



**RETURN OFFERS TO:  
RETOURNER LES OFFRES À :**

***Parks Canada Agency Bid Receiving Unit  
National Contracting Services  
111 Water Street East  
Cornwall, Ontario, K6H 6S2  
Solicitation No. 5P300-18-0320/A***

**AMENDMENT #1  
MODIFICATION #1**

**REQUEST FOR STANDING OFFERS  
DEMANDE D'OFFRES À COMMANDES**

Canada, as represented by the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency, hereby requests a Standing Offer on behalf on the Identified Users herein.

Le Canada, représenté par le ministre l'Environnement et du Changement climatique aux fins de l'Agence Parcs Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

**Comments :**

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**Issuing Office:**

**Parks Canada Agency  
National Contracting Services  
111 Water Street East  
Cornwall, Ontario, K6H 6S2**  
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<b>Title-Sujet</b> Archaeological services with under-water or marine specialization for the Ontario Waterways Unit.		
<b>Solicitation No. - No. de l'invitation</b> 5P300-18-0320/A		<b>Date:</b> February 25, 2019
<b>GETS Reference No. - No de reference de SEAG</b>		<b>Client Ref. No. - No. de réf du client</b>
<b>Solicitation Closes - L'invitation prend fin :</b>		
<b>at - à</b> 2:00 PM	<b>on - le</b> April 03, 2019	<b>Time Zone - Fuseau horaire</b> EDT - HAE
<b>F.O.B. - F.A.B.</b>		
<b>Plant-Usine:</b> <input type="checkbox"/>	<b>Destination:</b> <input checked="" type="checkbox"/>	<b>Other-Autre:</b> <input type="checkbox"/>
<b>Address Inquiries to: - Adresser toute demande de renseignements à :</b> Sheldon Lalonde <a href="mailto:sheldon.lalonde@canada.ca">sheldon.lalonde@canada.ca</a>		
<b>Telephone No. - No de téléphone</b> 613-938-5948		<b>Fax No. - No de FAX:</b> n/a
<b>Destination of Goods, Services, and Construction:</b> Destinations des biens, services et construction:		
See Herein - Voir aux présentes		
<b>TO BE COMPLETED BY THE BIDDER À ÊTRE COMPLÉTER PAR LE SOUMISSIONNAIRE</b>		
<b>Vendor/Firm Name - Nom du fournisseur/de l'entrepreneur</b>		
<b>Address - Adresse</b>		
<b>Name of person authorized to sign on behalf of the Vendor/Firm Nom de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur</b>		
<b>Title - Titre</b>		
<b>Telephone No. - N° de téléphone:</b> _____		
<b>Facsimile No. - N° de télécopieur:</b> _____		
<b>Signature</b>		<b>Date</b>

## **AMENDMENT #1**

### **THE PURPOSE OF THIS AMENDMENT IS TO GIVE EFFECT TO THE FOLLOWING CHANGE;**

- 1) **Annex "A" – Required Services** is to be deleted in its entirety and replaced by **Annex "A" – Required Services rev. 25-02-19** (attached below).
  
- 2) **Part 4 – Evaluation Procedures and Basis of Selection** is to be deleted in its entirety and replaced by **Part 4 – Evaluation Procedures and Basis of Selection rev. 25-02-19** (attached below).

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**

**ANNEX "A" - REQUIRED SERVICES (RS)**

***Request for Standing Offer***

***Underwater Archaeological Services for Parks Canada Ontario Waterways Unit***

**Annex A Required Services rev. 25-02-19****Underwater Archaeological Services for Parks Canada Ontario Waterways Unit****Tasks**

Typical Tasks that the consultant may be required to undertake for Parks Canada:

- 1.0** Work to be Performed
- 2.0** Requirements
- 3.0** Key Documents
- 4.0** Parks Canada Research and Collection Permit Application
- 5.0** Archaeological Field Work and Recording
- 6.0** Processing and Inventory of Archaeological Material and Associated Documentation
- 7.0** Records Management
- 8.0** Deliverables
- 9.0** Qualifications

**1.0 Work to Be Performed****1.1 Archaeological Overview Assessment:**

- A review of general history and any relevant documentation to identify known archaeological resources and determine the archaeological potential of the area of investigation. Resources may include, but are not limited to historic maps, aerial photographs, land registry records, historic documents, historic navigation charts and other materials available in Library and Archives Canada or the Parks Canada (PC) Archives
- An overview identifies known archaeological resources on and nearby the area of investigation, including geographic features commonly associated with past human occupation and land use, and divides the area of investigation into high, medium and low potential areas for the occurrence of archaeological resources.
- Provide a report on the results obtained and provide recommendations based on the potential and nature of resources that exist and/or may be encountered within the area of investigation in relation to the nature of the proposed intervention (development).

**1.2 Archaeological Inventory or Survey:**

- A field study to identify archaeological resources and evaluate the threat to archaeological resources within an area of investigation.
- Methods for the inventory or survey may include (but are not necessarily limited to) SCUBA or surface-supply diving inspections, marine geophysical survey (side-scan sonar, sector-scanning sonar, multi-beam echosounder surveys etc.), shoreline or shallow water snorkel surveys, bathyscope survey, shallow water test pitting and shoreline visual survey.
- Provide a report on the results obtained and recommendations as appropriate

- Provide copies of all geophysical survey data, photographs and video recordings collected during field work.
- Provide site plans and the detailed locations of any archaeological features.

### **1.3 Archaeological Impact Assessment:**

- A detailed study of the impacts of an intervention on archaeological resources within an area of investigation based on recommendations made within the Archaeological Overview Assessment and the existing site inventory.
- Provide a report based upon results detailing method, archaeological resources and their cultural-historical context and provide recommendations and a mitigation plan appropriate to the potential impacts to the resources.
- When appropriate the archaeological inventory or survey will be combined with the archaeological impact assessment report for a specific project.

### **1.4 Implement Mitigation Strategies:**

- Implement proscribed mitigation strategies to eliminate or reduce adverse impacts on archaeological sites and/or collections including the following:
  - Further archaeological recording.
  - Archaeological on site monitoring and recording of interventions.
  - Archaeological excavations.
- Provide a report detailing methods, results and interpretations including any further recommendations as appropriate.

### **1.5 Archaeological Analysis**

- Carry out analytical work on archaeological collections including but not limited to:
  - Processing, inventorying and analysing material culture
  - Compiling and analysing previous archaeological research.
- Provide a report based on the work carried out detailing methods, interpretations and recommendations as appropriate
- This report may be combined with other archaeological survey or mitigation reports as deemed appropriate for a project

### **1.6 Monitor the condition of Archaeological Resources:**

- A field study which may be conducted on a regular basis to monitor the condition of archaeological resources.
- Provide a report and/or update archaeological records/information as appropriate

## **2.0 Requirements**

- Statement of Work (SOW) will be provided for each call up for archaeological services. All tasks/items in the statement of work should be included in the Consultant proposal.
- A PC research and Collection Permit is required for all archaeological field work. (see 4.0 Research and Collection Permit Application).
- The consultant will be required to obtain the necessary Marine Archaeological licenses pertaining to either provincial and/or federal jurisdiction.
- All work will be overseen by PC.
- For all archaeological field work the Principal Investigator must be present in the field 100% of the time. With large projects where field and lab supervisors are needed they must be

present in a supervisory role 75% of the time. PCA reserves the right to request timesheets.

- A list of all team members and sub-consultants with their qualifications must be provided with the proposal for each call-up. Please note that no volunteers can work on these projects, and only team members qualified as per the *Occupational Health and Safety Act* Regulation for Diving Operations, Ontario Regulation 629/94 can perform diving operations.
- All divers must be under the supervision and archaeological direction of the Principal Investigator at all times, and must comply with Ontario Regulation 629/94.
- Depending on the complexity of the work to be undertaken, meetings with Parks Canada Department Representative (PCDR) and PC Underwater Archaeology Team Representative (UATR) may be required on a regular basis. A pre-work site visit may be required.
- Certain projects may require stakeholder consultation(s) and presentation(s).
- Human remains are not considered archaeological resources. Should human remains be encountered, all activities must be halted and the Parks Canada (PC) Project Manager (PM) must be notified. The Consultant must await further direction from the PC PM.
- All cemeteries, burial grounds, human remains, funerary objects, and grave markers found in the project area are subject to Management Directive 2.3.1: Human Remains, Cemeteries and Burial Grounds (Parks Canada 2000). The directive applies to all human remains, and their associated sites and material culture, Indigenous and non-Indigenous alike.
- All archaeological data and artifacts collected in the field, within PC jurisdiction, are under the custody of the Crown. The artifacts and records are considered to be on loan to the Consultant until the archaeological work and final archaeological report are completed, in accordance with the allotted time period specified in the contract.
- The consultant will be made aware that PCA is the custodian of the site and has authority to give direction during site investigations. The Consultant must also be aware that the work and recommendations of the Consultant will be subject to the review of the UAT.
- The consultant must receive authorization from the PC PM and UAT of any adjustments in work location, work plan and method, implementation schedule, etc., during the course of the project.
- The site must continuously be available for inspection by the PC PM, who has authority to stop the work.

### **3.0 Key Documents**

- The following documents are essential documents that will guide the Consultant's work and will form the basis for how archaeological services are provided and recommendations are made regarding the conservation of archaeological resources.

#### **For National Historic Sites, National Parks, and National Marine Conservation Areas:**

- Parks Canada Cultural Resource Management Policy.
- Standards & Guidelines for the Conservation of Historic Places in Canada.
- Parks Canada Archaeological Resource Management Guidelines.
- Parks Canada Archaeological Recording Manual: Excavations and Surveys.
- National Park Cultural Resource Value Statements (if completed).
- Parks Canada Collections Management Directives.
- National Historic Site Commemorative Integrity Statements.

### **4.0 Research and Collection Permit Application**

- The Principal Investigator representing the Consultant must apply for a Parks Canada Research and Collection Permit online at: [http://www.pc.gc.ca/apps/rps/page1\\_e.asp](http://www.pc.gc.ca/apps/rps/page1_e.asp), receive approval for a permit and abide by all terms and conditions specified in the permit. The Consultant is responsible for securing permit approval at the time of each call-up in conjunction with 1.0 Work to be Performed and prior to the commencement of archaeological project field work taking place.

## **5.0 Properties under Provincial Jurisdiction**

- Some projects may take place on lands which are not owned by the federal government and which therefore fall within the jurisdiction of the Province of Ontario. Projects may also be conducted on properties which include both provincial and federal lands. In such cases the Principal Investigator is required to obtain a marine archaeological license through the province of Ontario's Ministry of Tourism, Culture and Sport (MTCS) and abide by all terms and conditions specified in the license.
- For projects conducted outside of Parks Canada Jurisdiction, within the province of Ontario the Principal Investigator representing the Consultant must secure a Marine Archaeological License from the Ontario MTCS at the time of each call-up in conjunction with the work to be performed and prior to the commencement of archaeological field work taking place.
- Property ownership must be confirmed by the Principal Investigator prior to commencement of the project to determine jurisdiction.

## **6.0 Archaeological Field work and Recording**

### **6.1 Archaeological Recording**

- During all stages of archaeological work, the Consultant shall record all archaeological resources encountered during the project. All recording will follow the Parks Canada Archaeological Recording Manual: Excavations and Surveys (<http://www.pc.gc.ca/eng/docs/pc/guide/fp-es/titre-title.aspx>). Recording will include all work instruments and requirements that are mandatory and recommended in the manual.
- The consultant must use the Parks Canada provenience system in all aspects of archaeological recording including information on excavations and mapping. The consultant must submit for approval from the PC Underwater Archaeology Team (UAT) a plan on how operation, sub-operation and lot designations are to be applied. The UAT will provide the consultant with the provenience numbers to be used.
- Archaeological control through stratigraphic excavation is required for all excavation units and test pits. Within stratigraphic layers arbitrary layers can be assigned. The size, location and spatial distribution of test units, controlled excavation units and surface finds must be photographed and mapped with reference to provenience. Site maps must include all surface exposed archaeological features.
- Scale as found plan view drawings of cultural features and structural remains, encountered during the investigations, are to be produced by the Consultant. These drawings are to be clearly labelled with the appropriate provenience information.
- Scale as found profile drawings of cultural features and structural remains, encountered during investigation, are to be produced by the Consultant. These drawings are to be clearly labelled with the appropriate provenience information.
- Photographs of all cultural features and structural remains shall be taken and catalogued with the appropriate provenience information. Video stills do not count as photographs.

### **6.2 Artifact Collection**

- Unless otherwise discussed with the UAT artifacts should not be removed from any submerged archaeological site.
- Artifacts recovered from the field are subject to the Management Directive 2.1.22 Collection Management System: Conservation Services, Guidelines for Archaeological Field Conservation (Parks Canada 1991).
- All artifacts in each lot must be conserved and kept separate according to their provenience.

### **6.3 Survey and Mapping**

- The final report shall include a plan (s) of the project area that clearly illustrates the location of all excavations and all archaeological resources encountered during the course of the project.
- All survey and mapping data collected should be submitted along with the final report in a format compatible with ESRI ArcGIS with the appropriate metadata as determined by the UAT.
- The standards and expectations for survey work shall be discussed with the PM and UAT prior to commencement of work and shall be included in the cost estimate/proposal to be approved prior to work commencing.
- Datums and coordinates (geodetic, assumed or otherwise) used for the mapping must be approved by the PM and UAT.

### **6.4 Processing and Inventory of Archaeological Material and Associated Documentation**

- No artifacts are to be recovered from a submerged site without prior discussion with the UAT who will consult with other stakeholders.
- The processing and inventory of all archaeological material will be undertaken following Parks Canada standards. The Consultant will be provided with processing, recording and packaging procedures by the UAT.
- UAT will provide the starting catalogue number for artifacts, samples, images, and drawings to be used by the Consultant.
- Artifacts recovered from a wet, frozen or other special environment may require specialized intervention. Consultation with a Parks Canada Conservator, through the UAT may be required. Any artifact requiring special treatment or handling must be put into a separate container and identified on the corresponding label as such for proper, subsequent care and attention. Such special artifacts are to be packaged in such a way as to ensure their continued preservation.
- All artifacts will be cleaned in a manner appropriate to their material and condition and potential for future analysis (e.g., residue analysis, etc.).
- Artifacts will be numbered with the appropriate provenience information (eg, 131H25A3) as appropriate.
- An inventory of all artifacts collected is to be carried out. The inventory of artifacts will be held in a database format provided by the UAT.
- After the artifacts are processed and inventoried, all artifacts must be packaged. Packaging must be tagged clearly and permanently with the appropriate provenience information.
- All errors that do not respect the start numbers provided must be corrected by the consultant at their cost.

### **7.0 Records Management**

- All records management associated with the archaeological project will comply with the Parks Canada Archaeological Recording Manual: Excavations and Surveys.



## **8.0 Deliverables**

- A draft report will be submitted to the UAT for review prior to completion of the project. The consultant must consider and implement all reasonable requests prior to finalization of the report.
- Deliverable requirements for each project may vary based on project complexity, site sensitivity and/or any other specific requirements deemed applicable to the project. All deliverables will be submitted to the UAT along with the approved project final report unless otherwise stated. The Consultant will receive final payment after all the deliverables have been accepted.

## **8.1 Artifacts & Samples**

- All artifacts and samples collected from Parks Canada jurisdiction are to be delivered to the UAT.

## **8.2 Field Records**

- A copy of all original records (field notes, photographs, drawings etc.) both paper and digital files are to be delivered to the UAT.

## **8.3 Maps**

- Digital maps are to be included in the final report. The Consultant is to provide the collected data set in an ESRI ArcGIS compatible format.

## **8.4 Photographs**

- Photographs are to be supplied in electronic format. Conventional photographs that are scanned must be scanned at a resolution of not less than 300 dots per inch. Digital photographs must be of a resolution no less than the largest, most detailed picture available from a 7.0 megapixel digital camera.
- Photographs are to be catalogued using the appropriate provenience information. UAT will provide the next catalogue number to be used by the Consultant.

## **8.5 Reports**

- Following the completion of each project the Consultant must produce a report summarizing the substantive results of the archaeological work conducted during the project, including but not necessarily limited to:
  - Introduction: stating the scope of the archaeological work and context within which it was undertaken.
  - Historical Background: outlining the temporal phases of occupation for the study area.
  - Methods: describing documentary, field, laboratory, and analytical methods employed.
  - Results: detailing the archaeological resources identified
  - Analysis and Interpretation: of the archaeological resources encountered in the study area.
  - Conclusions: what archaeological resources are present, the significance of their presence and their location(s).
  - Recommendations: additional investigations required, monitoring or recording required to preserve sufficient record of the archaeological resource.

**Archaeological services with under-water or marine specialization for the Ontario Waterways Unit**

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- A final report for the archaeological work will be signed and submitted by the Principal Investigator, who was granted the Parks Canada Research and Collection Permit. The Final report will be reviewed and approved by the UAT.
- Once approved the consultant will provide to the UAT three original hard copies of the report, each accompanied by an electronic copy on an FTP site, hard drive or data stick.
- Unless otherwise specified, all electronic copies of the final report, including embedded images and tables, submitted on an FTP site, hard drive or data stick must be:
  - Free of computer viruses;
  - Formatted;
  - Submitted in Microsoft Word and Adobe Acrobat format (pdf);
  - Submitted in high resolution;
  - Compatible with standard Microsoft Windows fonts;
  - Clearly labeled, including title, permit number, project name, site number, consultant group name, and the date;
- When creating the Adobe Acrobat format (pdf), ensure that all fonts required by the document are embedded;
- It is acceptable to submit the various sections of the report as appropriately labelled and organized separate files. However, a single, consolidated file that is easily reproducible in hard copy must also be submitted;
- Provide a directory key or legend for the digital files both in the packaging and in an electronic file;
- Organize/label the files in a logical, user-friendly fashion;
- Test the electronic files before submission.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION rev. 25-02-19****4.1 Evaluation Procedures**

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

**4.1.1 Technical Evaluation****4.1.1.1 Mandatory Technical Criteria**

Failure to meet the mandatory requirements will render the proposal as "non-responsive" and no further evaluation will be carried out.

		Compliance	
		Yes	No
<b>M1</b>	The Consultant must submit a portfolio which demonstrates their experience and ability to meet all of the qualifications outlined in the following mandatory, rated and project evaluation requirements This portfolio must include a curriculum vitae for each of the key team members (Senior Archaeologist, Principle Investigator (s), Archaeologist (s), Geophysical Engineer (s) or Geophysical Scientist (s)).		
<b>M2</b>	The Principal Investigator must hold a graduate degree in underwater, marine, or nautical archaeology or archaeology with a specialization in one of these or an equivalent field.		
<b>M3</b>	Within the last 10 years the Principal Investigator must have at least 52 weeks of experience conducting all aspects of archaeological fieldwork (surveying, recording, excavating, photography, artifact processing etc.), including 26 weeks in a supervisory capacity.		
<b>M4</b>	Within the last 5 years the Principal Investigator must have overseen fieldwork and report writing for at least two (2) underwater archaeological projects within Canadian waters or on a site(s) which is of a comparable nature to those found within Canadian waters.		
<b>M5</b>	Principal Investigator must be a member in good standing of an archaeological Association with a code of ethics and must provide proof of membership.		
<b>M6</b>	The consultant must submit examples of projects that the Consultant has conducted that are directly related to the areas of expertise the consultant wishes to qualify for (listed below).		

**4.1.1.2 Point Rated Technical Criteria**

Technical Submissions that are "responsive" (i.e. which meet all the mandatory requirements set out in the Request for Standing Offer) will be reviewed, evaluated and rated by a PCA Evaluation Board. During this period, Price Proposals will remain sealed and only the technical components of the proposal will be evaluated in accordance with the following to establish the Technical Ratings.

**1. Demonstrated Rated Criteria (DRC)**

The Consultant must have a **minimum score of 220 points to qualify as a passing**. The consultant will be rated against the following criteria:

**Archaeological services with under-water or marine specialization for the Ontario Waterways Unit**

	<b><i>Demonstrated Experience (440 pts)</i></b>	<b>Score Range</b>	<b>Weight Factor</b>	<b>Max Score</b>
<b>R1</b>	Provide a summary of the Consultant's experience as it relates to underwater archaeology. Team members and their experience should be indicated as well as the supervisory tasks these individuals will undertake.	1-10	10	100
<b>R2</b>	The Consultant must demonstrate their experience in historical research in primary source documents from, museums, institutions provincial and/or national archives.	1-10	5	50
<b>R3</b>	Clearly demonstrate the Consultant's ability, through past experience, to provide the range of archaeological services outlined in Section 1.0 Work to be Performed and to complete the tasks outlined in Section 5.0 Archaeological Field Work and Recording, 6.0 Processing and Inventory of Archaeological Material and Associated Documentation, 7.0 Records Management, 8.0 Deliverables.	1-10	10	100
<b>R4</b>	The Consultant must clearly demonstrate the ability to prepare and deliver archaeological reports focusing on the evaluation, mitigation and interpretation of archaeological resources.	1-10	7	70
<b>R5</b>	The Consultant must clearly demonstrate their ability to undertake projects of varying size and complexity.	1-10	4	40
<b>R6</b>	The Consultant must clearly demonstrate knowledge and understanding of Parks Canada's mandate regarding archaeological resources.	1-10	3	30
<b>R7</b>	The Consultant must clearly demonstrate their previous experience working on projects with diving components which complied with the <i>Occupational Health and Safety Act</i> Regulation for Diving Operations, Ontario Regulation 629/94 and with CSA Standards Z275.2-11, Z275.4-12.	1-10	5	50
	<b>Totals</b>		<b>Maximum</b>	<b>440</b>

**2. Areas of Expertise Rated Criteria (AERC)**

Areas of expertise will be calculated individually and separately from rated criteria and must have a **minimum score of 90 points to qualify for an Area of Expertise.**

Proponents should provide graphics and text to describe up to **6 projects** undertaken by the firm **within the last 10 years**, choosing projects that best show how their firm is capable of servicing the types of projects and services outlined in the Annex [A] - Required Services (RS) portion of this RFSO, and how their firm is best suited to Parks Canada's archaeological objectives.

1. Proponents should submit a **project example for each of the Area of Expertise** which the Proponents is applying for as indicated **below**, one project may be used for more than one area of expertise if applicable:
  - a) Indigenous Archaeology;
  - b) Historical Euro-Canadian Archaeology;
  - c) Industrial Archaeology (eg. Milling, forestry, mining, ship construction);
  - d) Canals (construction, maintenance, dam and lock structures);
  - e) Geophysical Survey (side-scan sonar, sector scanning sonar, magnetometer and/or multibeam echo sounder);
  - f) A Showcase project of the Proponent's choosing to demonstrate their abilities and experience.
  
2. Showcased projects should demonstrate the Proponent's excellence in heritage conservation.

3. Proponents may include projects that are "completed" or "in process" but must clearly state the level of completion of the project.
4. For each project, Proponents should provide detailed information including:
  - a) Summary of the project scope, objectives and activities;
  - b) Names of the primary members of the project team, including their roles and responsibilities and the name(s) of sub-consultant(s) working in fields relevant to this RFSO;
  - c) Original project budget vs. final project cost (if slippage, indicate why);
  - d) Original project schedule vs. actual project timeline (if slippage, indicate why).
  - e) Reference Letter from a client company and client contact information, this will be used where clarifications are required.
    - i. Reference information will be assessed by the following criteria: a) description of the project, b) adherence to budget, c) adherence to original contracted start and finish dates, d) flexibility and adaptability to projects evolving demands, e) ability to work with client in a professional manner.
5. Criterion for areas of expertise a) Indigenous Archaeology, b) Historical Euro-Canadian Archaeology, c) Industrial, d) Canals and f) Showcase project will be evaluated based on:

	<b>Areas of Expertise</b>	<b>Score Range</b>	<b>Weight Factor</b>	<b>Max Score</b>
a)	The Proponent's overall role, scope of services, level of involvement etc. in the cited projects;	1-10	2	20
b)	The cited project's relevance to the objective of this RFSO;	1-10	3	30
c)	The similarity of cited project's environment and / or site type to those expected in this RFSO;	1-10	5	50
d)	The cited project's complexity and diversity;	1-10	1	10
e)	The cited project's alignment with the <i>Standards and Guidelines for the Conservation of Historic Places in Canada</i> ;	1-10	1	10
f)	The Proponent's observance of schedule, and budgetary controls on the cited project;	1-10	2	20
g)	Other indicators Parks Canada deems relevant;	1-10	1	10
h)	Reference letter information will be assessed by the following criteria: a) description of the project, b) adherence to budget, c) adherence to original contracted start and finish dates, d) flexibility and adaptability to projects evolving demands, e) ability to work with client in a professional manner.	1-10	3	30
	<b>Totals</b>		<b>Maximum</b>	<b>180</b>

6. Criterion for areas of expertise e) Geo-physical Survey will be evaluated based on:

	<b>Areas of Expertise (Geophysical Survey (side-scan sonar, sector scan sonar, magnetometer and/or multibeam echo sounder))</b>	<b>Score Range</b>	<b>Weight Factor</b>	<b>Max Score</b>
a)	The Proponent's overall role, scope of services, level of involvement etc. in the cited projects;	1-10	2	20
b)	Project example is an underwater geophysical survey including one or more of the following techniques: side-scan sonar, sector scanning sonar, multibeam echo sounder and/or magnetometer;	1-10	5	50
c)	Project example includes post-processing of collected data;	1-10	2	20
d)	Other indicators Parks Canada deems relevant;	1-10	1	10

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<b>e)</b>	Reference information will be assessed by the following criteria: a) description of the project, b) adherence to budget, c) adherence to original contracted start and finish dates, d) flexibility and adaptability to projects evolving demands, e) ability to work with client in a professional manner.	1-10	2	20
<b>Totals</b>			<b>Maximum</b>	<b>120</b>

Area of Expertise		Area of Expertise	
<b>a)</b>	<b>Indigenous Archaeology</b>	<b>d)</b>	<b>Canals (construction maintenance, dam and lock structures)</b>
<b>b)</b>	<b>Historical Euro-Canadian Archaeology</b>	<b>e)</b>	<b>Geophysical Survey (side-scan sonar, sector scanning sonar, multibeam echo sounder, magnetometer)</b>
<b>c)</b>	<b>Industrial (milling, forestry, mining, ship construction)</b>		

**Generic Evaluation Table**

PCA Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion using the generic evaluation table below:

	<b>INADEQUATE</b>	<b>WEAK</b>	<b>ADEQUATE</b>	<b>FULLY SATISFACTORY</b>	<b>STRONG</b>
<b>0 point</b>	<b>1-2 points</b>	<b>3-4 points</b>	<b>5-6 points</b>	<b>7-8 points</b>	<b>9-10 points</b>
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 does 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

**4.1.2 Financial Evaluation**

The price of the offer 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 and Price

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required **minimum of 50 %** of the available overall points for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (choose "(a) or (b) or (c)") will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **70 %** for the technical merit and **30 %** for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of **70 %**.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **30 %**.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals **620 (DRC + 1 AERC)** and the lowest evaluated price is \$150,000 (150).

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

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		525/620	552/620	568/620
<b>Bid Evaluated Price</b>		\$ 173 000,00	\$ 150 000,00	\$ 156 000,00
<b>Calculations</b>	<b>Technical Merit Score</b>	$525/620 \times 70 = 59.3$	$552/620 \times 70 = 62.3$	$568/620 \times 70 = 64.13$
	<b>Pricing Score</b>	$150/173 \times 30 = 26.01$	$150/150 \times 30 = 30.00$	$150/156 \times 30 = 28.85$
<b>Combined Rating</b>		85.31	92.3	92.98
<b>Overall Rating</b>		3rd	2nd	1st