

Lens 1: real bear fur in the lens (that's all you can see)

Text for lens 1: *You're really too close!*

Text for tile 1: Concepts about dangers for humans.

Lens 2: Photo of a female bear with her cubs, relatively close, who is looking at us.

Text for lens 2: *It's time to back away now, calmly.*

Text for tile 2: Notions on danger for the bear.

Lens 3: Image (cartoon) of a black bear watching us from a distance—with binoculars!

Text for lens 3: *Congratulations! You're respecting the bear and its peace and quiet.*

Text for tile 3: Notions on respect for wildlife.

Lens 4: Image (*cartoon*) of another animal (goofy? colourful? In the style of the animated *Birds* movie or artist Élise Gravel, nod)

Text for lens 4: *Hey! You can see many other species at the CTNWA!*

Text for tile 4: Many other observations to make at the CTNWA

SPECIFICATIONS

Four representations of camera bodies with lenses: macro, 100 mm (small zoom), 600 mm (large zoom), 50 mm (no zoom) to symbolize the distance and give depth to the interactive.

Some aspects will be determined in the final design:

- Glass or acrylic lens?
- Lens diameter (what we see when we look through the viewfinder) 6 in? 8 in? Bigger?
- Visibility when we look: LED black lighting? Natural light?
- Height of interactive: (to be determined in the final design). We will need to take into account small children (or provide a small bench) and the position of the tiles.

DEC-6.1 / 6.2 EXHIBITION ENTRANCES



22

View of the main entrance (DEC-6.1)

DESCRIPTION

At each entrance to the room, there will be two large panels, one bearing the title and an introduction to the exhibition, and the other listing the rules to follow in the CTNWA. If necessary, some signage elements could be added (reception area, bathrooms, screening room, etc.). On the ground, to clearly mark the beginning of the entrance and the main passage, there will be a photo printout of a section of boardwalk like those found in the CTNWA; it is a symbol of the path, the route to follow.

NB: Because of their placement, it is likely that the silhouettes and panels will differ in format. Those at the secondary entrance (DEC-6.2) will probably have to be a little shorter and a little smaller.

Mounted animals / Objects to include

N/A

SPECIFICATIONS

Tree silhouettes (coniferous + deciduous): to be determined in the final design, depending on the space and the whole

Panels

Dimensions: (to be determined in the final design)

Materials: (to be determined in the final design)

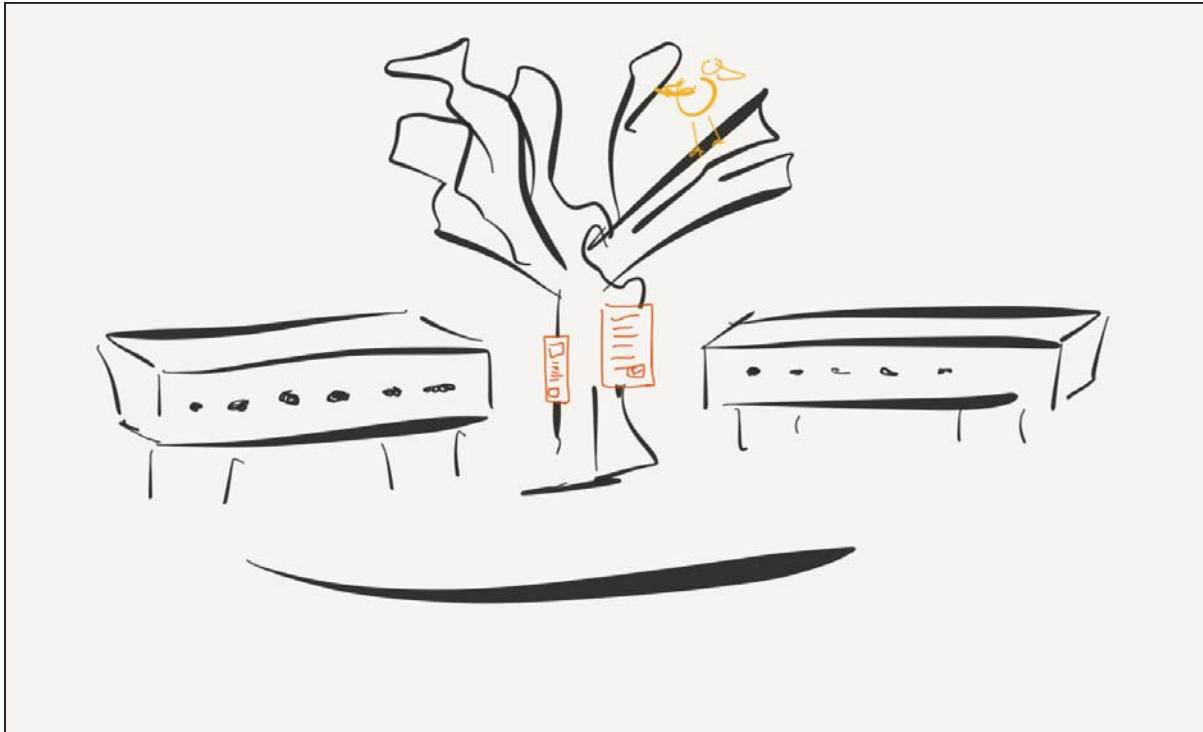
Replica of boardwalk

Print on ground

Width: approximately 60 in (to be determined in the final design)

Length: approximately 72 in (to be determined in the final design)

DEC-7.0 PRESENCE OF WILDLIFE



24

DEC-7.2 SECRETS OF SCAT

DESCRIPTION

A module consisting of two display cases featuring animal scat samples such like those that can be seen on the trails of the CTNWA. The display cases will be separated by one or two tree silhouettes (one deciduous and one snag). The silhouettes will support the text panels and the associated mounted animals. The scat samples will be accurate reproductions produced by a specialized Quebec firm [provided by CTNWA]. The display cases, mounted on metal legs, will be narrow and elongated, so the scat can be displayed in a linear manner. It may be possible to use curved display cases. On the base, near each sample of scat will be the life-sized track of the animal in question. How the scat samples will be arranged remains to be determined, but it will probably be from largest to smallest so as to facilitate comparison.

Mounted animals / Objects to include

[AN08] Partridge

[AN09] Raccoon

[AN10] Porcupine

[OB28 to OB41] Scat (see list)

List of scat samples / List of foods / List of associated animals (see 7.2.1)

#	Scat Samples	Food	Animal
OB28	Moose		Moose
OB29	American Black Bear		American Black Bear
OB30	Deer		Deer
OB31	Raccoon		Raccoon
OB32	Dog (droppings in a transparent bag)	dried dog food	Dog
OB33	White-Footed Mouse		White Footed Mouse
OB34	Greater Snow Goose		Greater Snow Goose
OB35	Eastern Chipmunk		Eastern Chipmunk
OB36	Partridge		Partridge
OB37	Great Horned Owl (pellet)		Great Horned Owl
OB38	Shrike (pellet)		Shrike
OB39	Fox		Fox
OB40	Mink		Mink
OB41	Porcupine		Porcupine
OB42	Muskrat		Muskrat

25



NB:

- Minimum of 8 in between each pile of scat
- Dog droppings in a transparent plastic bag! Emphasize the importance of bringing this waste back rather than leaving it on the edge of trails, as is very often the case.
- Arrangement of scat samples: in order of size? (to be determined in the final design).

SPECIFICATIONS

Final format (to be determined in the final design)

Base height: ~30 in

Total showcase height: ~38 in

Width: (to be determined in the final design)

Length: (to be determined in the final design)

Material: glass or acrylic

Display case base: Russian plywood

Metal legs

DEC-7.2.1 WHAT DOES IT EAT?! INTERACTIVE**DESCRIPTION**

This module is associated with 7.1, but will have an independent installation. In front of each sample of scat there will be a photo of foods that produce that type of excrement: blueberries, XYZ plants, bulrushes, insects, mice, voles, hares, etc. Last image: when a door is opened, you will see the animal which eats that food.

Note 1. The interactive will have to be positioned on the wall side rather than on the main passage side. That will avoid congestion in the main corridor.

Note 2. Rather than doors, put plate drawers?! You pull it open a little, you see the food; you pull a little more, you see the animal. (to be determined in the final design)

Mounted animals / Objects to include

N/A

List of foods / List of associated animals. (See table 7.2: List of scat)

SPECIFICATIONS

Interactive mechanisms must be very solid

Annex 5 TERRITORY Zone

TER-1.0 Overview

TER-1.0.1 Silhouette of Cap Tourmente

TER-2.0 Cap Tourmente – The History

TER-2.1.2 Timeline

TER-2.2 Traces of the Past

TER-2.2.1 The Chimney Swift

TER-3.0 A Protected Area

TER-4.0 Agricultural Land

TER-5.0 Territory without Borders

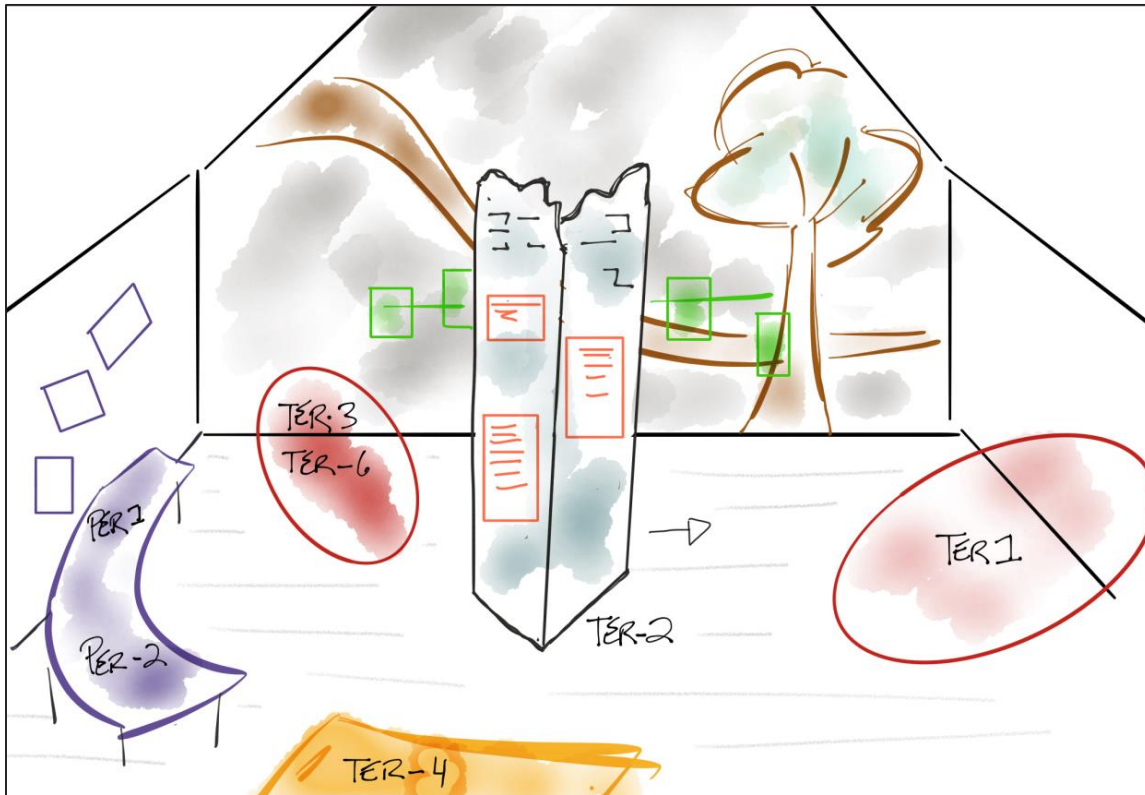
TER-5.3 A Bird for Every Nesting Box!

TER-5.3.1 Five-Star Hotels!

TER-6.0 NWAs in Canada / NWAs in Quebec

Interactive terminal

TER-1.0 OVERVIEW



Overview of the TERRITORY zone, including the SPECIES AT RISK zone
Note that the Ruins and Chimney module (TER2.2) will have to be centered off to the right.

Details of sketch

- TER-1.0.1 Silhouette of Cap Tourmente
- TER-1.0 Cap Tourmente NWA
- TER-2.1.2 Timeline (in green on the stone wall)
- TER-2.2 Traces of the past sketch (ruins and chimney)
- TER-3 Protected area (nested with TER-6)
 - TER-6.0 Territory interactive terminal (tree diagram)
- TER-4 Agricultural Land
- PER-1 / PER-2

TER-1.0.1 SILHOUETTE OF CAP TOURMENTE

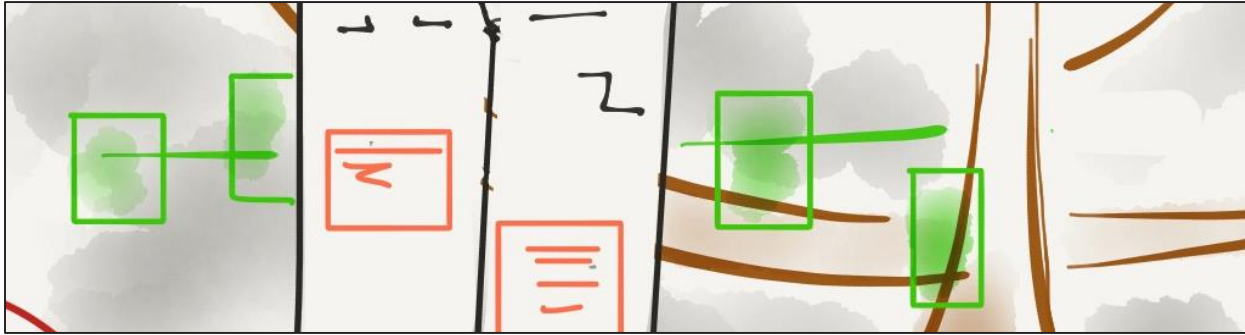
DESCRIPTION

On the stone wall, a silhouette strip of Cap Tourmente will cut across the entire space and give it rhythm. NB: the positioning of the silhouette is nearly in line with Cap Tourmente.

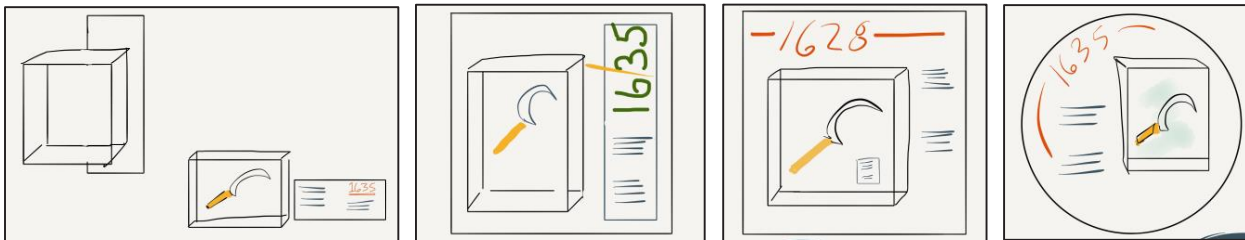
SPECIFICATIONS

Material: Russian plywood

TER-2.1.2 TIMELINE



Excerpt from Overview (TER1.0) The green shapes represent the approximate positioning of the Timeline.



Cases: A few examples; the final design may vary.

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DESCRIPTION

On the stone wall, from left to right (chronological), a series of dates will present significant (or representative) events in the history of Cap Tourmente. The dates will be associated with an artifact (or object, reproduction or image) and a very short explanatory sentence. The timeline will be deconstructed, presented and arranged either in a linear, meandering or random manner, showing visitors at a glance the rich history of Cap Tourmente and showcasing artifacts found at the CTNWA. The timeline will also make it possible to reduce the text content on traditional panels.

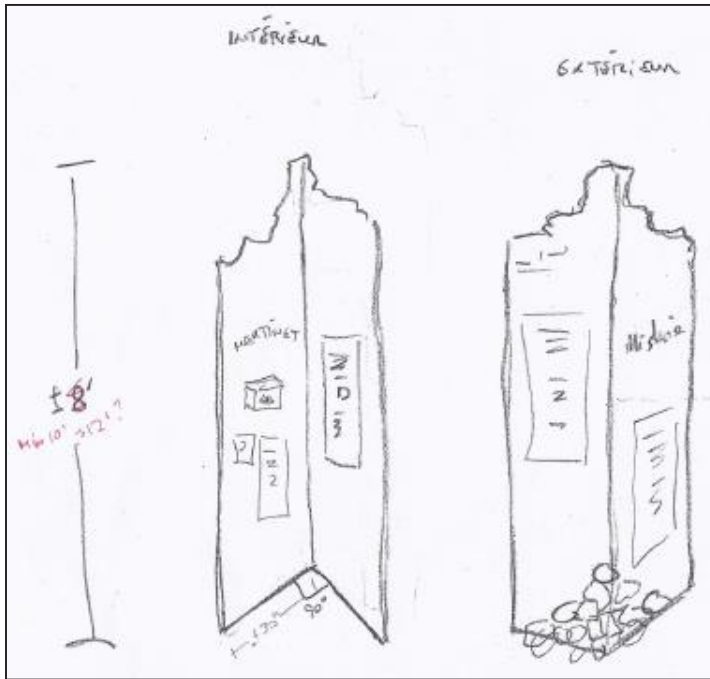
Mounted animals / Objects to include**Preliminary list of dates + artifacts**

DATE	AN/OB/AR	ARTIFACT / object / iconography	SUBJECT texts
+ 10,000	[OB01]	Rock core sample from Cap Tourmente	Geomorphology
	[OB00]	Artifact to be confirmed	Presence of Indigenous peoples
1626	[OB14]	Illustration of the Petite Ferme (by Francis Back)	Samuel de Champlain names Cap Tourmente + quote?
Circa 1667	[AR04]	Rosary crucifix (year unknown)	Monseigneur de Laval...
1700	[AR05]	Knife handle made of horn (year unknown)	Farm labourers (ref. Text)
	[AR06]	"Antoine" folding knife blade, 18th century	
	[AR07]	Mouth harp (year unknown)	
1800	[AR02]	Sickle	400 years of agriculture
1880	[AR08]	Bell (part) from the chapel at the summit of Cap Tourmente + photo of chapel	Chapel at the summit of Cap Tourmente. Built in 1870 and destroyed by fire in the early 1960s. The foundations of the chapel can still be seen today along the trail
1978	[OB02]	Dried bulrushes (grass bed)	Creation of the CTNWA in order to protect bulrush marsh. Greater Snow Goose population only X thousands
1981 (?)	[OB00]	Certificate? Photo of plaque? from the Duke of Edinburgh	RAMSAR
1986	[OB03]	Falcon feathers + photo of C Fortin?	Return of the Falcon! Successful rehabilitation. The Peregrine Falcon is nesting again at the CTNWA
2018		To be determined Photo of building OR illustration by F. Back?	The Petite Ferme becomes National Historic Site

SPECIFICATIONS

Shallow acrylic cases for artifacts, mounted on the wall and/or supported on the floor.

TER-2.2 TRACES OF THE PAST / TER-2.2.1 THE CHIMNEY SWIFT



31

DESCRIPTION

Tall representation of a stone chimney in ruins. Inclusion of masonry stones at the base. Two sides (outer side: Traces of the Past; inner side: The Chimney Swift). Fairly tall, the chimney will serve as a transition with the large stone wall in the room; it will also evoke parts of the inhabited history of Cap Tourmente. As a strong rallying point, the chimney will serve as the centre of the TERRITORY zone and provide a strong visual presence in the exhibition.

Outer faces

TER-2.2 Traces of the Past: title, texts and photos. The outer faces will be seen first (the inner faces will be positioned towards the stone wall). There will also be a reference to the Discovery tool.

Inner faces

TER-2.2.1 The Chimney Swift: Real Chimney Swift nest (in display case), photos and texts on the Chimney Swift, a protected species, historical ties of the Chimney Swift with chimneys.

TER-2.2.2 To the rescue of the Chimney Swift. CWS and artificial chimney installation.

Mounted animals / Objects to include

[OB15] Chimney Swift Nest

[AN19] Common Raven

[OBoo] Tree portion with Chimney Swift's nest

SPECIFICATIONS

Material: Russian plywood

Light faux-finish of old stone in some places (such as burned iron marks), in ruins higher up

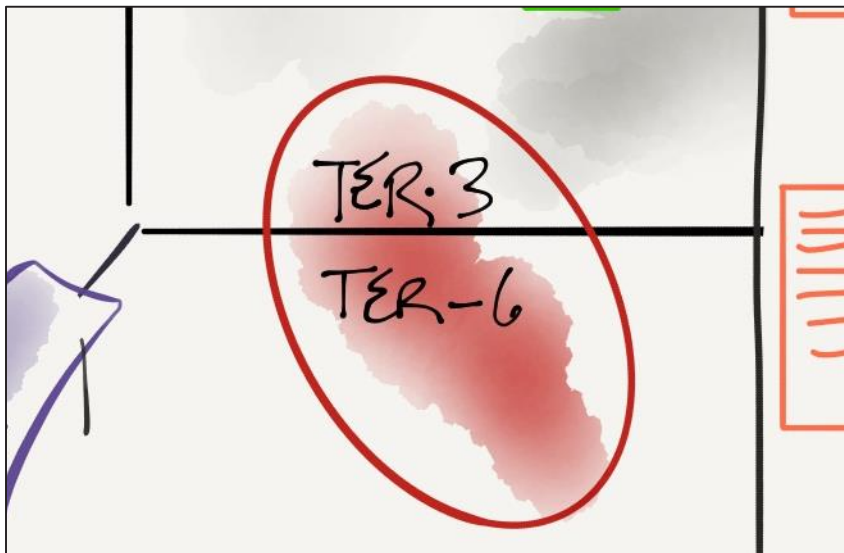
Height (approx.): 11–12 feet

Width of sides (approx.): 30 inches

Add old stones at the bottom to symbolize ruins

Note. The large wall video, which will be projected on the stone wall, could integrate a sequence featuring a flock of Chimney Swifts entering a chimney. The 3D chimney will create an effect and the visitor will see the swifts fly in.

TER-3.0 A PROTECTED AREA



Excerpt from Overview (TER1.0)

DESCRIPTION

This module will use photos to showcase the employees of the CTNWA who are working to protect species. It will include an interactive terminal (TER-6.0) and will be positioned near the stone wall, between the Species at Risk (PER-1 and PER-2) module and the History zone (TER-2.0). Its exact layout and position will be determined at the final design stage.

Mounted animals / Objects to include

[AN21] Barred Owl

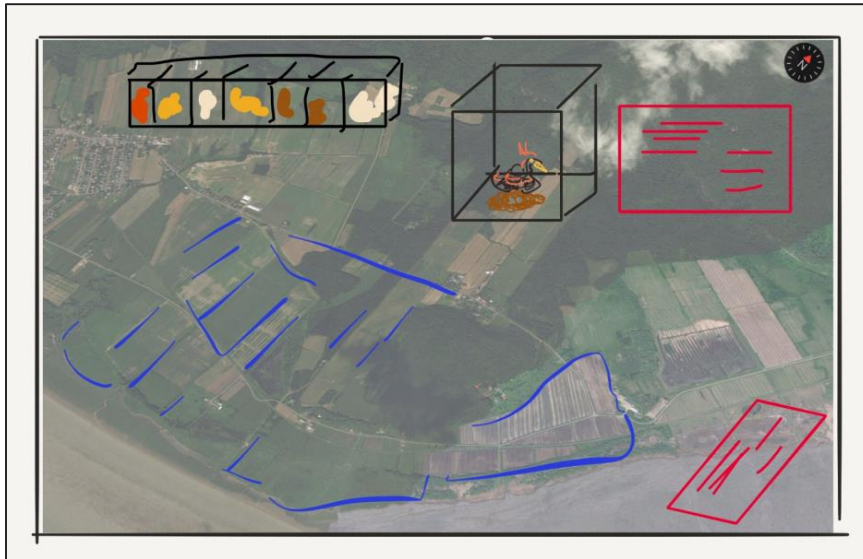
[AN22] Gray Catbird

[AN23] Golden-crowned Kinglet

[AN24] American Kestrel

[AN25] Killdeer

TER-4.0 AGRICULTURAL LAND



Preliminary sketch of the module with objects, mounted animals and delimitations.

DESCRIPTION

33 The surface with a relief of the module will incorporate an aerial photo showing the extent of the (protected) farmland of the CTNWA and its boundaries. It will give visitors a better grasp of the size of the CTNWA, beyond the pay station that symbolizes the official entrance. Also incorporated into the module will be mounted animals and associated objects. This module is related to PER-02, which will be located next to it.

Mounted animals / Objects to include

[AN26] Bobolink (species at risk)

[AR08] Horseshoe

Samples of grains grown on CTNWA land

[OB09] Wheat

[OB10] Barley

[OB11] Corn

[OB12] Oats

[OB13] Canola

[OB14] Soya

SPECIFICATIONS

Flat module – symbolizes the land, specifically the farmland of the CTNWA.

Aerial photo of CTNWA and its boundaries.

TER-5.0 TERRITORY WITHOUT BORDERS

DESCRIPTION

This space will feature the actions that people can take to help with protection and conservation. A series of nesting boxes and bat houses will be at the centre of the zone around which are text panels, photographs and some species of mounted birds.

Located on the other side of the main passage (in relation to the Territory zone), the module will be position on or near the storage space. That will tie it in with the Migratory Birds section.

Mounted animals / Objects to include

[AN27] Monarch Butterfly
 [AN28] Dark-eyed Junco
 [AN29] Ovenbird
 [AN30] White-throated Sparrow
 [AN31] Broad-winged Hawk

34

TER-5.3 A BIRD FOR EVERY NESTING BOX!

DESCRIPTION

The various nesting boxes will be mounted on the wall (with representation of pickets in Russian plywood, to be validated) and/or pickets to form a modular space. Each nesting box will open with a clearly visible handle. Inside will be a photo of the bird that uses it and some specific information. Beside the holes will be the diameter and other technical specifications: height, orientation, etc.

Citizen science. With the photo of the species, a QR CODE (or latest equivalent) will give visitors who are interested more information about how nesting boxes and bat houses are built and installed.

Mounted animals / Objects to include

Series of nesting boxes of varying sizes with various openings, adapted to specific species.

Cedar nesting boxes:

[OB15] Tree Swallow Nesting Box
 [OB16] Eastern Bluebird Nesting Box (same as for Tree Swallow, but installed higher up)
 [OB17] Wood Duck Nesting Box
 [OB18] American Kestrel Nesting Box
 [OB19] House Wren Nesting Box

TER-5.3.1 FIVE-STAR HOTELS!

In this same section will be presented some lesser known shelters, or shelters for animals that are unloved but just as important for biodiversity. It will be possible to open the door of each bat house (adapted) and the sections of the insect hotel in order to find more information about and/or images of their users.

[OB20] Bat house

[OB21] Insect hotel

[OB22] Display case of materials to make a nest

[OB42] Bumble bee hotel

[AN32] Various insects

SPECIFICATIONS

This section may be arranged on the wall and/or in the form of an island. To be determined at the final design stage based on the space available and the effect sought.

TER-6.0 NWAS in CANADA / NWAS in QUEBEC

35

DESCRIPTION

Most of the content of TER-6.0 will be presented at an interactive terminal. The terminal will be incorporated into module TER-3.0 Protected Territory.

The Territory terminal will provide an opportunity to explore in greater depth some of the content covered in this zone, including the presence of Indigenous people. It will also declutter the space by decreasing the content on the panels. The terminal will also make it easier to present content, including maps of the networks of protected areas across Canada.

NB. The final tree diagram and content will be provided at a later date by the CTNWA.

Mounted animals / Objects to include

SPECIFICATIONS

27-inch touch screen and stand

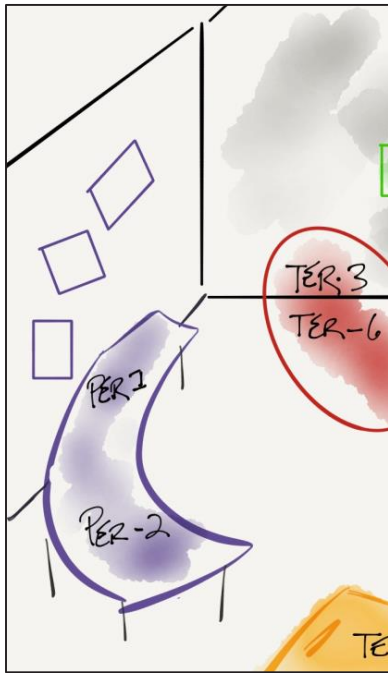
The terminal will be located near the wall (electrical outlet) – to be validated in the final design

Annex 6 SPECIES AT RISK Zone

PER-1.0 CWS Species at Risk

PER-2.0 CTNWA Species at Risk

PER-3.0 Species Not at Risk

PER-1.0 CWS SPECIES AT RISK / PER-2.0 CTNWA SPECIES AT RISK

Excerpt from Overview (TER1.0)

37

DESCRIPTION

By locating the *Species at Risk* module close to the stone wall, it will be possible to incorporate the two mounted Peregrine Falcons, like those that nest on the cliff of Cap Tourmente. The section is connected with module TER-3.0 Agricultural Land, which covers various actions taken at the CTNWA to help save these species at risk.

On the wall next to the stone wall, a series of 3 photos, arranged in a descending curve, will present the hunting sequence of a Peregrine Falcon and draw the visitor's eye to the mounted male falcon placed on the module, part of which is a low table.

Photo 1: Flying falcon (wings spread)

Photo 2: Diving falcon

Photo 3: Falcon stunning its prey

Mounted animals / Objects to include

[AN38] Male falcon with its prey

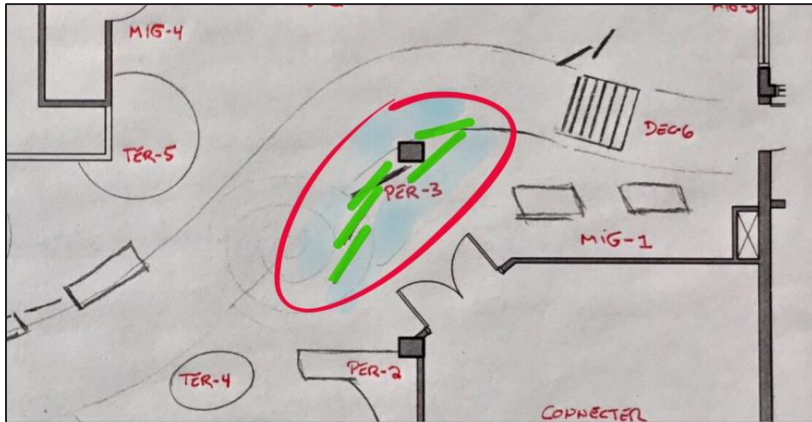
[AN39] Female falcon in a nest

SPECIFICATIONS

Taller installation in order to use the wall and part of the stone wall. Symbol of the place where a pair of Peregrine Falcons have been nesting for many years.

Possibility of using large photos.

PER-3.0 SPECIES NOT AT RISK



Excerpt of installation sketch.

DESCRIPTION

This section will consist of a number of tree silhouettes, which will create a wall in front of the entrance to the screening room and blend in with the existing column. It will create a separation in the room and help to mask some of the noise when screenings are taking place. The positioning must respect traffic standards (minimum space) when the doors of the screening room are open or closed. The positioning and shape of this section will also guide visitors who want to take the main *trail*. The mounted animals can be placed on each side of the section with the associated text panels.

Mounted animals / Objects to include

- [AN40] Herring Gull
- [AN41] Brown Creeper
- [AN42] Great Horned Owl
- [AN43] Pileated Woodpecker
- [AN44] Sharp-shinned Hawk
- [AN45] Mole (Star-nosed Mole)
- [AN46] Mole (Star-nosed Mole)
- [AN47] Toad
- [AN48] Fox (pending validation)

Photos of plants present at the CTNWA

Annex 7 MIGRATORY BIRDS Zone

MIG-1.0 The Greater Snow Goose

MIG-1.3 Migrations

MIG-1.4 Scientific Research

MIG-1.5 Snow Goose tornado

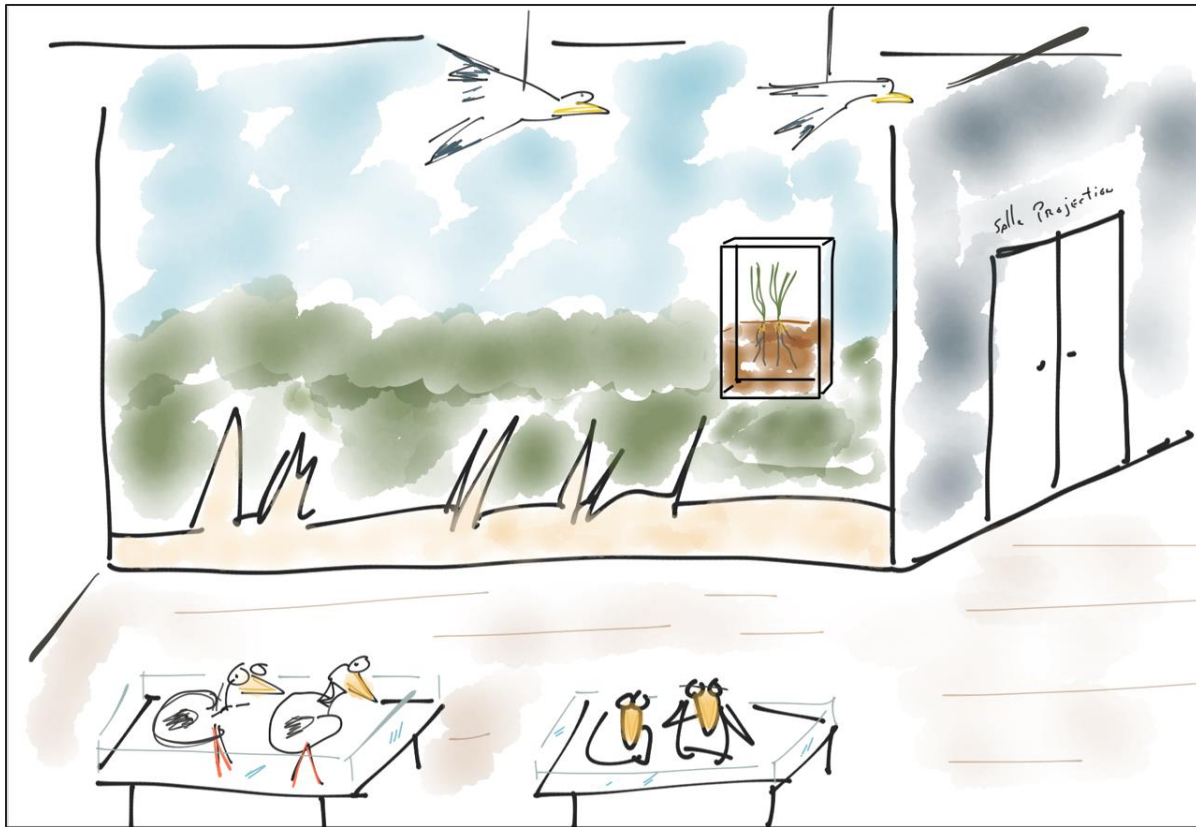
MIG-2.0 Waterfowl, Birds of Prey, Passerines, sketch zone

MIG-2.2.1 Monitoring and conservation (NanoTag Interactive)

MIG-2.4 Flight Log

MIG-3.0 Hunting

MIG-1.0 THE GREATER SNOW GOOSE



40

DESCRIPTION OF THE ZONE

When visitors go through the secondary entrance, they will see immediately to their left the thematic section on the Greater Snow Goose and walk right by the mounted animals in the zone.

A large photo mural installed on the wall will give visitors the impression they are in the middle of a bulrush marsh. At the bottom of the photo, a frieze of Russian plywood will represent tall grasses (confirm if relevant at final design stage). An acrylic block with a crosscut of the bulrush will be mounted on the wall.

Not far from the wall (approximately 48 in), one or more angled panels, resting on metal legs, will accompany two large low tables featuring mounted Greater Snow Geese. Exceptionally, in order to create a feeling of closeness, the geese will be placed in an open display case, with only a 10-in lip to protect them from visitors. The tables will create a separation between space MIG-01 and the main passage. There will be white and blue geese and a Canada Goose for comparison purposes. This will create a defined area and provide a perspective for the mural.

Mounted animals / Objects to include

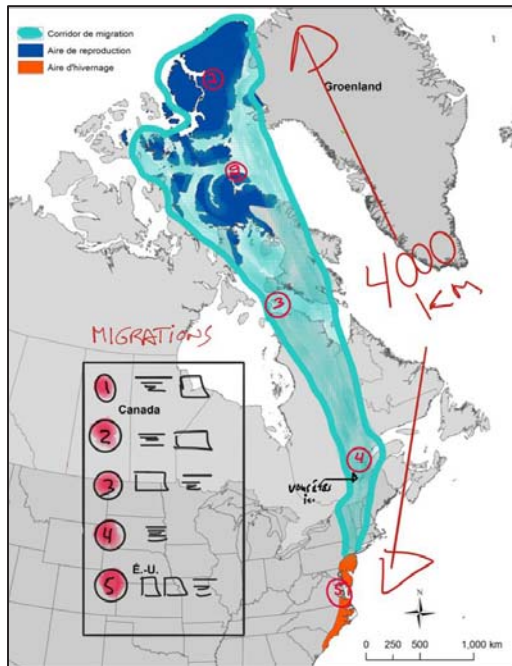
[AN49] White Adult Greater Snow Goose
[AN50] White Juvenile Greater Snow Goose
[AN51] Blue Adult Greater Snow Goose
[AN52] Blue Adult Greater Snow Goose
[OB07] Cross Cut of Bulrush Marsh
[AN53] White Adult Greater Snow Goose
[AN54] Canada Goose

SPECIFICATIONS

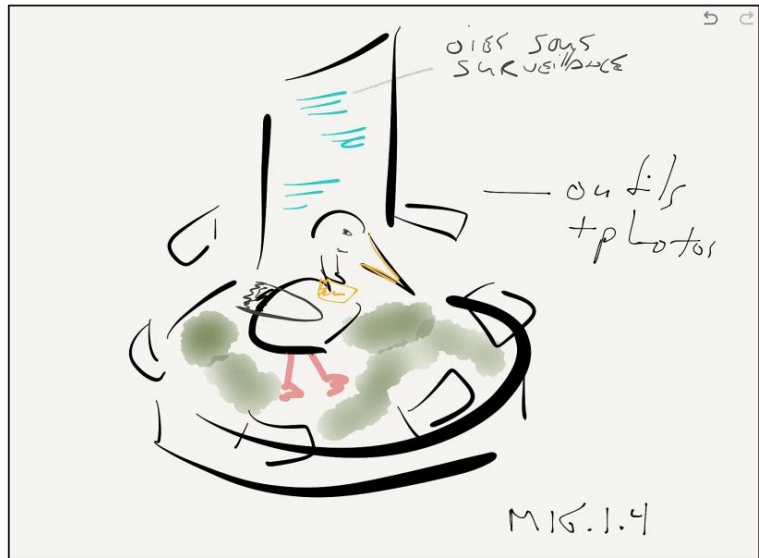
Acrylic block: inside will be a cross cut of a bulrush marsh (bulrush, mud and rhizomes).

Wall photo: very close-up view of bulrush marsh, with the St. Lawrence and horizon in the background.

Cap Tourmente cannot be seen.

MIG-1.3 MIGRATIONS**MIG-1.4 SCIENTIFIC RESEARCH**

Sketch of map MIG-1.3



Sketch of module MIG-1.4

42

DESCRIPTION

This group of modules will be located on the other side of the main passage, in front of the employees' service door. There will be a large map (vertical) presenting the spring and fall migrations of Greater Snow Geese. Mounted on tree silhouettes, the map will take up most of the space between the floor and the ceiling.

Next to the *Migration* map, the *Scientific Research* module will feature a mounted Greater Snow Goose. It will have an *alphanumeric* collar and a band. Using photos or real objects, the module will present scientific monitoring tools with short descriptive texts.

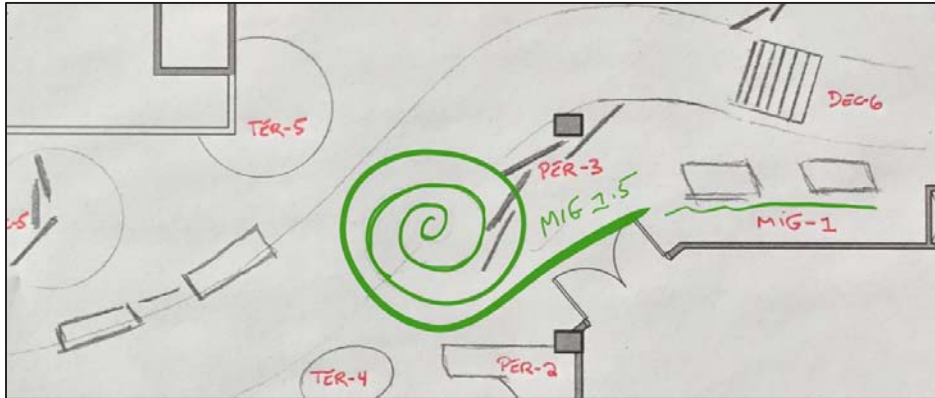
Mounted animals / Objects to include

[AN55] Greater Snow Goose with Band + Collar

SPECIFICATIONS

Tall tree silhouettes will serve as supports for elements of the zone and hide the service door. This door is not considered an official emergency exit, so it does not have to remain as clear.

MIG-1.5 SNOW GOOSE TORNADO



Excerpt from the layout sketch.

DESCRIPTION

Installation of 20–30 mounted geese, arranged in a *tornado*: the moment when they approach to land. Suspended from the ceiling at the start of the elevated section and slightly offset. The lower ones will be hung approximately 7 feet high. When visitors look at the tornado and walk underneath it, they will feel the number of birds and imagine they are among them. The first geese will be installed as a continuation of zone MIG-1.0.

43

Mounted animals / Objects to include

20-30 Greater Snow Goose

SPECIFICATIONS

Among the geese: one Greater Snow goose with collar, three Greater Snow Geese with bands
Resistant lines as discreet as possible

MIG-2.0 WATERFOWL, BIRDS OF PREY, PASSERINES

DESCRIPTION

Positioned on and close to the wall, in the lower section of the room, this section will feature migratory birds and the technological means available to the CWS today to track and gain a better understanding of these tireless travellers. A module space running lengthwise will symbolize the long distances.

Mounted animals / Objects to include

[AN56] Evening Grosbeak
[AN57] Veery
[AN58] Northern Saw-whet Owl
[AN59] Woodcock
[AN60] Common Goldeneye

MIG-2.2.1 MONITORING AND CONSERVATION

DESCRIPTION

New technologies, especially NanoTags, make it easier to identify and track migratory birds. In this zone, an interactive will introduce visitors to how they work and let them identify species using NanoTags.

NB: This interactive will be developed by the team.

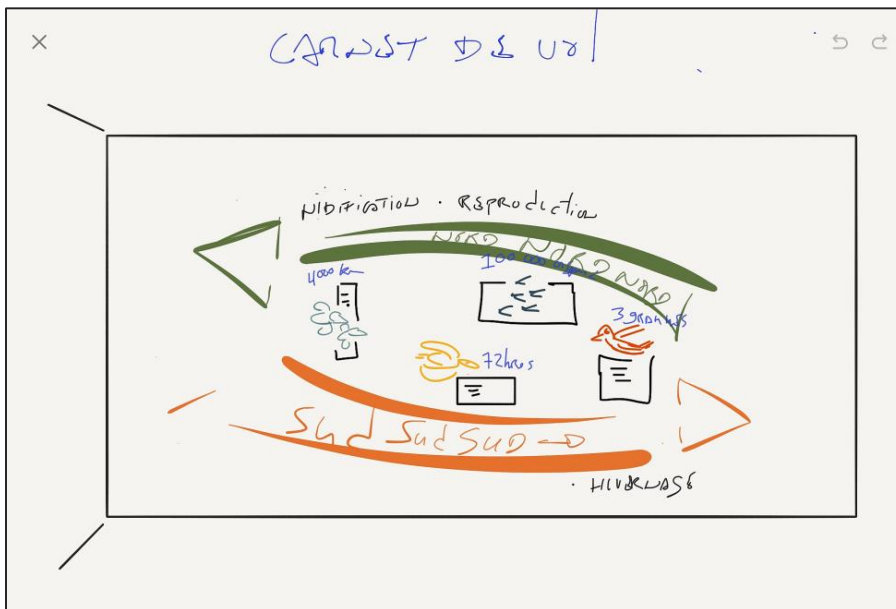
Mounted animals / Objects to include

[OBoo] Radio collar

[OBoo] NanoTag + antenna

[OBoo] Series of bands for various birds

MIG-2.4 FLIGHT LOG



Preliminary sketch of Log Book MIG-2.2.1

DESCRIPTION

Flight log. This zone, which is very visual, will present the long-distance migrators, anecdotes and spectacular statistics on these travellers: migration pattern, flight plan, distances, etc. The focus will be on the wall space, which becomes airspace.

The elements MIG-2.0 and MIG-2.2.1 will articulate and integrate in this space.

MIG-3.0 HUNTING

DESCRIPTION

Hunting is closely linked with Cap Tourmente and its history, and it still plays an important role today in controlling the Greater Snow Goose population. This module will provide a restrained presentation of objects used for hunting and how they have changed over time.

Mounted animals / Objects to include

[AN61] Green-winged Teal

[AN62] Mallard

[AN63] American Black Duck

[AN20] Snow Bunting

[AR01] Snow Bunting Trap

[OBoo] Decoys from Various Eras (number to be confirmed)

[OBoo] Bird Callers from Various Eras (number to be confirmed)

A8 LIST OF MOUNTED ANIMALS [ANoo]

#	Birds	#	Invertebrates
01	Blue-winged Teal	95	White Admiral
02-03	Green-winged Teal (couple)	96	Big Poplar Sphinx
04-05	American Black Duck (couple)	97	Twinspotted Sphinx
06	Northern Pintail	98	Owlet Moth
07	Mallard	99	Green Marvel
08	Bufflehead	100	Ichneumon (wasp)
09	Common Goldeneye (female)	101	Wasp
10	Gadwall	102	Longhorned Beetle
11-48	Greater Snow Goose (wings closed) –10 specimens Greater Snow Goose (in flight) 28 specimens	103	Ground Beetle
49	Canada Goose	104	Metallic Woodboring Beetle
50	Black-crowned Heron	105	Cicada (adult and larva)
51	Common Moorhen	106	Green Stink Bug
52	Herring Gull	107	Deerfly
53	Barred Owl	108	Snail on Fly Amanite
54	Great Horned Owl	109	Giant Water Bug (wings open)
55	American Kestrel	110	Giant Water Bug (wings closed)
56	Broad-winged Hawk	111	Water Bug
57	Northern Saw-whet Owl	112	Diving Beetle
58	Male Peregrine Falcon	113	Stonefly (larva)
59	Female Peregrine Falcon	114	Caddisfly (hidden larva)
60	Sharp-shinned Hawk	115	Caddisfly (larva emerging from its case)
61	Dark-eyed Junco	116	Caddisfly (adult)
62	White-throated Sparrow	117	Viperfish
63	Ovenbird	118	Crane Fly
64	Bobolink	119	Mosquito
65	Kildeer	120	Mayfly
66	Brown Creeper	121	Dragonfly (larva)
67	Pileated Woodpecker	122	Dragonfly (adult)
68	Yellow-bellied Sapsucker	123	Monarch Butterfly
69	Ruffed Grouse	134	Fritillary
70	Gray Catbird	125	Sulphur Butterfly
71	Evening Grosbeak	126	Blue
72	Veery	127	Apantes (Tiger Moth)
73	American Robin	128	Virginia Ctenucha
74	Rose-breasted Grosbeak	129	Banded Woollybear
75	Snow Bunting	130	Wasp
76	Red-winged Blackbird	131	Bumble Bee
77	Cedar Waxwing	132	Blister Beetle
78	Ruby-throated Hummingbird	133	Ground Beetle
79	Belted Kingfisher\	134	Leaf Beetle
80	Swamp Sparrow	135	Cricket
81	Common Raven*	136	Grasshopper
82	American Woodcock	137	Fall Field Cricket

83	Golden-crowned Kinglet	138	Earthworm
	Chimney Swift (to be confirmed)		
#	Mammals		
84	American Black Bear		
85	Raccoon		
86	Porcupine		
87	Muskrat		
88	Star-nosed Mole		
89	Red Squirrel		
#	Amphibians		
90	Wood Frog		
91	Leopard Frog		
92	Toad		
#	Fish		
93	Brook Trout		
94	Chub		

A9 LIST OF ARTIFACTS [ARoo]

Preliminary

Zone	Number	Artifact	Dimensions (cm) Approx. H/L/D	Official Identification Code or Origin
DEC				
TER				
TER-2.1.2	AR02	Sickle		CTNWA – collection
TER-2.1.2	AR04	Rosary crucifix		CTNWA – collection
TER-2.1.2	AR05	Knife handle made of horn		CTNWA – collection
TER-2.1.2	AR06	“Antoine” folding knife blade, 18th century		CTNWA – collection
TER-2.1.2	AR07	Mouth harp		CTNWA – collection
TER-2.1.2	AR08	Bell (part) from the summit chapel		CTNWA – collection
TER-2.2.1	ARoo	Part of a hollow tree with a Chimney Swift nest		CWS – collection
TER-4.0	ARoo	Horseshoe		CTNWA – collection
PER				
MIG				
MIG-4.0	AR01	Snow Bunting trap		CTNWA – collection
MIG-4.0	ARoo	Hunting book		CTNWA – collection
MIG-4.0	ARoo	Decoys 1 Braided bird, Indigenous		CTNWA – collection
MIG-4.0	ARoo	Decoys 2		CTNWA – collection
MIG-4.0	ARoo	Decoys 3		CTNWA – collection
MIG-4.0	ARoo	Decoys 4		CTNWA – collection
MIG-4.0	ARoo	Decoys 5		CTNWA – collection
MIG-4.0	ARoo	Bird caller 1		CTNWA – collection
MIG-4.0	ARoo	Bird caller 2		CTNWA – collection
MIG-4.0	ARoo	Bird caller 3		CTNWA – collection

A10 LIST OF OBJECTS [OBoo]

Preliminary

Zone	Number	Object	Dimensions (cm) Approx. H/L/D	Description
TER	OB01	Rock core sample		
TER	OB02	Bulrush plant		
TER	OB03	Falcon feathers		
	OB04	Falcon eggshells		
	OB05	Series of bands		
	OB06	NanoTags		
MIG-1	OB07	Marsh cut (bulrush, mud and rhizomes)		
DEC-2	OB08	Nest (+ eggs)		
	OB09	Wheat + stems		
TER-4	OB10	Barley + stems		
TER-4	OB11	Corn + stems		
TER-4	OB12	Oats + stems		
TER-4	OB13	Canola + stems		
TER-4	OB14	Soya + stems		
TER-5	OB15	Tree Swallow nesting box		
TER-5	OB16	Bluebird nesting box		
TER-5	OB17	Wood Duck nesting box		
TER-5	OB18	Kestrel nesting box		
TER-5	OB19	Wren nesting box		
TER-5	OB20	Bat house		
TER-5	OB21	Insect hotel		
TER-5	OB22	Various materials to make a nest		
		Casts		
DEC-4	OB23	Cast of tracks – large dog		
DEC-4	OB24	Cast of tracks – small dog		
DEC-4	OB25	Cast of tracks – fox		
DEC-4	OB26	Cast of tracks – coyote		
DEC-5.1	OB27	Cast of tracks – black bear (4 paws)		

Zone	Number	Object	Dimensions (cm) approx. H/L/D	Description
		Scat replicas		
DEC-7.2	OB28	Moose		
DEC-7.2	OB29	American Black Bear		
DEC-7.2	OB30	Deer		
DEC-7.2	OB31	Racoon		
DEC-7.2	OB32	Dog		
DEC-7.2	OB33	White-Footed Mouse		
DEC-7.2	OB34	Greater Snow Goose		
DEC-7.2	OB35	Eastern Chipmunk		
DEC-7.2	OB36	Partridge		
DEC-7.2	OB37	Great Horned Owl (pellet)		
DEC-7.2	OB38	Northern Shrike (pellet)		
DEC-7.2	OB39	Fox		
DEC-7.2	OB40	Mink		
DEC-7.2	OB41	Porcupine		
DEC-7.2	OB42	Muskrat		
TER-5.3.1	OB42	Bumble Bee hotel		
	OB__	Chimney Swift nest		
	OB__	Wasp nest		
	OB__	Hummingbird nest		
	OB__	Wasp nest		

ANNEX "B"

BASIS OF PAYMENT

The Bidder must submit all prices in Canadian dollars, GST/HST extra, FOB destination. **The Bidder may not propose any options, provide any optional pricing, or stipulate any conditions. Any Bidder that includes any options or conditions whatsoever will be deemed non-responsive.**

The Bidder must provide all-inclusive firm prices for each of the categories of services described in the table B.1 below.

The firm fixed hourly rates charged for Exhibit services are all-inclusive. They include the cost of labour, fringe benefits, general and administrative expenses, time in transit, overhead, profit and the like, excepting only Applicable Taxes.

The Contractor is subject to the Applicable Laws as outlined in article 10 of the Resulting Contract. As such, the Contractor is responsible for ensuring adherence to these Laws, including any applicable Labour Laws. The firm fixed all-inclusive hourly rates charged by the Contractor reflect this responsibility and Canada will not be subject to additional charges not expressly laid out herein.

This contract contains no provisions for overtime.

If pricing is not provided, for an element of Table B.1 or Table B.2, a value of zero will be assigned for the element and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees then the Basis of Payment will be considered compliant. However, if the Bidder disagrees then the proposal will be found non-compliant and no further evaluation will be done.

TABLEAU B.1 Firm Hourly Rates – Exhibit Services	
SERVICE CATEGORY	FIRM ALL-INCLUSIVE HOURLY RATE
Project Manager	_____ \$
Exhibition Designer	_____ \$
Graphic Designer	_____ \$
Lighting Designer	_____ \$
Fabricator	_____ \$
Multimedia Designer	_____ \$
Installation	_____ \$

B.2. Direct and Subcontracted Expenses

B.2.1 Direct Expenses

Direct expenses include any expenses directly incurred by the Contractor during the performance of the Work or for the purpose of the project, relating to the purchase or rental of materials, equipment, supplies, or other required items. Direct expenses may include, but are not limited to, the following: fabrication materials, interactive equipment, commercial transportation; requirement-specific insurance coverage (at the request of the Project Authority); and any project-specific photocopies, telephone and facsimile charges, parking costs, and mailing, courier and shipping fees.

Direct expenses will be charged at net cost with a **percentage mark-up in accordance with B.2** to cover overhead and profit.

All expenses, general and administrative, normally incurred in providing the services (i.e. project office space [including Contractor's hardware and software]; word processing; non-project specific reports; photocopying; courier and telephone charges; local travel and the like) are to be included in the prices for professional services identified herein, and will not be permitted as direct expenses under the Contract.

B.2.2 Subcontracting

Subcontracted items include any expenses incurred during the performance of the Work or for the purpose of the project for which a separate contract exists between the Contractor and the person or firm providing the goods/services. Subcontracted items may include, but are not limited to, the following: installation, commercial transportation, translation services, printing, signage, etc.

All subcontracted requirements will be provided at net cost with a **percentage mark-up in accordance with B.2** to cover overhead and profit.

Invoices from the Contractor to Canada must be accompanied by copies of invoices from the subcontractors. Invoices from second-tier subcontractors (the subcontractors of the Contractor's subcontractors) are not required under the contract.

For each subcontracted service over \$25,000 (taxes included) the Contractor must obtain competitive bids from no fewer than three (3) outside suppliers. The Contractor must provide to the Project Authority, the names of the suppliers who submitted bids, the total amount of each bid obtained, the selection criteria and results.

Table 2: B.2 – Direct expenses and subcontracting

Direct expenses and subcontracting	Mark-up
Mark-up for direct expenses	10 %
Mark-up for subcontracting	10 %

B.3 Travel and Living Expenses

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 provided in Appendices B, C and D of the National Joint Council Travel Directive, (<http://www.njc-cnm.gc.ca/directive/index.php?did=10&lang=eng>) and with the other provisions of the directive referring to "travelers," rather than those referring to "employees."

Solicitation No. - N° de l'invitation
K2C58-181424/A
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With respect to Modules 2, 3 and 4 of the Directive, meals will be reimbursed based on the daily allowances specified in Appendix C or D of the Directive, as applicable.

Note: The Contractor is not an employee of Canada and as such, is not eligible for any Government of Canada employee benefits as they pertain to the National Joint Council Travel Directive, or otherwise. This includes any provisions pertaining to "travel status" as set out in the Directive which are not expressly permitted herein.

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ANNEX “C” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder 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);

ANNEX "D" SPECIFIC INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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


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ANNEX "E"

TASK AUTHORIZATION FORM PWGSC-TPSGC 572

Clear Data - Effacer les données		Instructions - Page 1	Instructions - Page 2
 Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada		Annex Annexe	
Task Authorization Autorisation de tâche		Contract Number - Numéro du contrat	
Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)		
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu		
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$		
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶			
For Revision only - Aux fins de révision seulement			
TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$	
Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.		Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.	
1. Required Work: - Travaux requis :			
A. Task Description of the Work required - Description de tâche des travaux requis		See Attached - Ci-joint <input type="checkbox"/>	
B. Basis of Payment - Base de paiement		See Attached - Ci-joint <input type="checkbox"/>	
C. Cost of Task - Coût de la tâche		See Attached - Ci-joint <input type="checkbox"/>	
D. Method of Payment - Méthode de paiement		See Attached - Ci-joint <input type="checkbox"/>	

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Annex
Annexe _____

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

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

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

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

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

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

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

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

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

Signature

Date