



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :
Parks Canada Agency Bid Receiving Unit
National Contracting Services
Suite 720, 220 – 4th Avenue S.E.
Calgary, AB T2G 4X3

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal to: Parks Canada Agency

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 or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

Proposition à : l'Agence Parcs 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 travaux de construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires :

Issuing Office - Bureau de distribution :

Parks Canada Agency
National Contracting Services
Suite 720, 220 – 4th Avenue S.E.
Calgary, AB T2G 4X3

Title - Sujet : Environmental Monitoring – Upscheek Tashee – Coastal BC Field Unit	
Solicitation No. - N° de l'invitation : 5P420-18-0544/A	Date : February 18, 2019
Client Reference No. - N° de référence du client : n/a	
GETS Reference No. N° de référence du SEAG : PW-19-00864496	

Solicitation Closes - L'invitation prend fin : At - à : 14 :00 On - le : April 02, 2019	Time Zone - Fuseau horaire MDT
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F.O.B. - F.A.B. : Plant - Usine : <input type="checkbox"/> Destination : <input checked="" type="checkbox"/> Other - Autre : <input type="checkbox"/>		
Address Enquiries to - Adresser toutes demande de renseignements à : Kirsten Sage		
Telephone No. - N° de téléphone : 587-436-5795	Fax No. -N° de télécopieur : 1-866-246-6893	Email Address – Courriel : Kirsten.sage@canada.ca
Destination of Goods, Services, and Construction - Destination des biens, services et travaux de construction : See herein		

TO BE COMPLETED BY THE BIDDER - À REMPLIR PAR LE SOUMISSIONNAIRE

Vendor/ Firm Name - Nom du fournisseur/de l'entrepreneur :	
Address - Adresse :	
Telephone No. - N° de téléphone :	Fax No. - N° de télécopieur :
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) - Nom de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :	
Signature :	Date :

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Contracting Authority - Autorité contractante :
Kirsten Sage

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n/a

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IMPORTANT NOTICE TO BIDDERS

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s), an electronic transfer of funds deposited directly into a bank account. New vendors who are awarded a contract will be required to complete a Direct Deposit enrolment form in order to register their direct deposit information with Parks Canada to receive payment.

Additional information on this Government of Canada initiative is available at:

<http://www.directdeposit.gc.ca>

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PART 1 – GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with the bid solicitation.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

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.

1.4 Trade Agreements

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

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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) (<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 Parks Canada Agency 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 or by email will not be accepted.

2.3 Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fourteen (14) 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.

2.4 Applicable Laws

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

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.

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PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (One (1) hard copy and one (1) soft copy on USB key)

Section II: Financial Bid (One (1) hard copy and one (1) soft copy on USB key)

Section III: Certifications (One (1) hard copy and one (1) soft copy on USB key)

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

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

SACC Manual Clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

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 and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Technical bids will be evaluated against the technical evaluation criteria at **Annex F – Technical Evaluation**.

4.1.1.2 Point Rated Technical Criteria

Technical bids will be evaluated against the technical evaluation criteria at **Annex F – Technical Evaluation**.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection – Highest Combined Rating of Technical Merit (70%) and Price (30%)

4.2.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory criteria;
- (c) obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 100 points.

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

4.2.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

4.2.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.

4.2.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

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

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

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000.

Basis of Selection – Highest Combined Rating Technical Merit (70%) and Price (30%)

		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	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 27$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30.00$
Combined Rating		86.63	73.15	77.70
Overall Rating		1st	3rd	2nd

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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 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 provided will render the bid non-responsive.

5.2.1 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 at **Annex D to Part 5 of the Bid Solicitation** before contract award.

5.2.2 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.

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](#), must submit a list of names prior to award of a contract. Bidders must provide the information requested at **Annex E to Part 5 of the Bid Solicitation**.

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5.2.3 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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

5.2.3.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

Additional certifications required for evaluation of the technical bid (e.g. professional certifications, CVs, résumés, etc.) are to be included in *Section I: Technical Bid*.

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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 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

[2010B](#) (2018-06-21), General Conditions – Professional Services (Medium Complexity), apply to and form part of the Contract.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to November 30, 2021 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Kirsten Sage

Contracts, Procurement and Materiel Management Officer
Parks Canada Agency
Chief Financial Officer Directorate
Suite #720, 220 – 4th Avenue S.E.
Calgary, AB T2G 4X3

Telephone: (587) 436-5795

E-mail address: Kirsten.sage@canada.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

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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 for the Contract is:

***** To be provided at contract award *****

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. 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 for the Contract is:

Representative's Name:		
Title:		
Vendor/ Firm Name:		
Address:		
City:	Province / Territory:	Postal Code / ZIP Code:
Telephone:	Facsimile:	
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

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.

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6.7 Payment

6.7.1 Basis of Payment – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in **Annex "B"** for a cost of \$ ****to be inserted at Contract Award****. Customs duties are included and Applicable Taxes are extra.

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

6.7.2 Progress Payments

6.7.2.1 Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 98 percent of the amount claimed and approved by Canada if:

- a. an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. the amount claimed is in accordance with the basis of payment;
- c. the total amount for all progress payments paid by Canada does not exceed 98 percent of the total amount to be paid under the Contract;
- d. all certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives.

6.7.2.2 The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.

6.7.2.3 Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

6.8 Invoicing Instructions – Progress Payment Claim – Supporting Documentation not required

6.8.1 The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#);
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. the description and value of the milestone claimed as detailed in the Contract.

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6.8.2 Applicable Taxes, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

6.8.3 The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the original and two (2) copies of the claim to the Payment Office for the remaining certification and payment action.

6.8.4 The Contractor must not submit claims until all work identified in the claim is completed.

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.

6.10 Applicable Laws

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

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 general conditions [2010B](#) (2018-06-21), General Conditions – Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (f) the Contractor's bid dated ***** to be inserted at contract award *****.

6.12 SACC Manual Clauses

[A1009C](#) (2008-05-12) Work Site Access
[A9068C](#) (2010-01-11) Government Site Regulations
[B6802C](#) (2007-11-30) Government Property
[B9028C](#) (2007-05-25) Access to Facilities and Equipment

6.13 Insurance Requirements

[G1005C](#) (2016-01-28) Insurance – No Specific Requirement

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6.14 Inspection and Acceptance

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

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ANNEX A

STATEMENT OF WORK

PROJECT BACKGROUND

A new multi-use pathway, located in the traditional territories of the Tla-o-qui-aht and Yuuthlu-ilth-ath/Ucluelet First Nation, is being constructed. It will extend approximately 25 km from the southern to the northern boundary of the Long Beach Unit of Pacific Rim National Park Reserve. The pathway will provide Canadians with opportunities to explore the vast sandy beaches, coastal rainforest, and special areas of natural and cultural significance in the region.

Initial work on the multi-use pathway in Pacific Rim National Park Reserve began in spring 2016 with extensive environmental, archaeological and engineering studies, and the preparation of a Detailed Impact Assessment, trail design and planning. Site preparation work started in February 2017 and included clearing the trail alignment of trees and shrubs.

The scope of environmental work completed to date includes:

- Biophysical Assessment of the trail alignment;
- Complete inventory of the Valued Components;
- Assessment of Species at Risk and Parks Canada internal SAR-compliant permitting
- Environmental Management Plan for trail clearing (Environmental Management Plan for trail construction underway and will be provided to successful bidder);
- Amphibian Management Plan;
- Amphibian salvage work;
- Full-time daily environmental monitoring during clearing;
- Restoration prescriptions for vegetation impacted during clearing;
- Fisheries restoration prescriptions; and
- Fisheries and Oceans Canada Request for Review submission.

The next phase of the work will begin in the Spring of 2019. Work will include completion of clearing trees and shrubs, trail bed preparation, installation of drainage culverts, elevated trail construction in wetlands, and construction of 3 bridges. All environmental guidance documents including a Parks Canada Detailed Impact Assessment addendum and Environmental Management Plan for the trail construction phase will be complete and approved by Parks Canada before the start of construction.

The third and final phase of the project will include paving of the trail bed and is this work is expected to occur over the summer of 2021.

Parks Canada Agency (PCA) is seeking an Environmental Firm to act as the Owner's Environmental Monitor (OEM) for the duration of the construction of the ʔapsčiiik t'ašii (Upscheek Tashee) multi-use pathway.

1 INTRODUCTION AND SCOPE

- 1.1 Parks Canada Agency (PCA) requires a firm to provide environmental monitoring services for construction of the ʔapsčiiik t'ašii for both Phase 2 and 3.

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- 1.2 The project is located in the Pacific Rim National Park Reserve (PRNPR) on the West coast of Vancouver Island, British Columbia. All project work will occur entirely on federal lands within the jurisdiction of Parks Canada.
- 1.3 The scope of services will include the provision of full-time environmental monitoring for the remaining two phases of construction of the ʔapsčiiik t'ašii. The team will be led by a Registered Professional Biologist (R.P. Bio.) and will work on behalf of Parks Canada as the Owner's Environmental Monitor (OEM). The OEM will have the responsibility and authority to direct the Contractor to stop work in the event that unacceptable risk to environmental features is observed, as well as the authority to direct the contractor to complete or improve mitigation activities such as sediment and erosion control.
- 1.4 All day-to-day environmental monitoring activities and environmental services are the responsibility of the OEM Contractor. The OEM Contractor must work collaboratively with the Parks Canada environmental team, which includes the PCA Impact Assessment Coordinator, the Environmental Oversight Project Manager from Wood PLC Inc., and local experts, to assess any potential changes in project scope, design, or construction methods. The OEM Contractor is expected to work collaboratively with the construction Contractor to determine appropriate mitigations, and to review the Contractor's submittals, schedule, and construction approaches to ensure that they are compliant with the Detailed Impact Assessment (DIA), Environmental Management Plan (EMP) documents, and all regulatory requirements.

2 PROJECT

2.1 Project Objectives

2.1.1 General Objectives:

- .1 Deliver the project utilizing best practices in support of PCA needs, respecting the approved scope, quality, budget and schedule.
- .2 Keep an open communication with all members of the project delivery team and work with the PCA Project Authority for decisions that impact scope, quality, cost and schedule.
- .3 Provide environmental assurances that the DIA, EMP, and all legislative requirements are being followed throughout construction
- .4 Maintain continuity of key personnel for the life of the project.

2.1.2 Official languages:

- .1 Under this offer, services must be provided in English.

2.2 Project Schedule

- 2.2.1 The OEM Contractor must expect the construction to commence in the Spring of 2019 and be completed by the Fall of 2021. The trail bed construction should take place over the first two construction seasons and the trail paving should take place the summer of 2021.
- 2.2.2 The construction schedule will be dependent on the successful contractor and their proposed construction approach, as well as weather. The trail bed construction tender is currently posted on buyandsell.ca where the specifications, drawings (including maps), and contractor requirements can be found.

2.3 Project Constraints

- 2.3.1 The OEM Contractor is responsible for all travel and accommodation required to, from, and within the job site.
- 2.3.2 The OEM Contractor must provide all labour, tools, equipment, PPE and personnel required to complete the construction monitoring and reports.
- 2.3.3 While working with PCA, the OEM Contractor must apply for and maintain a PCA Business Licence. They also must adhere to all National Health and Safety Standards that apply to the work.

3 OEM CONTRACTOR SERVICE REQUIREMENTS

The OEM Contractor is responsible for the following:

3.1 OEM Contractor Requirements

3.1.1 The R.P. Biologist must meet each of the following experience requirements:

- .1 Significant experience (at least 10 years) leading the implementation of environmental monitoring programs on construction projects in which they implemented project-specific mitigations measures to reduce the impact of construction works in types of ecosystems that are located within the Pacific Rim National Park Reserve (PRNPR).
- .2 Knowledge of the native flora and fauna, Species at Risk, unique ecosystems, invasive species, and environmental conditions found within the PRNPR;
- .3 Experience identifying, delineating and working in the unique ecosystems found on the West Coast of Vancouver Island and in Pacific Rim National Park Reserve, specifically wetlands, old-growth habitat, amphibian habitat, fish habitat, and nesting bird habitat;
- .4 Experience identifying and engaging local species experts;
- .5 Experience coordinating and communicating with Contractors and work crews to implement mitigations effectively;
- .6 Experience collecting, analyzing, and summarizing biological data for the purpose of providing technical advice related to protection of ecological values;
- .7 Experience related to protection of aquatic resources including: monitoring construction activities within riparian areas and other sensitive habitat including wetlands, performing specialized environmental services including surveys & fish salvage activities, and providing technical expertise for implementation of fish habitat restoration prescriptions;
- .8 Experience providing science-based advice through technical documents including impact assessments, restoration prescriptions, environmental protection plans;
- .9 Experience working with First Nations;
- .10 Experience working with local non-profit organizations and experts; and
- .11 Experience related to the assessment & mitigation of impacts to local Species at Risk.

3.1.2 The on-site environmental monitors must meet each of the following experience requirements:

- .1 Significant experience (at least 5 years) as an environmental monitor for construction projects in which the Consultant implemented project-specific mitigations measures to

- reduce the impact of construction works in unique ecosystems that are located within the PRNPR;
- .2 Knowledge of the native flora and fauna, Species at Risk, unique ecosystems, invasive species, and environmental conditions found within Pacific Rim National Park Reserve;
 - .3 Experience identifying, delineating and working in the unique ecosystems found on the West Coast of Vancouver Island and in Pacific Rim National Park Reserve, specifically wetlands, old-growth habitat, amphibian habitat, fish habitat, and nesting bird habitat;
 - .4 Experience identifying and engaging local species experts;
 - .5 Experience coordinating and communicating with Contractors and work crews to implement mitigations effectively;
 - .6 Experience collecting, analyzing, and summarizing biological data for the purpose of providing technical advice related to protection of ecological values;
 - .7 Experience related to protection of aquatic resources including: monitoring construction activities within riparian areas and other sensitive habitat including wetlands, performing specialized environmental services including surveys & fish salvage activities, and providing technical expertise for developing fish habitat restoration prescriptions;
 - .8 Experience providing science-based advice through technical documents including impact assessments, restoration prescriptions, environmental protection plans;
 - .9 Experience working with First Nations;
 - .10 Experience working with local non-profit organizations and experts; and
 - .11 Experience related to the assessment & mitigation of impacts to local Species at Risk.

3.1.3 Part of the consultants' team should include avian expertise, amphibian expertise, fisheries expertise, and knowledge of molluscs. The team members identified to carry out these specialized services should meet the following requirements:

Avian Surveys

- .1 Experience identifying avian species native to the PRNPR region and experience identifying breeding bird habitat unique to these species;
- .2 Experience completing specialized services such as breeding bird surveys; and
- .3 Experience providing recommendations to protect avian species and habitat in accordance with applicable federal legislation (e.g. *Migratory Bird Convention Act*).

Note: Parks Canada National Best Management Practices (Proposed) Migratory Birds included in Appendix 1.

Amphibian Surveys and Salvage

- .1 Experience identifying amphibian species and amphibian habitat unique to PRNPR;
- .2 Experience completing specialized services such as amphibian habitat surveys and salvages; and
- .3 Experience providing recommendations to protect amphibian species and their habitat in accordance with applicable federal legislation.

Flow Isolation and Fish Salvage

- .1 Experience identifying fish species and in-stream fish habitat;
- .2 Experience completing specialty services including flow isolation in fish-bearing streams and fish salvages; and

- .3 Experience providing recommendations to protect fish and fish habitat in accordance with applicable federal legislation.

Mollusc Surveys and Salvage

- .1 Experience identifying molluscs and their habitat;
- .2 Experience completing specialized services such as species salvage; and
- .3 Experience providing recommendations to avoid loss of individuals or critical habitat in accordance with the Recovery Strategies and applicable federal legislation (e.g. SARA).

3.2 OEM Contractor Responsibilities

- 3.2.1 The OEM Contractor must ensure that an on-site monitor is present at all times during active construction and paving works to oversee the work and ensure the construction Contractor's compliance with the DIA, EMP, and all applicable regulatory requirements. During times of low risk construction activities, the OEM Contractor can reduce the on-site monitoring schedule in coordination with the construction activities and the PCA Project Authority; however, a monitor must be on site for all activities determined to be of high risk to the natural environment. The OEM Contractor must ensure they have the capacity to monitor construction activities that may be occurring at multiple sites at any given time during the project to accommodate all ongoing construction work occurring along the trail alignment. This may include providing several on-site monitors at the same time. Any sub-consultants that are part of the consultants' team must meet the requirements in section 3.1 and work under the direction of the R.P.Bio.

The OEM Contractor has the responsibility and authority to order the construction Contractor to modify and/or halt any work activity if deemed necessary for the protection of the environment and observance of statutory requirements. The OEM Contractor must understand this responsibility and the impacts on the project budget and schedule. During construction, the OEM Contractor must participate in weekly team meetings, daily walk-throughs with crews, and request meetings when necessary to resolve environmental issues. Instances of non-conformance, environmental incidents, and near misses will be documented by the OEM Contractor and brought immediately to the attention of the PCA Project Authority.

Due to the specific skill set required for certain mitigation measures described in this document, the OEM Contractor (or sub-consultants) must complete the necessary salvage and isolation activities required for fish, mollusc, and amphibian populations, as well as breeding bird surveys. The construction Contractor will provide the labour and supplies for all other mitigations, however the OEM Contractor needs to review their plans and direct them in how and when to properly set up. The construction Contractor is required to coordinate their schedule and timing with the OEM Contractor to oversee these activities. During construction, appropriate meetings involving the crew must be held as required to allow potential environmental issues to be identified and discussed to ensure that they are addressed and mitigated. It is the construction Contractor's responsibility to ensure that the OEM Contractor is provided enough notice to complete the environmental requirements and any delays in construction or rework of environmental scope (ex. salvage operations) related to construction Contractor's poor communication of schedule or delays will be the construction Contractor's cost.

Specifically, the OEM Contractor will have the following responsibilities:

Reporting/Administrative

- Liaise directly with the PCA Project Manager and Site Supervisor to ensure that monitoring activities are completed in accordance with the construction schedule;
- Provide expert advice relating to any aquatic or terrestrial impacts and answer technical questions posed by the construction Contractor;
- Complete weekly monitoring reports to be distributed to PCA representatives and the construction Contractor;
- Develop & deliver creative and informative training for construction crews that focuses on the construction Contractor's role in meeting federal legal requirements; and their role in protecting sensitive species & ecosystem types, and achieving salvage/avoidance measures. This will include developing tools such as a short instructional video or written guidance material.
- Provide incident reports as soon as it is safe to do so but no later than 24 hours after the incident;
- Review construction Contractor's schedule and construction approach plans, and recommend for PCA approval;
- Review and provide input to any updates or changes to the EMP, Amphibian Salvage Plan, and restoration prescriptions as requested, and in consultation with the PCA Impact Assessment Coordinator;
- Identify the scope of work for and the provision of specialized services (ex. breeding bird activity surveys, amphibian surveys & salvage, fish salvage, mollusc surveys & salvage, wildlife tree assessments, etc.);
- Review and implement the in-stream works as per the Department of Fisheries and Oceans (DFO) Request for Review and their Letter of Advice to ensure that requirements under the Fisheries Act are met by the Contractor;
- Review and coordinate restoration prescriptions to be implemented by PCA as part of the PCA restoration plan at the conclusion of the Project;
- Ensure that all applicable permits and approvals have been obtained and monitoring construction activities are compliant with these permits and approvals; and
- Attend regular project meetings to report on environmental mitigations and progress in person.

Environmental Monitoring (OEM)

- Ensure daily on-site monitoring during all ongoing construction activities on a daily basis;
- Direct the construction Contractor's site supervisors and staff on the proper implementation and maintenance of mitigation measures as set out in the EMP;
- Work directly with the construction Contractor and PCA Representative on site to review and direct site-specific plans and mitigation measures in accordance with the EMP and regulatory requirements;

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- Halt work if unacceptable risk to environmentally sensitive features are noted, a major non-conformance occurs, or an unforeseen environmental sensitivity is discovered;
- Ensure adequate documentation, reporting, and response to environmental incidents;
- Complete water quality monitoring (ex. measuring turbidity levels) throughout construction;
- Ensure the proper execution of in-stream fish habitat restoration work (as per DFO submission), including the provision of expert advice as needed;
- Lead a half-day session with the construction Contractor to deliver training and review the EMP, record sensitive environmental features on site, and record the review on the Project Environmental Orientation Record (PEOR);
- Identify when specialized services are required and ensure that personnel are available to complete this work on schedule;
- Determine the scope of the required species-specific survey and salvage work complete these mitigations ahead of scheduled construction activities;

Ensure that construction Contractor's spill response and emergency equipment and procedures are appropriate to risks that are present and the emergency equipment and trained staff are present on site.

Specialized Services

- Ensure that mitigations requiring specialized services are complete in advance of scheduled construction activities and in accordance with PCA guidelines.

Avian Surveys

- Carry out breeding bird surveys, and work in coordination with the construction Contractor to ensure completion ahead of construction as required by PCA guidelines;
- Provide recommendations to protect avian species and habitat during construction activities in accordance with applicable federal legislation.

Amphibian Surveys and Salvage

- Carry out amphibian habitat and species surveys, and work in coordination with the construction Contractor to ensure mitigations are completed ahead of construction as required by PCA guidelines;
- Provide recommendations to protect amphibian species and habitat during construction activities in accordance with applicable federal legislation.

Flow Isolation and Fish Salvage

- Review and approve the contractor's flow isolation plan and ensure mitigation measures are in place to meet the requirements of the Fisheries Act;
- Carry out fish salvage as required and work in coordination with construction Contractor to ensure completion ahead of construction as required by PCA guidelines;
- Provide recommendations to protect fish species and habitat during construction activities in accordance with applicable federal legislation;

Mollusc Surveys and Salvage

- Carry out habitat and species surveys, and work in coordination with the construction Contractor to ensure mitigations are completed ahead of construction as required by PCA guidelines;
- Provide recommendations to protect mollusc species and habitat during construction activities in accordance with applicable federal legislation.

4 PCA RESPONSIBILITIES

4.1 PCA is committed to ensuring that Project activities be undertaken in such a manner that the Project will not result in significant adverse environmental effects. PCA is responsible for ensuring all mitigation measures applicable to the Project are added to the terms and conditions of any permits or contracts issued for the Project. PCA is also responsible for the completion of supporting documents including the Detailed Impact Assessment and Environmental Management Plan, which provide the basis for environmental monitoring activities.

PCA will conduct surveillance of the Project throughout its implementation to confirm work is being carried out in accordance with the conditions specified in the Detailed Impact Assessment (PCA, 2016) and associated Project authorizations and permits. A Parks Canada Environmental Surveillance Officer will be onsite daily to monitor project activities and liaise with the OEM Contractor.

Specifically, Parks Canada will:

- Provide guidance to the OEM Contractor as needed to ensure the appropriate application of PCA guidelines, policies, and legislative requirements;
- Prepare, review and approve the DIA, EMP, DFO permits, and SARA authorizations/permits, including updates made as the Project progresses;
- Review and approve the DFO Request for Review, and Amphibian Management Plan, including updates made as the Project progresses;
- Prepare and review restoration prescriptions and plans;
- Collaborate with OEM Contractor as Project progresses to ensure PCA standards for Impact Assessment and protection of ecological integrity are met;
- Lead communication with regulatory agencies, local governments, First Nations, and public stakeholders;
- Oversee the activities of the PCA Project Authority and OEM Contractor; and
- Conduct all post-construction follow-up monitoring activities, unless otherwise stated in tender material.

5 DELIVERABLES

5.1 The OEM Contractor must submit a cost estimate with a breakdown of the firm price including hourly rates. The cost estimation will be for information purposes only to provide a framework for the PCA Project Authority and must not supersede the Firm Price established in Annex B – Basis of Payment. The Contractor must submit the cost estimate within one (1) week of contract award.

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The Contract must then attend a teleconference start-up meeting to review the cost estimate and overall project with the PCA Project Authority.

- 5.2 The OEM Contractor must provide weekly monitoring reports submitted within 3 project days based on their field observations and directions which include:
- Summary of work completed
 - Summary of mitigation measures implemented and issues encountered
 - Weather conditions
 - Environmental Incidents
 - Action items/Recommendations to the Contractor
 - Compliance monitoring summary
 - Photos
 - Sign off by the R.P.Bio.
- 5.3 The OEM Contractor must attend weekly construction progress meetings with the construction Contractor and PCA to report on environmental monitoring and any concerns. These meeting must be held at the Parks Canada office located in PRNPR.
- 5.4 The OEM Contractor must review all submittals from the construction Contractor, as requested by PCA, to comment on any environmental aspects.
- 6 REFERENCES**
- 6.1 The Trail bed construction tender package including detailed specifications and drawings will be posted on buyandsell.ca. Applicants can review this for more project information.

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ANNEX B

BASIS OF PAYMENT

Financial Bid Submission Requirements

- (a) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (b) The Bidder must submit their financial bid in accordance with the Basis of Payment.
- (c) All prices are in Canadian dollars, FOB destination
- (d) Customs duties are included and Applicable Taxes are extra.

1. Firm Price - Contract – Date of Contract to November 30, 2021 inclusive

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid a firm price in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

TOTAL FIRM PRICE (excluding applicable tax)	\$
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Notes:

- (a) Unidentified costs will not be allowable under the Contract unless there is a change to the work requirements and addressed by a contract amendment issued by the Contracting Authority;
- (b) Additional payment terms and conditions will not apply to the contract; and
- (c) Customs duties are included and Applicable Taxes are extra.

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ANNEX C

ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed

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Mark “Yes” where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name

Signature

Date

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ANNEX D to PART 5 OF THE BID SOLICITATION

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](#).

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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.

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Title – Titre :
Environmental Monitoring – Upscheek Tashee – Coastal BC Field Unit

ANNEX E to PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Supplier Information

Supplier's Legal Name:		
Organizational Structure: () Corporate Entity () Privately Owned Corporation () Sole Proprietor () Partnership		
Supplier's Legal Address:		
City:	Province / Territory:	Postal Code / ZIP Code:
Supplier's Procurement Business Number (optional):		

List of Names

Name	Title

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Contracting Authority - Autorité contractante :
Kirsten Sage

Client Ref. No. - N° de réf. du client :
n/a

Title – Titre :
Environmental Monitoring – Upscheek Tashee – Coastal BC Field Unit

Declaration

I, (name) _____, (position) _____, of

(supplier's name) _____, declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Date

Please include with your bid or offer.

ANNEX F

TECHNICAL EVALUATION

1. Technical Bid Format

The technical bid must 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 strongly 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.

The Bidder is advised to pay careful attention to the wording used throughout this Request for Proposal (RFP). Failure to satisfy a term or condition of this RFP may result a bid being deemed non-responsive.

All information required for evaluation purposes must be included directly in the Bidder's technical bid. The evaluation team cannot consider information not provided directly in the technical bid (e.g. links to additional website content, references checks, etc.).

2. Submission Requirements

The Bidder must submit one (1) hard copy AND one (1) soft copy of its technical bid on a USB flash drive, in Adobe PDF format. Both the hard copy and the soft copy of the technical bid should be identical in content.

A USB flash drive is the preferred media type for the one (1) soft copy of the technical bid required.

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.

3. Mandatory Technical Criteria

Technical bids will be evaluated against the mandatory technical criteria below.

For a bid to be declared responsive to the solicitation requirements it must demonstrate and meet all of the mandatory technical criteria. Bids declared non-responsive to the mandatory technical criteria will be given no further evaluation.

Item No.	Evaluation Criteria
3.1	The bidder must complete and provide the Team Identification Information at Appendix A of Annex F.
3.2	The bidder must provide proof of a Registered Professional Biologist, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law in the province of British Columbia.

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3.3	The team to be identified must include the following: a) Proponent (prime consultant) <ul style="list-style-type: none">• Registered Professional Biologist• On-site Environmental Monitor(s)• Bird Expert• Amphibian Expert• Fisheries Expert
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Bids that do not demonstrate and meet all of the mandatory technical criteria will be given no further evaluation.

4. Point Rated Technical Criteria

Technical bids will be evaluated for the point rated technical criteria below against 5. Point Rated Evaluation Criteria.

For a bid to be declared responsive to the solicitation requirements it must meet or exceed the minimum weighted points required for the point rated technical criteria. Bids that do not meet or exceed the minimum weighted points required for the point rated technical criteria will be given no further evaluation.

Each point rated technical evaluation criterion has a weight that reflects its importance in the proposal submission. The degree to which the proposal satisfies the requirement of each criterion will be assessed and a score will be assigned ranging from 0 to 10 as outlined under **5. Point Rated Evaluation Criteria**, with 0 meaning the proposal completely fails to satisfy the requirements, and 10 meaning the proposal fully meets the outlined criterion. This score will then be multiplied by the weight indicated for that point rated evaluation criterion.

Item No.	Evaluation Criteria	Weight	Maximum Weighted Points
4.1.1	<p>Achievements of Proponent on Projects</p> <p>In their proposal the bidder should clearly describe the Proponent's experience as Environmental Monitors related to construction works in types of ecosystems that are located within the Pacific Rim National Park Reserve (PRNPR).</p> <p>Select a maximum of 3 projects undertaken within the last 5 years. Joint venture submissions are not to exceed the maximum number of projects. Only the first 3 projects listed in sequence will receive consideration and any others will receive none as though not included.</p> <p><u>Information that should be supplied for each project:</u></p> <ul style="list-style-type: none">• brief project description and intent• clearly indicate how the project is comparable/relevant to the requested project	2.5	25

	<ul style="list-style-type: none"> • indicate the unique ecosystem where the project was located and note any invasive species, species at risk, native flora and fauna that were monitored during each project • indicate what mitigation measures were implemented during the project, and how the proponent engaged with the contractor to ensure effectiveness of mitigations • client references - name, and phone of client contact at working level - references may be checked • names of key personnel responsible for project delivery <p>The Proponent must possess the knowledge on the above projects. Past project experience from entities other than the Proponent will not be considered in the evaluation unless these entities form part of a joint venture Proponent.</p> <p>Please indicate those projects which were carried out in joint venture and the responsibilities of each of the involved entities in each project.</p>		
<p>4.1.2</p>	<p>Achievements of Key Personnel on Projects</p> <p>In their proposal the bidder should describe the experience and performance of key personnel to be assigned to this project regardless of their past association with the current proponent firm. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements.</p> <p><u>Information that should be supplied for each key personnel:</u></p> <ul style="list-style-type: none"> • Professional accreditation; • Expertise identifying, delineating and working in the unique ecosystems that are located within the Pacific Rim National Park Reserve (PRNPR), specifically wetlands, old-growth forest habitat, amphibian habitat, fish habitat and nesting bird habitat; • Relevant experience working in an environmental monitoring role for construction projects located within the unique ecosystem types listed above; • Experience collecting, analyzing, and summarizing biological data for the purpose of providing technical advice related to protection of ecological values; • Experience related to protection of aquatic resources including monitoring construction activities within riparian areas and other sensitive habitat including wetlands, performing specialized environmental services including amphibian and fish salvage activities, and providing technical expertise for implementation of fish habitat restoration prescriptions; • Experience reviewing and preparing technical documents including impact assessments, restoration prescriptions, and environmental protection plans; • Ability to work cooperatively and communicate effectively with other local environmental experts and contractors 	<p>2.5</p>	<p>25</p>

<p>4.1.3</p>	<p>Understanding of the Project</p> <p>In their proposal the bidder should demonstrate understanding of the goals of the project; the constraints and the issues that will shape the end product.</p> <p><u>Information that should be supplied:</u></p> <ul style="list-style-type: none"> • Understanding of the environmental conditions (ex. heavy rain events) that occur on the West Coast of Vancouver Island • Significant issues, challenges, and constraints • The role of the environmental monitor within the project • The responsibility and impacts of the decisions of the environmental monitor on the overall project • Project schedule 	<p>2.0</p>	<p>20</p>
<p>4.1.4</p>	<p>Scope of Services</p> <p>The proponent should describe how they propose to perform the environmental monitoring of the project and provide a plan of action.</p> <p><u>Information that should be supplied:</u></p> <ul style="list-style-type: none"> • Scope of Services - detailed list of services including on-site time(s), monitoring schedule, and meeting schedule • Work Plan - detailed breakdown of work tasks and deliverables • Project schedule - proposed major milestone schedule including any submission requirements • Confirm the makeup of the project team including the name of the team member, their role on the project, and availability throughout the project to continuity of the team • Communication strategies with PCA, the construction contractor, the project consultants, and other environmental experts • Resources to ensure environmental monitoring of project during high construction activities (ex. Several construction crews operating at different locations throughout the project site) 	<p>3.0</p>	<p>30</p>

Total Points Available	100
Minimum Points Required	70

Bids that do not obtain the required minimum of 70 points overall for the point rated technical criteria will be given no further evaluation.

5. Point Rated Evaluation Criteria

Parks Canada Agency (PCA) Evaluation Board members will individually evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion using the evaluation table below. The PCA Evaluation Board may award an odd number for evaluation criterion once consensus has been reached.

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

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APPENDIX A

TEAM IDENTIFICATION INFORMATION

The prime consultant and other members of the Consultant Team must be, or eligible to be, licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law.

I. Prime Consultant (Proponent):

Firm or Joint Venture Name:
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Key Individuals and provincial professional licensing status and/or professional accreditation:

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II. Key Sub Consultants / Specialists:

Firm Name:
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Key Individuals and provincial professional licensing status and/or professional accreditation:

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Firm Name:
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Key Individuals and provincial professional licensing status and/or professional accreditation:

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