

REQUEST FOR PROPOSAL

Climate Projections for the National Capital Region

NCC FILE NO.
NO DE DOSSIER DE LA CCN: **NR162**

<p>ADDRESS ENQUIRIES TO:</p> <p>Nathalie Rheault Tel: 613-239-5678 ext. 5080 Email: nathalie.rheault@ncc-ccn.ca</p>	<p>INVITATION DATE/DATE DE L' APPEL D' OFFRES:</p> <p>February 27, 2019</p>
	<p>BID CLOSING/CLÔTURE DE L' OFFRE:</p> <p>March 28, 2019 at 3 p.m. Ottawa time</p>
<p>RETURN TO: →</p>	<p>National Capital Commission 40 Elgin Street, 2nd Floor Security Office Ottawa, ON K1P 1C7 Submission to refer to NCC tender file # NR162</p>

This page of the RFP instructions is to be dated, signed and returned with your proposal, thereby acknowledging having read, understood and accepted the Request for Proposal which includes the Terms of Reference, the General & Supplementary Conditions, and any/all other attachments referred to in the NCC documents.

We hereby OFFER to sell and/or supply to the National Capital Commission upon the terms and conditions set out herein, the supplies and/or services listed above and on any attached sheets at the submitted price(s).

<p>Contractor's Name and Address</p> <p>Tel:</p> <p>E-mail:</p>	<p>Print Name</p>	<p>Date</p>
	<p>Signature</p> <p>_____</p>	

<p>ADDENDUM ACKNOWLEDGEMENT: I/We acknowledge receipt of the following addenda and have included for the requirement of it/them in my/our tendered price.</p>	<p>_____</p> <p>Bidder to enter number of addenda issued, if any.</p>
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1. Submit six (6) hard copies and one (1) digital copy of the technical proposal and one (1) clearly labelled and sealed envelope of your financial proposal to provide services to the National Capital Commission (referred to as the "Commission" or the "NCC"), as per the attached Terms of Reference.
2. As a green initiative, the NCC requests that the Consultant's Technical Proposal follow these green practices:
 - use recycled paper products
 - print double sided
 - use a maximum font of 11
 - no binders and/or plastic sheets (note plastic/metal spirals are acceptable)
3. Enquiries regarding this proposal must be submitted in writing to Nathalie Rheault, Senior Contract Officer, at email: nathalie.rheault@ncc-ccn.ca as early as possible within the solicitation period. **Enquiries should be received no later than March 21, 2019 at noon, Ottawa time**, to allow sufficient time to provide a response. Enquiries received after that time may result in an answer not being provided. To ensure consistency and quality of the information provided to all Proponents, the Senior Contract Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment. All enquiries and other communications related to this proposal sent throughout the solicitation period are to be directed **ONLY** to the Senior Contract Officer named above. Noncompliance with this requirement during the solicitation period can, for that reason alone, result in disqualification of a proposal.
4. The proposal is to include all relevant information as defined in the Terms of Reference.
5. Your financial proposal must be signed and submitted in a clearly labelled and sealed price envelope **separate** from the technical proposal documents.
6. Proposals obtaining a total minimum score of 80 pts out of 100 pts of the technical component will be considered as technically admissible. Financial proposals must be submitted in a clearly labelled and separate sealed envelope and will be opened only for all technically admissible proposals. Proposals failing to score a minimum 80 points shall be disqualified and receive no further consideration. The total considered in the evaluation of proposals must include all professional fees and other related expenses and disbursements. The selected proposal will be the one that presents the highest overall value between technical and price. The overall value will be based on a weighted factor of 70% for technical and a weighted factor of 30% for price.
7. The NCC is subject to all applicable federal and provincial taxes. Note the NCC will self-assess applicable provincial taxes if the bidder is not registered to collect those taxes.
8. A debriefing of a Proponent's Technical Proposal will be provided, if requested to the NCC Project Manager identified in the letter of notification of contract award, within 15 days of receipt of this notice. The debriefing will include an outline of the reasons the submission was not successful.
9. The NCC is a Federal Crown Corporation subject to the Federal Goods and Services Tax (GST), the Ontario Harmonized Sales Tax (OHST), and the Quebec Sales Tax (QST). The successful firm will be required to indicate separately, with the request for payment, the amount of GST, OHST and QST, to the extent applicable, that the Commission will pay. These amounts will be paid to the successful Contractor who will be required to make the appropriate remittances to Revenue Canada and the respective provincial governments.

10. The attached General (Appendix A) and Supplementary (Appendix B) Conditions and Security Requirements will also form part of the resulting contract.
11. In order to avoid any misunderstanding and be fair to all firms, please note that proposals received after the closing time and date will not be accepted.
12. The Commission reserves the right to not accept the lowest or any of the proposals submitted, to cancel the Request for Proposal, and/or to reissue the Request for Proposal in its original or revised form. The Commission also reserves the right to negotiate with the successful proponent and/or any/all proponents.
13. Facsimile or e-mail transmittal of proposals are not acceptable.
14. Proposals will be held in strict confidence. There will not be a public opening of the proposals submitted for this project. Notwithstanding the foregoing, proponents are advised that as a Crown Corporation, the Commission is subject to the provisions of the Access to Information Act (ATI Act). Information submitted by third parties will only be exempted from disclosure if the records or part of them qualify for an exemption under the ATI Act.
15. This Request for Proposal and any contract resulting there from is to be interpreted, construed, governed by, and the relation between parties is to be determined in accordance with the laws of the Province of Ontario and such Federal laws applicable therein.
16. The Commission shall not be obligated to reimburse or compensate any proponent, its sub-contractors or manufacturers in Request for Proposal way for any costs incurred in connection with the preparation of a response to this Request for Proposal. All copies of proposals submitted in response to this Request for Proposal shall become the property of the Commission and will not be returned.
17. The successful Contractor shall indemnify and save harmless the Commission from and against all claims, damages, costs and expenses sustained or incurred by the Commission resulting from any action or legal proceeding on infringement, made, sustained, brought, prosecuted, threatened to be brought or prosecuted, by any person that was under the direction and control of the Contractor during the term of the resulting contract and which person is claiming or claims a moral right, as set out under the Copyright Act. The obligation to indemnify under this clause survives termination of the resulting contract and will remain in force for the duration of the copyright in the work created under the resulting contract. This obligation to indemnify relative to alleged moral rights infringement(s) is in addition to the Contractor's other obligations to indemnify and save harmless which are set out in the Commission General Conditions for Professional and Consulting Services.
18. Joint Venture Submissions: The NCC will accept proposals from joint venture entities. Note that all proposals, schedules, forms etc. that are submitted to the NCC by a joint venture, as part of their response to the RFP, must be signed by an authorized representative of each of the firms comprising the joint venture. Each proposal submitted by a joint venture must include a covering letter advising the NCC of the constituent firms' intention to operate as a joint venture if they are awarded a Contract for the work. The letter shall identify each of the firms comprising the joint venture and must be signed by a duly authorized representative of each of the constituent firms. The covering letter submitted with each proposal must include a statement acknowledging that each party to the joint venture understands and agrees that they are jointly and severally liable for all obligations under the RFP as well as any Contract awarded as a result of the RFP. Please note that if the selected proponent is a joint venture, the signed joint venture agreement must be provided prior to the issuance of the Contract. In

any joint venture, there shall be only one individual identified as Contract representative. This individual shall be responsible for any and all reporting and communication requirements. Any joint venture whereby firms separate contracting activities amongst themselves and operate independently shall not be accepted in this RFP and shall be considered as non-responsive and receive no further consideration. To ensure equal opportunities for all proponents, and to eliminate risk of conflict of interest, all proponents are advised that the National Capital Commission will not accept more than one submission per firm, whether the firm applies as a single entity, part of a joint venture submission, or as a sub-consulting member of the team.

Climate Projections for the National Capital Region

REQUEST FOR PROPOSALS

FEBRUARY 2019

Introduction

The purpose of this assignment is to generate and communicate climate information to support vulnerability assessments and climate adaptation and resiliency planning in the National Capital Region.

This is a joint project of the National Capital Commission and the City of Ottawa (hereafter called “the partners”). Both partners seek robust, relevant climate data and analysis to understand the potential impacts of a changing climate on their respective services, programs and assets, and support adaptation and resiliency planning to mitigate risks, and take advantage of potential new opportunities. The climate information will include key climate-related hazards, historical and future climate data, and potential implications.

The study area for the project includes the National Capital Region (NCR) as defined in the *National Capital Act* plus the full extent of the City of Ottawa. See attached map. The results of this study will be made available to regional stakeholders and the general public to support the consistent use of climate information in adaptation and resiliency planning. This regional approach has been used in other Canadian regions such as [Metro Vancouver](#), [Durham](#) and [Waterloo](#).

Context

The National Capital Commission, City of Ottawa, Ville de Gatineau and Government of Canada are all looking to manage climate risks, reduce impacts from changing temperature and extreme events, and build capacity to thrive under new climate conditions. A key challenge for the partners is to determine the most suitable data and interpret it to support vulnerability assessments and guide climate adaptation and resiliency planning. Climate scientists are increasingly making available regional and local climate projections and datasets based on state-of-the-art climate science and modelling¹. Of the many climate indices, what climate information is the most relevant for risk assessment and resiliency planning? And how is this informed by data confidence? While the robustness of climate modelling has improved, the degree of certainty in climate projections varies greatly for different parameters (for example, temperature versus precipitation or wind).

The partners seek guidance on the selection and interpretation of the most relevant climate indices to support informed decision-making that balances levels of uncertainty with prudent risk management for their services, programs and assets.

Project partners

The National Capital Commission (NCC) is a federal crown corporation with a mandate to prepare plans for and assist in the development, conservation and improvement of the NCR. The NCC owns more than 10 percent of the land in Canada’s Capital Region, including 1,664 buildings and properties leased for residential, agricultural, institutional,

¹ Some examples include: [Canadian Centre for Climate Services](#), [Ontario Climate Data Portal \(OCDP\)](#), [Ontario Climate Change Data Portal \(CCDP\)](#), [Climate Atlas of Canada](#) and [Climate Change Hazards Information Portal](#).

recreational and commercial purposes. It manages 15 urban parks, 200 km² of land in the Greenbelt, and over 350 km² of conservation lands in Gatineau Park. It maintains 106 km of parkways, over 200 km of multi-use pathways, as well as the Rideau Canal Skateway.

As the capital of Canada, Ottawa is home to close to one million people and is the fourth largest municipality in the country. Covering 2,800 km² Ottawa is unique with distinct rural, suburban and urban communities. The City of Ottawa manages \$42 billion worth of public assets including: roads, bridges and pathways; buildings and facilities; buses, trains and other vehicles; water, wastewater and stormwater infrastructure; waste management infrastructure; and trees, forests and natural areas. These assets support core service delivery in the areas of community, recreation and culture, emergency, travel and mobility, environment and government administration. The City's Official Plan and long-term corporate documents guide the planning and management of livable and sustainable communities. Decisions on city growth and re-development as well as asset investment and management need to reflect Ottawa's future climate conditions.

Current climate adaptation planning in the National Capital Region

National Capital Commission (NCC)

As the principal steward of federal lands in the National Capital Region, and the region's primary long-term planner and largest landowner, the NCC has a significant role to play in ensuring the environmental sustainability of the region. Under its Corporate Plan, the NCC has identified key strategic directions, one of which is to conserve the natural assets, cultural landscapes and built heritage under its stewardship. Doing this will necessitate a strategy that addresses the future impacts of climate change on these elements. In addition, the NCC has recently committed to voluntary reporting on the goals of the Federal Sustainable Development Strategy through its own Sustainable Development Strategy (2018-2023). Under this strategy, the NCC committed to studying climate change impacts on NCC programs, assets and operations, as well as building capacity for resilience through climate change adaptation projects.

In 2005, the NCC retained the University of Waterloo to conduct a study on the effects of climate change on NCC events, programs and recreational activities. The NCC now wishes to gain a more comprehensive picture of the impacts of climate change on all of its operations. This assignment comprises the first phase in a broader NCC initiative that will identify and prioritize vulnerabilities and risks posed by anticipated climate impacts in the NCR by 2020 (Phase 2) and develop an adaptation plan to guide development of policies and programs by 2022 (Phase 3).

City of Ottawa

The City of Ottawa's Air Quality and Climate Change Management Plan (2014) outlines the City's long-term goals and objectives to reduce greenhouse gas emissions and adapt to climate change. In 2016, the City joined the Global Covenant of Mayors for Climate and Energy which committed the City to develop targets and action plans to mitigate greenhouse gases and reduce the impacts of climate change. Some of the City's current climate resiliency initiatives include emergency preparedness and response, heat and cold warning and response programs to reduce risks to vulnerable populations, updating flood risk analyses for urban and riverine flooding, designing

stormwater infrastructure to accommodate for increased flows, and protecting and enhancing the urban forest canopy. A climate lens is increasingly being included in planning and project design, for example through environmental assessments or risk assessments such as PIEVC. The City of Ottawa intends to build on these initiatives through further climate risk assessment and resiliency planning.

There is no consolidated source of past and future climate information for Ottawa. The *Characterization of Ottawa's Watersheds* includes an historical analysis of climate data. The City currently has a license for the [Climate Change Hazards Information Portal](#) to develop community flood risk profiles. Other studies and plans developed by or for the City use other sources of climate data to inform their analyses. The comprehensive climate information generated through this study will fill a key gap and support risk assessments and climate resiliency planning, communication and action.

Other Regional Partners

A current Public Services and Procurement Canada (PSPC) study is identifying climate-related hazards for real property assets (buildings, bridges and roads) in the NCR; these data will be shared with the partners' upon completion (expected mid-2019). The Ville de Gatineau is also procuring climate projections for a broad range of municipal assets and services which will inform vulnerability assessments and climate adaptation plan (climate projection data is also expected by spring 2019).

Purpose

The purpose of this assignment is to generate and communicate climate information to support vulnerability assessments and climate adaptation and resiliency planning within the National Capital Region and the boundaries of the City of Ottawa. This climate information will support the partners' efforts to protect people, infrastructure, the economy and the environment through the services, programs and assets delivered or managed by the NCC and the City of Ottawa. The results of this study will be made publicly available to build awareness of anticipated climate impacts and support other stakeholders in the region.

Scope

The objectives of this assignment are to:

- Recommend the most relevant climate indices to use in vulnerability assessments of the services, programs and assets in the National Capital Region and the City of Ottawa.
- Compute selected climate indices and their future projection using statistically downscaled daily temperature and precipitation data provided by Environment and Climate Change Canada (ECCC).
- Compute climate indices related to other variables (e.g. wind, snow), using additional regional or global models or best scientific practice, and provide a rationale for the proposed methods to compute these indices.
- Engage NCC and City staff through interactive workshops to ensure the report reflects local context and builds understanding and buy-in to use the report once completed.

- Produce a report that presents the data in a way that clearly communicates the findings to policy makers and the public, including through maps, graphs, images and infographics.
- Discuss how to manage and interpret the uncertainty of climate projections, including an overview of how the projections computed for this report compare to other data produced for the NCR (i.e. for PSPC and Ville de Gatineau), and explain any significant differences.
- Highlight the major implications of the findings for climate change adaptation efforts in the NCR.

Climate information is required to perform vulnerability assessments on the following key services, programs and assets:

- Public health and safety including disease prevention (e.g. West Nile and Lyme disease) and reducing impacts on vulnerable populations.
- Emergency Management Program goals of prevention, mitigation, preparedness and response and recovery, specifically in conducting a Hazard Mitigation and Risk Assessment which informs the City of Ottawa's multi-year Hazard Mitigation Plan and Vulnerability Assessment.
- Physical infrastructure including the planning, management, maintenance and renewal of roads, bridges, pedestrian and cycling infrastructure, water, wastewater and stormwater infrastructure, parking lots, fleet, buildings, recreational facilities, waste management infrastructure, and snow removal and road maintenance.
- Natural areas and assets such as wetlands, forests, watercourses, ravines, conservation areas, groundwater, street trees and biodiversity.
- Agriculture and other climate-sensitive economic activity.
- Recreation and tourism (all seasons), and specifically impacts on the Rideau Canal Skateway. Note that the NCC will be conducting a parallel climate change adaptation study for the Rideau Canal Skateway based on the projections developed as a part of this phase one study.

The primary climate information to be included in the study is:

- Climate indices based on temperature (e.g. seasonal shifts and changes in average values, extremes, freeze-thaw cycles, deep freeze-thaw events, degree of frost, heat waves and threshold-based temperature indices);
- Climate indices based on precipitation, rain and snow (e.g. seasonal shifts and changes in total amounts and extremes, including freezing rain, winter rain, total annual and seasonal snow, maximum snow depth, continuous snow cover, dry spells, dry spell duration, threshold-based precipitation indices and the frequency of different storm events);
- Other climate parameters related to extreme weather events and hazards such as extreme wind, ice storms, flooding (urban and riverine), wildfire and drought;
- Scenarios where multiple climate hazards coincide, such as freezing rain and high winds, or accumulated snowfall followed by early thaw.

The lists provided above are not exhaustive. The consultant will review climate indices used in other similar studies and identify those that are the most suitable for detailed vulnerability assessments for services, programs and assets in the National Capital Region and the City of Ottawa area. The list of indices should align as feasible with methodologies such as the *Emergency Management Ontario 2012 Hazard Identification*

and Risk Assessment Workbook and those used by the *Global Covenant of Mayors for Climate and Energy*. Where feasible the indices should align with similar climate studies being conducted in the region (i.e. PSPC, Ville de Gatineau).

Climate Data

The assignment should primarily use climate data provided by ECCC for the area defined by the National Capital Region and the extent of City of Ottawa. This data has been commissioned by ECCC and consists in a statistically downscaled multi-model ensemble provided on a 10 km resolution grid. The ensemble of simulations have been constructed using outputs from the latest global climate model (GCM) simulations used in the Fifth Coupled Model Intercomparison Project (CMIP5; Taylor et al., 2012) and the Intergovernmental Panel on Climate Change (IPCC) 5th Assessment Report (AR5; IPCC, 2013). The dataset consists of twenty four GCMs downscaled using the Bias Correction/Constructed Analogues with Quantile mapping, version 2, (BCCAQv2) algorithm. Historical 1/12° gridded daily datasets of minimum temperature, maximum temperature and precipitation of Canada (McKenney et al., 2011) were used to bias correct the models over a 1951-2010 historical reference period. Details on BCCAQ method are provided in Werner and Cannon (2016) and on the [Pacific Climate Impacts Consortium website](#). The list of GCMs used for the ECCC downscaled data is presented on the [Canadian Centre for Climate Services webpage](#).

The dataset provided by ECCC for this project consists of twenty-four downscaled scenarios of daily total precipitation, daily minimum temperature and daily maximum temperature, covering the 1951-2100 period, for the Representative Concentration Pathways (RCPs) RCP 2.6, RCP 4.5 and RCP 8.5. Downscaled daily mean temperature can be obtained by averaging the downscaled daily minimum and maximum temperature for each individual model. The data will be provided in NetCDF format.

The downscaled dataset doesn't include freezing rain, snow, snow depth and wind. The consultant must identify other sources of climate data and downscaling methods for the computation of climate indices based on those variables. Some snow-based climate indices from regional climate models, participating to the CORDEX project, could also be provided by ECCC, on a 25 km grid for the study area, pending approval from the data owners.

The RCP 2.6, RCP4.5 and RCP8.5 must be considered for temperature and precipitation based indices to account for a range of possible futures. For other indices, available RCPs must be considered. The consultant is to use results from an ensemble of climate simulations for each RCP to provide quantitative estimates of uncertainties in climate change projections. Each selected climate index must be computed for each member of the ensemble. Three timeframes (to extend to 2100) must be considered in climate change estimation of all climate indices. Results will be presented using the median change and the range of changes covered by the ensemble. Ensemble percentiles (e.g. 10th and 90th) can be used to quantify the range of possible changes. 'Box and whisker' plots can provide a graphical representation of the mean-over-the-region climate projections and an indication of the spread (and therefore uncertainty) of the data provided by the ensemble.

Key Tasks & Deliverables

Project Tasks	Description	Deliverable	Proposed Timing
Project launch	<p>The consultant team will meet with project partners to discuss project scope and objectives. They will review core NCC and City of Ottawa documents to become familiar with the programs, services and assets for which climate information is required to support vulnerability assessments. They will review complementary studies being conducted by PSPC and Ville de Gatineau and if possible, meet with these key stakeholders.</p> <p>Climate projection data will be provided to the consultant team once the contract is awarded.</p>	<ol style="list-style-type: none"> 1. <i>Notes from meetings with partners and key stakeholders</i> 	April 29, 2019
Develop list of climate indices, describe methodology and outline final report structure	<p>The consultant team will provide a list of recommended climate indices and describe the methodology for the climate change analyses based on best practices in relevant climate vulnerability assessments and resiliency planning. This deliverable will include the list of identified climate indices for the study area. For each selected climate index, the following information will be provided:</p> <ul style="list-style-type: none"> • the index definition and the description of its computation • the temporal scale • the rationale for the proposed index (e.g. the proposed threshold for some indices, reports and scientific articles where the index was used, etc.) and the impacted service/asset • the data source (ECCC data or the proposed data source for indices where data is not provided by ECCC) 	<ol style="list-style-type: none"> 2. <i>Report outlining the proposed climate indices</i> 3. <i>Annotated table of contents for report</i> 	May 21, 2019

	<p>The consultant team will describe the proposed methodology to compute climate change projections of climate indices, including a discussion on managing and interpreting uncertainty.</p> <p>The consultant team will prepare an annotated table of contents identifying the sections and subsections of the final report including at minimum:</p> <ul style="list-style-type: none"> • list of climate indices • historical and projected climate changes over time (as per indices), with relevant maps, graphs, tables and infographics • extreme events likely to occur in the NCR • most pronounced climate impacts in the NCR • summary of the methodology used to develop the projections and rationale for including or excluding each index • guidance on managing data uncertainty including data interpretation and application • guidance on how and when to update the data and analysis <p>This deliverable will have one or more paragraphs per section which summarizes information that will be included in this section or subsection in the final report. This should include proposed graphics/ infographics/maps to communicate the climate data.</p>		
<p>Workshop on climate hazards, proposed indices and methodology</p>	<p>The consultant team will hold a preparatory meeting in-person or via video conference to discuss the proposed indices, Table of Contents, and plan the interactive workshop with staff.</p>	<p>4. <i>Notes from meeting summarizing revisions to indices</i></p> <p>5. <i>Draft presentation, workshop agenda and material to share with participants</i></p>	<p>June 3, 2019</p>

	<p>The consultant team will develop and facilitate a half day workshop with up to 30 staff to explain how the proposed climate indices and methodology can be used for assessing future climate impacts. The workshop will be also an opportunity to discuss how managers and policy makers could consider climate information in risk assessments and resiliency planning. The workshop will also include an overview of the research approach and the list of climate indices used, as well as discussion on managing uncertainty. The workshop is anticipated to have break-out sessions along service or thematic areas. Supporting documents will be circulated to invitees in advance of the workshop. The final methodology and the list of climate indices may be revised based on partner input.</p>	<p>6. <i>Workshop: PowerPoint presentation, agenda and minutes from interactive workshop with staff, and summary of how the methodology will be revised based on feedback received.</i></p>	<p>June 25, 2019</p>
<p>Conduct climate analyses and draft report</p>	<p>The consultant team will conduct the analyses of the agreed-on climate indices and prepare a draft report.</p>	<p>7. <i>Draft Findings (report)</i></p>	<p>August 15, 2019</p>
	<p>The consultant team will hold a meeting in-person or via video conference to discuss draft report and plan for interactive workshop with staff.</p>	<p>8. <i>Notes from meeting summarizing revisions to report</i></p> <p>9. <i>Draft presentation, workshop agenda and material to share with participants</i></p>	<p>September 10, 2019</p>

Partner workshop on climate analyses	The consultant team will develop and facilitate a half-day workshop with up to 30 staff to present and discuss the draft findings and implications for service-based vulnerability assessments. The workshop is anticipated to have break-out sessions along service areas. The draft report will be circulated to invitees in advance of the workshop.	<i>10. Workshop: PowerPoint presentation, agenda and minutes from interactive workshop with staff and summary of how the final report will incorporate feedback received</i>	September 25, 2019
Final report	The results of this study will be submitted in one final report to the partners. The final report will include graphic layout with all required maps, data, graphs and images to communicate the findings to policy makers. The report will need to adhere to NCC and City of Ottawa style and accessibility requirements. Finalize the French report	<i>11. Final English report</i> <i>12. Final French report</i>	October 15, 2019
Other communication products	Prepare a series of infographics, graphs, maps or other images that communicate the key findings for the general public. These will be used in presentations, online or through social media.	<i>13. Infographics and other communication materials</i>	October 31, 2019
Three (3) presentations	Deliver up to three presentations to internal stakeholders at the NCC and City of Ottawa, and to the public. The consultant team will produce a final set of 15-20 PowerPoint quality slides which communicate the most important aspects and results of the project including key climate indices, climate trends and projections, and broad implications.	<i>14. Three (3) presentations</i> <i>15. PowerPoint presentation</i>	November 2019 to March 2020 (dates to be confirmed)

The proposed timeline is based on partners committing to provide comments to the consultant within 10 business days of submittal of each deliverable.

Project Management

The partner's project team will be made up of representatives from the NCC, the City of Ottawa and ECCC.

- The Project Manager and primary contact for the NCC will be:
 - Emily Rideout, Project Officer, Environmental Programs
- The primary contact for the City of Ottawa will be:
 - Julia Robinson, Project Manager, Climate Change and Resiliency Unit

Staff from Environment and Climate Change Canada's Canadian Centre for Climate Services will act as technical experts for the contract providing expert review of the deliverables and providing support where required to the consultant through the partners to ensure deliverables meet the partners' needs.

The NCC will be the contracting authority responsible for monitoring contract implementation, quality assurance and payment. All communication regarding this project will be sent to the attention to the NCC's Project Manager, who will coordinate communication with the City of Ottawa and ECCC. All partners will review and provide comments/suggestions on all deliverables.

The consultant team (or the project manager) shall attend one kick off meeting with the partners to finalize project details and a minimum of monthly check-ins to update the partners on progress made. These meetings can be held in-person or via video conference.

Payment

The consulting firm must submit a total lump sum cost for the project as part of their response to this proposal call (note that the price quotation must be sealed in a separate envelope). The consulting firm must also submit a payment schedule that takes into account project tasks of the project. Payments (net 30 day basis) for this contract will be made upon NCC and City of Ottawa approval of work completed according to the deliverables and milestones identified in the approved work plan and payment schedule. Final payment will be made following delivery of the completed final deliverable and all associated electronic files.

Note that payment will be made for approved results delivered and will not be based on hours worked or time elapsed in carrying out the responsibilities of this project.

General Conditions

- The consulting firm is responsible for all aspects of the project.
- The NCC, City of Ottawa and ECCC will review and approve all reports submitted by the consulting firm. A minimum of 10 business days is required for document review and approval.
- Reports must be presented in an electronic format. Also, appendices should include any maps, diagrams, plans or tables required to transmit information.

- Relevant raw datasets should be summarized in appendices and also shared in full in an e-format for use in future projects.
- Final reports and maps must be provided in both hard copies and in electronic format.
- Final reports should meet accessibility requirements, including clear language.

Proposal References

NCC

- 2005 University of Waterloo study: [Climate Change: A Long-Term Strategic Issue for the NCC. Implications for Recreation-Tourism Business Lines.](#)
- [NCC Sustainable Development Strategy, 2018-2023](#)
- NCC Corporate planning documents (e.g. corporate plans, annual environment reports, environmental strategy renewal progress report) are available online at www.ncc.ccn.gc.ca.

City of Ottawa

- Air Quality and Climate Change Management Plan (2014) – available on ottawa.ca under [Energy and Climate](#)
- [Strategic Asset Management Plan \(2017\)](#)
- [State of the Asset report \(2017\)](#)
- [Hazard Identification and Risk Assessment Workbook](#) (2012), Emergency Management Ontario (includes a list of hazards that exist within the Province of Ontario).
- [Characterization of Ottawa's Watersheds \(2014\) – chapter 3 on climate](#)
- [Graham Creek Stormwater Infrastructure PIEVC Study Summary Report \(2017\)](#)

Other relevant reference materials, including internal briefing papers, reports, presentations, memos and notes, etc., as well as facilities for meetings in Ottawa will be made available to the successful consultant.

Note that not all documents may be available in both official languages.

Requirements for Proposal

In 10-20 pages, the proposal for the Climate Projections for the National Capital Region must include the following:

- A profile of the organization carrying out the project (mandate, main research focus, etc.) Including any proposed partnerships.
 - Where services of sub-consultants will be retained to complete a portion of the work, describe the experience of the sub-consultant in this field and the tasks that each sub-consultant will perform.
- Examples of projects highlighting the firms' experience specifically related to this scope of work (including references) and that of involved team members proposed for this assignment.
- A description of the consultants' understanding of the study and the NCC and City of Ottawa needs.

- A list of the team members, a short description of their relevant experience, a CV, and their role on the research team (including a proposed distribution of assignments in hours and percentage of total effort).
- A proposed approach for the research as per the directions in the purpose scope and deliverables section. Consultants are invited to suggest alternate steps to achieve the project objectives based on their experience.
- A workplan, including a timeline for all deliverables. Consultants are invited to suggest alternate timelines based on their experience.
- A breakdown of costs, including disbursements, based on deliverables, to be sealed in a separate envelope.

The project will be conducted in English, however, a bilingual team is preferred for delivery of this project and communicating with experts in the field and municipal representatives in the region of Quebec. Deliverables will be produced in English and translated into French.

Basis of Award

Consulting firms invited to submit bids must provide six (6) hard copies and a digital copy of their proposal. All proposals will be evaluated and scored according to the criteria set out in Appendix A of this document. Proposals obtaining a minimum score of 80% for the technical component will be considered as technically admissible. Proposals must be technically admissible before their price quotations are opened.

Price quotations must be submitted in a separate envelope and will be opened for all proposals that meet the technical requirements of the project.

The price offered will be weighted with the technical evaluation score for the basis of award. The all-inclusive lump sum price considered in the evaluation of proposals must include all professional fees and other related expenses. Technical merit and price will account for 70% (technical) and 30% (price) of the overall value. The selected proposal will be the one that presents the highest overall value. The NCC is subject to all applicable federal and provincial taxes. Please indicate taxes separately.

Appendix A: Evaluation Criteria

All proposals will undergo a technical evaluation according to a series of predetermined criteria and related weightings. To be technically valid, a proposal must obtain a minimum score of 80% for the technical component. All aspects of the proposals will be evaluated. The following criteria will be used to assess the proposals.

<p>1. Company Experience: Consultants must provide a company profile demonstrating that they have relevant experience with this type of project. Adequate experience consists of at least three (3) projects from the last 5 years of similar size and scope or an equivalent combination of larger and smaller projects. Higher scores will be given to projects that involved team members proposed for this assignment.</p>	<p>15%</p>
<p>2. Project Team: Provide a list of qualifications and experience of the project team. Provide a clear description of the roles of each team member and how the team will be effectively managed.</p> <p>Project Manager(s); who would be managing and providing supervision on the project. (Provide the title, qualifications and experience). Adequate experience consists of three (3) years of recent professional experience in a similar role and completion of two (2) recent projects of same size and scope or an equivalent combination of larger and smaller projects.</p> <p>Key Team member(s); who would be working on the project. (Provide the title, qualifications and experience in computing climate indices and in organizing workshops on climate change to stakeholders). Adequate experience consists of three (3) years of recent professional experience in a similar role and completion of one (1) recent projects of same size and scope or an equivalent combination of larger and smaller projects.</p>	<p>Project Manager: 15%</p> <p>Team: 20%</p>
<p>3. Understanding of the Project: Provide a summary of the consultants' understanding of the assignment and the NCC and City of Ottawa needs. Noting any specific challenges or opportunities.</p>	<p>5%</p>
<p>4. Proposed Research Approach: Provide an outline of the proposed methodology to meet the requirements of the Statement of Work. The approach should include an outline of the types of climate indices that can be computed from the downscaled global data, and the approach to develop indices for other climate hazards.</p> <p>Attach a work plan and schedule, outlining the major project tasks and deliverables. Consultants may suggest alternate tasks or timelines to best meet the project objectives.</p> <p>Consultants should describe their level of effort for each individual team member in sufficient detail to allow a complete understanding as to how and by whom the assignment is to be carried out.</p>	<p>Approach and methodology description: 20%</p> <p>Appropriate level of effort: 10%</p> <p>Feasibility of work plan: 10%</p>

<p>5. References and Endorsements: Provide references where projects similar in scope were undertaken within the last five (5) years (Provide: Project description, Contact name, title, organization, email address and telephone number). Adequate response consists of two (2) references for recent projects of same size and scope.</p> <p>The partners' must be able to successfully contact references via email or phone.</p>	5%
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Proposal Evaluation Criteria

- Excellent - Exceeds all requirements (100% of the weighted factor).
- Sound proposal – Fully meets all requirements (90% of the weighted factor).
- Acceptable minimum level - Meets basic requirements (75% of the weighted factor).
- Falls short of meeting basic expectations (50% of the weighted factor).
- Response does not meet requirements (20% of the weighted factor).
- Response is completely unacceptable or info is missing altogether (0% of the weighted factor).

References

IPCC (2013). Climate Change 2013: The Physical Science Basis. Contribution of Working Group I to the Fifth Assessment Report of the Intergovernmental Panel on Climate Change [Stocker TF, Qin D, Plattner G-K, Tignor M, Allen SK, Boschung J, Nauels A, Xia Y, Bex V, Midgley PM (eds.)]. Cambridge University Press, Cambridge, United Kingdom and New York, NY, USA, 1535 pp, doi:10.1017/CBO9781107415324

McKenney, D.W., Hutchinson, M.F., Papadopol, P., Lawrence, K., Pedlar, J., Campbell, K., Milewska, E., Hopkinson, R.F., Price, D., Owen, T. (2011). Customized Spatial Climate Models for North America. Bull. Am. Meteorol. Soc. 92, 1611–1622. <https://doi.org/10.1175/2011BAMS3132.1>

Taylor KE, Stouffer RJ, Meehl GA (2012). An overview of CMIP5 and the experiment design. Bull Am Meteorol Soc 93:485–498. doi:10.1175/BAMS-D-11-00094.1

Werner, A.T. and A.J. Cannon, 2016. Hydrologic extremes - An intercomparison of multiple gridded statistical downscaling methods. Hydrology and Earth System Sciences, 20(4), 1483-1508. doi:10.5194/hess-20-1483-2016



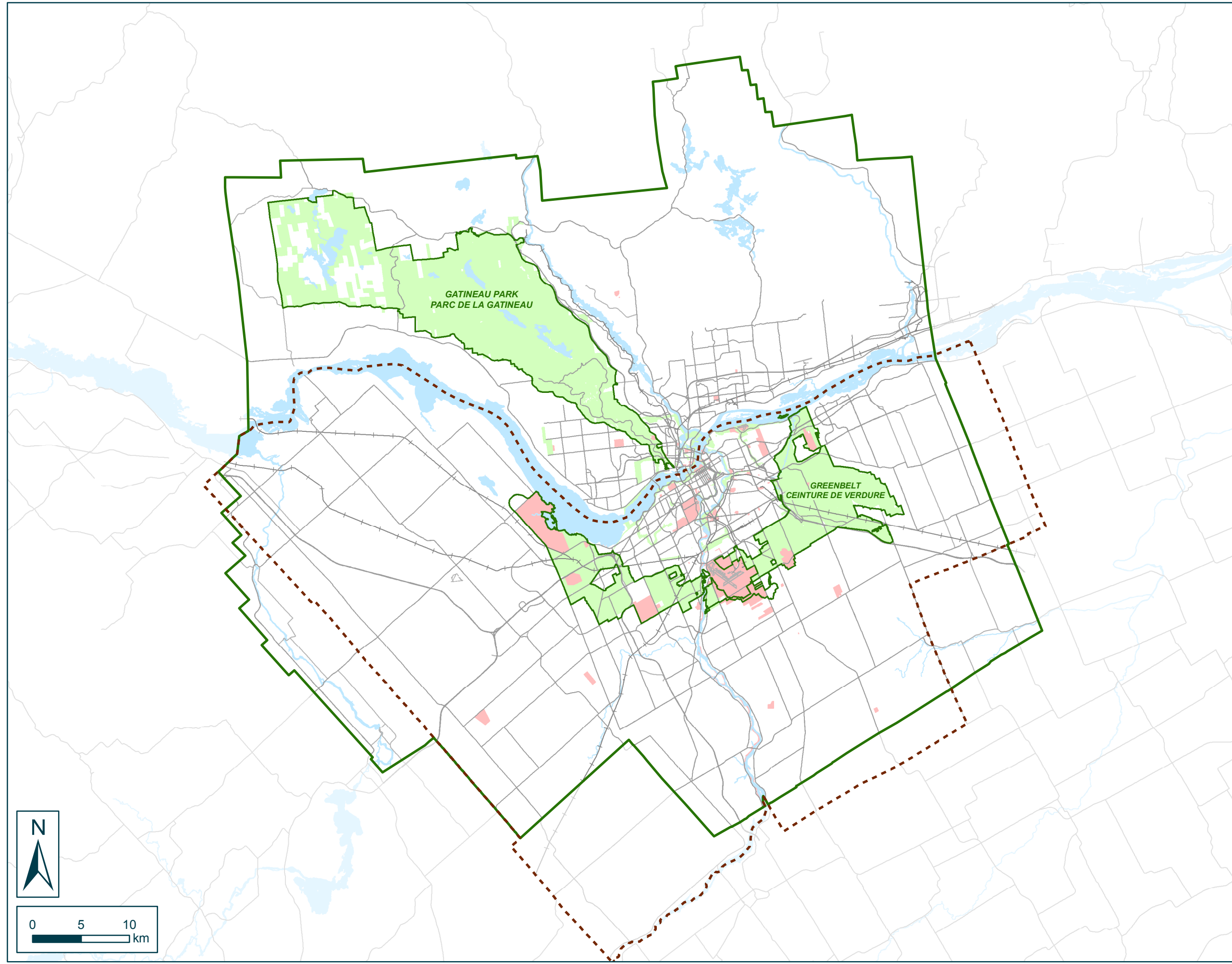
National Capital Region

Région de la capitale nationale

2018-09-27

Legend • Légende

-  NCC Lands
Terrains de la CCN
-  Other Federal Lands *
Autres terrains fédéraux *
-  City of Ottawa
Ville d'Ottawa
-  National Capital Region
Région de la capitale nationale



* The geographical representation of the inventory of the Directory of Federal Real Property in the National Capital Region excluding NCC owned lands. Data was downloaded from DFRP website February 27, 2017.

* La représentation géographique de l'inventaire du Répertoire des biens immobiliers fédéraux dans la région de la capitale nationale sans compter les terrains appartenant à la CCN. Les données furent téléchargées du site web du RBIF le 27 février, 2017.

GENERAL CONDITIONS

Professional and Consulting Services - Appendix A

GC1 Interpretation

1.1 In the contract

- 1.1.1 “contract” means the contract documents referred to in the Articles of Agreement;
- 1.1.2 “invention” means any new and useful art, process, machine, manufacture or composition of matter, or any new and useful improvement thereof;
- 1.1.3 “Chairman” includes a person acting for, or if the office is vacant, in place of the Chairman and the Chairman’s successors in the office, and the Chairman’s or their lawful deputy and any of the Chairman’s or their representatives appointed for the purpose of the contract;
- 1.1.4 “work”, unless otherwise expressed in the contract, means everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contractor’s obligations under the contract;
- 1.1.5 “Commission Representative” means the employee or employees of the Commission who is/are designated by the Articles of Agreement and includes a person authorized by the Commission Representative(s) to perform any of the Commission Representative’s functions under the contract;
- 1.1.6 “prototypes” includes models, patterns and samples;
- 1.1.7 “technical documentation” means designs, reports, photographs, drawings, plans, specifications, computer software, surveys, calculations and other data, information and material collected, computed, drawn or produced, including computer print-outs.

GC2 Successors and Assigns

- 2.1 The contract shall ensure to the benefit of and be binding upon the parties hereto and their lawful heirs, executors, administrators, successors and assigns.

GC3 Assignment

- 3.1 The contract shall not be assigned in whole or in part by the Contractor without the prior written consent of the Chairman and any assignment made without that consent is void and of no effect.
- 3.2 No assignment of the contract shall relieve the Contractor from any obligation under the contract or impose any liability upon the Commission or the Chairman.

GENERAL CONDITIONS

Professional and Consulting Services - Appendix A

GC4 Time of the Essence

- 4.1 Time is of the essence of the contract.
- 4.2 Any delay by the Contractor in performing the Contractor's obligations under the contract which is caused by an event beyond the control of the Contractor, and which could not have been avoided by the Contractor without incurring unreasonable cost through the use of work-around plans including alternative sources or other means, constitutes an excusable delay. Events may include, but are not restricted to: acts of God, acts of the Commission, acts of local or provincial governments, fires, floods, epidemics, quarantine restrictions, strikes or labour unrest, freight embargoes and unusually severe weather.
- 4.3 The Contractor shall give notice to the Chairman immediately after the occurrence of the event that causes the excusable delay. The notice shall state the cause and circumstances of the delay and indicate the portion of the work affected by the delay. When requested to do so by the Commission Representative(s), the Contractor shall deliver a description, in a form satisfactory to the Chairman, of work-around plans including alternative sources and any other means that the Contractor will utilize to overcome the delay and endeavor to prevent any further delay. Upon approval in writing by the Chairman of the work-around plans, the Contractor shall implement the work-around plans and use all reasonable means to recover any time lost as a result of the excusable delay.
- 4.4 Unless the Contractor complies with the notice requirements set forth in the contract, any delay that would constitute an excusable delay shall be deemed not to be an excusable delay.
- 4.5 Notwithstanding that the Contractor has complied with the requirements of GC4.3, the Commission may exercise the right of termination contained in GC8.

GC5 Indemnification

- 5.1 The Contractor shall indemnify and save harmless the Commission and the Chairman from and against all claims, losses, damages, costs, expenses, actions and other proceedings, made, sustained brought, prosecuted, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury to or death of a person or damage to or loss of property arising from any willful or negligent act, omission or delay on the part of the Contractor, the Contractor's servants or agents in performing the work or as a result of the work.

GENERAL CONDITIONS

Professional and Consulting Services - Appendix A

- 5.2 The Contractor shall indemnify the Commission and the Chairman from all costs, charges and expenses whatsoever that the Commission sustains or incurs in or about all claims, actions, suits and proceedings for the use of the invention claimed in a patent, or infringement or alleged infringement of any patent or any registered industrial design or any copyright resulting from the performance of the Contractor's obligations under the contract, and in respect of the use of or disposal by the Commission of anything furnished pursuant to the contract.
- 5.3 The Contractor's liability to indemnify or reimburse the Commission under the contract shall not affect or prejudice the Commission from exercising any other rights under law.

GC6 Notices

- 6.1 Where in the contract any notice, request, direction, or other communication is required to be given or made by either party, it shall be in writing and is effective if delivered in person, sent by registered mail, by telegram, by telex or fax addressed to the party for whom it is intended at the address mentioned in the contract and any notice, request, direction or other communication shall be deemed to have been given by registered mail, when the postal receipt is acknowledged by the other party; by telegram, when transmitted by the carrier; and, by telex, when transmitted. The address of either party may be changed by notice in the manner set out in this provision.

GC7 Canadian Labour and Materials

- 7.1 The Contractor shall use Canadian labour and material in the performance of the work to the full extent to which they are procurable, consistent with proper economy and the expeditious carrying out of the work.

GC8 Termination or Suspension

- 8.1 The Chairman may, by giving notice to the Contractor, terminate or suspend the work with respect to all or any part or parts of the work not completed.
- 8.2 All work completed by the Contractor to the satisfaction of the Commission before the giving of such notice shall be paid for by the Commission in accordance with the provisions of the contract and, for all work not completed before the giving of such notice, The Commission shall pay the Contractor's costs as determined under the provisions of the contract and, in addition, an amount representing a fair and reasonable fee in respect of such work.

GENERAL CONDITIONS

Professional and Consulting Services - Appendix A

- 8.3 In addition to the amount which the Contractor shall be paid under GC8.2, the Contractor shall be reimbursed for the Contractor's cost of and incidental to the cancellation of obligations incurred by the Contractor pursuant to such notice and obligations incurred by or to which the Contractor is subject with respect to the work.
- 8.4 Payment and reimbursement under the provisions of GC8 shall be made only to the extent that they are established to the satisfaction of the Chairman that the costs and expenses were actually incurred by the Contractor and that the same are fair and reasonable and are properly attributable to the termination or suspension of the work or the part thereof so terminated.
- 8.5 The Contractor shall not be entitled to be reimbursed any amount which, taken together with any amounts paid or becoming due to the Contractor under the contract, exceeds the contract price applicable to the work or the particular part thereof.
- 8.6 The Contractor shall have no claim for damages, compensation, loss of profit, allowance or otherwise by reason of or directly or indirectly arising out of any action taken or notice given by the Chairman under the provisions of GC8 except as expressly provided therein.

GC9 Termination due to Default of Contractor

- 9.1 The Commission may, by notice to the Contractor, terminate the whole or any part of the work if:
- (i) the Contractor becomes bankrupt or insolvent, or a receiving order is made against the Contractor, or an assignment is made for the benefit of creditors, or if an order is made or resolution passed for the winding up of the Contract, or the Contractor takes the benefit of any statute for the time being in force relating to bankrupt or insolvent debtors, or
 - (ii) the Contractor fails to perform any of the Contractor's obligations under the contract, or, in the Chairman's view, so fails to make progress as to endanger performance of the contract in accordance with its terms.
- 9.2 In the event that the Commission terminates the work in whole or in part under GC9.1, the Commission may arrange, upon such terms and conditions and in such manner as the Commission deems appropriate, for the work to be completed that was so terminated, and the Contractor shall be liable to the Commission for any excess costs relating to the completion of the work.

GENERAL CONDITIONS

Professional and Consulting Services - Appendix A

- 9.3 Upon termination of the work under GC9.1, the Chairman may require the Contractor to deliver and transfer title to the Commission, in the manner and to the extent directed by the Chairman, any finished work which has not been delivered and accepted prior to such termination and any materials or work-in-process which the Contractor has specifically acquired or produced for the fulfillment of the contract.

The Commission shall pay the Contractor for all such finished work delivered pursuant to such direction and accepted by the Commission, the cost to the Contractor of such finished work plus the proportionate part of any fee fixed by the said contract and shall pay or reimburse the Contractor the fair and reasonable cost to the Contractor of all materials or work-in process delivered to the Commission pursuant to such direction. The Commission may withhold from the amounts due to the Contractor such sums as the Chairman determines to be necessary to protect the Commission against excess costs for the completion of the work.

- 9.4 The Contractor shall not be entitled to be reimbursed any amount which, taken together with any amounts paid or becoming due to the Contractor under the contract, exceeds the contract price applicable to the work or the particular part thereof.
- 9.5 If, after the Chairman issues a notice of termination under GC9.1, it is determined by the Chairman that the default of the Contractor is due to causes beyond the control of the Contractor, such notice of termination shall be deemed to have been issued pursuant to GC8.1 and the rights and obligations of the parties hereto shall be governed by GC8.

GC10 Records to be kept by Contractor

- 10.1 The Contractor shall keep proper accounts and records of the cost of the work and of all expenditures or commitments made by the Contractor including the invoices, receipts and vouchers, which shall at reasonable times be open to audit and inspection by the authorized representatives of the Chairman who may make copies and take extracts therefrom.
- 10.2 The Contractor shall afford facilities for audit and inspection and shall furnish the authorized representatives of the Chairman with such information as the Chairman or they may from time to time require with reference to the documents referred to herein.
- 10.3 The Contractor shall not dispose of the documents referred to herein without the written consent of the Chairman, but shall preserve and keep them available for audit and inspection for such period of time as may be specified elsewhere in the contract, in the absence of such specification, for a period of two years following completion of the work.

GENERAL CONDITIONS

Professional and Consulting Services - Appendix A

GC11 Ownership of Intellectual and Other Property including Copyright

- 11.1 Technical documentation and prototypes produced by the Contractor in the performance of the work under the contract shall vest in and remain the property of the Commission, and the Contractor shall account fully to the Chairman in respect of the foregoing in such manner as the Chairman shall direct.
- 11.2 Technical documentation shall contain the following copyright notice:
HER MAJESTY THE QUEEN IN RIGHT OF CANADA (YEAR)
as represented by the Chairman of the National Capital Commission
- 11.3 Technical information and inventions conceived or developed or first actually reduced to practice in performing the work under the contract shall be the property of the Commission. The Contractor shall have no rights in and to the same. The Contractor shall not divulge or use such technical information and inventions, other than in performing the work under the contract, and shall not sell other than to the Commission any articles or things embodying such technical information and inventions.
- 11.4 The Contractor agrees to execute any further assignments or agreements as may be requested by the Commission for the purpose of registering the Commission's right of ownership recognized hereunder with the Industrial Design, Trademarks, Patents or Copyright Offices. The Contractor also agrees to arrange for any employees of the Contractor or any agent or sub-contractor of the Contractor who may be considered the author of any work which shall become the property of the Commission pursuant to this section, to sign a release form in a form satisfactory to the Commission, waiving the author's moral rights with respect to claiming authorship of the work and/or restraining the Commission's use, or modification of the work.

GC12 Conflict of Interest

- 12.1 The Contractor declares that the Contractor has no pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in carrying out the work. Should such an interest be acquired during the life of the contract, the Contractor shall declare it immediately to the Commission Representative(s).

GENERAL CONDITIONS

Professional and Consulting Services - Appendix A

GC13 Contractor Status

- 13.1 This is a contract for the performance of a service and the Contractor is engaged under the contract as an independent contractor for the sole purpose of providing a service. Neither the Contractor nor any of the Contractor's personnel is engaged by the contract as an employee, servant or agent of the Commission. The Contractor agrees to be solely responsible for any and all payments and/or deductions required to be made including those required for Canada or Quebec Pension Plans, Unemployment Insurance, Worker's Compensation, or Income Tax.

GC14 Warranty by Contractor

- 14.1 The Contractor warrants that the Contractor is competent to perform the work required under the contract in that the Contractor has the necessary qualifications including the knowledge, skill and ability to perform the work.
- 14.2 The Contractor warrants that the Contractor shall provide a quality of service at least equal to that which contractors generally would expect of a competent contractor in a like situation.

GC15 Member of House of Commons

- 15.1 No member of the House of Commons shall be admitted to any share or part of this contract or to any benefit to arise therefrom.

GC16 Amendments

- 16.1 No amendment of the contract nor waiver of any of the terms and provisions shall be deemed valid unless effected by a written amendment.

GC17 Entire Agreement

- 17.1 The contract constitutes the entire agreement between the parties with respect to the subject matter of the contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the contract.

SUPPLEMENTARY CONDITIONS

Professional and Consulting Services - Appendix B

GC1 Hours and Place of Work

- 1.1 When the work is to be carried out in the Commission's offices, the Contractor shall, in the interests of co-ordination, adopt the same hours of work as the Commission's employees.

GC2 No Additional Remuneration

- 2.1 It is understood and agreed that the Contractor shall act as an independent Contractor and that he shall not be entitled to any payment or remuneration other than that provided for in clause 3.1 of the contract and set out in greater detail in the Terms of Payment of the present contract.

GC3 Compliance with Legal Requirements

- 3.1 The Contractor himself shall be solely responsible for complying with all federal and provincial laws and municipal by-laws applicable within the context of the services provided by him under the present contract.

GC4 Responsibility of the Commission

- 4.1 The Chairman shall provide the support, counsel, directives, instructions, acceptances, decisions and information that he shall consider necessary or appropriate in connection with this contract.

GC5 Ownership of Documents

- 5.1 All documents submitted or prepared by him under the terms of the contract shall become the property of the Commission, which shall become the owner of the copyright.
- 5.2 All documents and records, and the information contained therein, provided to the Contractor related to or for the purposes of this Contract shall be treated as confidential. The Contractor shall take all necessary steps to ensure that the documents and records, or any information contained therein, are not copied, provided to, discussed, or disclosed in any manner whatsoever, to any person or entity, other than Commission personnel, unless expressly authorized by the Commission. The Contractor shall ensure that only its authorized employees are given access to the said documents or records and that these employees treat these documents and records, and the information contained therein, as confidential.

SUPPLEMENTARY CONDITIONS
Professional and Consulting Services - Appendix B

5.3 As may be directed in writing by the Commission upon the expiry, termination or completion of the Contract, the Contractor shall either return to the Commission forthwith all documents or records provided to it by the Commission or destroy all documents and records, together with satisfactory proof of such destruction.

5.4 The Commission shall have unrestricted access to all documents and records provided to the Contractor during the term of the Contract.

GC6 Copyright

6.1 In accordance with section 11 of the Copyright Act, copyrights for all reports or documents prepared by the Contractor shall belong to the Commission for a period of fifty (50) years from the date of their first publication.

GC7 Ownership of Inventions

7.1 Pursuant to paragraph GC11.3 of the general conditions, the Contractor shall have no other claim than that which may be granted to him by the Commission, and he may not apply for a patent in connection with any inventions unless he has the written consent of the Commission.

GC8 Managers, Employees, Agents and Sub-contractors

8.1 The Contractor shall take all reasonable measures and precautions to ensure that his managers, employees, agents and sub-contractors comply with the terms of the present supplementary conditions. Without limiting the general nature of the above, contractors shall include in all subcontracts arising from this contract, clauses which are similar to the general conditions and to these supplementary conditions, such clauses to be formulated in terms that are not less favorable to the Commission than their counterparts in the said general and supplementary conditions. The Contractor shall comply with these documents' and take any other actions required by the Chairman in order to fulfill the terms of the present clause.

GC 9 Use of NCC Geomatics Database

9.1 The Contractor may request through the NCC Project Manager the use of the NCC owned database containing information on topography, underground services, certain building surveys, etc, for the purposes of this Contract.

9.2 The Contractor by using the NCC database acknowledges that it is owned by the NCC and no ownership rights are conferred. The Contractor will use the database only for the Contractor's own internal operations relating to approved NCC assignments.

SUPPLEMENTARY CONDITIONS
Professional and Consulting Services - Appendix B

- 9.3 The Contractor may adapt the data in their copy of the database or create derived works from such data provided such adapted data or derived works are used for the Contractor's own internal operations described in clause 9.2.
- 9.4 The use of the NCC owned database is granted on a royalty-free basis and therefore no fee is payable to the NCC.
- 9.5 The NCC makes no warranties, either expressed or implied, as to any matter, including without limitation, the condition, quality or freedom from error of the database or any part of the database or its fitness for any purpose.
- 9.6 The Contractor agrees to indemnify and save harmless the NCC from and against all claims, demands, suits, losses, costs, expenses (including reasonable legal fees) and damages arising out of or related to the Contractor's use of the database.
- 9.7 Upon expiration or early termination of the Contract, all rights and privileges granted to the Contractor for use of the database will immediately terminate and the Contractor shall immediately return all copies of the database and all related material to the NCC Project Manager, or provide proof to the NCC that all copies of the database and related material have been destroyed.

Supplier No. / N° du fournisseur

New supplier / Nouveau fournisseur Update / Mise à jour

**SUPPLIER-DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM
FOURNISSEUR-FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT**

For NCC use only / À l'usage de la CCN seulement

PART 'A' - IDENTIFICATION / PARTIE 'A' - IDENTIFICATION

Legal name of entity or individual / Nom légal de l'entité ou du particulier	Operating name of entity or individual (if different from Legal Name) / Nom commercial de l'entité ou du particulier (s'il diffère du nom légal)		
Former Public Servant in receipt of a PSSA Pension / Ancien fonctionnaire qui reçoit une pension en vertu de la LPFP		<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
An entity, incorporated or sole proprietorship, which was created by a Former Public Servant in receipt of a PSSA pension or a partnership made of former public servants in receipt of PSSA pension or where the affected individual has a controlling or major interest in the entity. / Une entité, constituée en société ou à propriétaire unique, créée par un ancien fonctionnaire touchant une pension en vertu de la LPFP, ou un partenariat formé d'anciens fonctionnaires touchant une pension en vertu de la LPFP, où les entités dans lesquelles ils détiennent le contrôle ou un intérêt majoritaire.		<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
Address / Adresse	Telephone No. / N° de téléphone :	Fax No. / N° de télécopieur :	
Postal code / Code postal	()	()	

PART 'B' - STATUS OF SUPPLIER / PARTIE 'B' - STATUT DU FOURNISSEUR

IMPORTANT : CHOOSE ONLY ONE OF THE FOLLOWING/CHOISIR SEULEMENT UNE DES OPTIONS SUIVANTES:

(1) Sole proprietor / Propriétaire unique <input type="checkbox"/>	If sole proprietor, provide: / Si propriétaire unique, indiquez :	Last Name / Nom de famille	First name / Prénom	Initial / Initiale
(2) Partnership / Société de personnes <input type="checkbox"/>	(3) Corporation / Société <input type="checkbox"/>			
Business No. (BN) / N° de l'entreprise (NE) -	OR / OU	SIN / NAS -		
GST/HST / TPS et TVH	QST / TVQ (Québec)			
Number / Numéro : Not registered / non inscrit <input type="checkbox"/>	Number / Numéro : Not registered / non inscrit <input type="checkbox"/>			
Type of contract / Genre de contrat	Contract for services only / Contrat de services seulement <input type="checkbox"/>			
	Contract for mixed goods & services / Contrat de biens et services <input type="checkbox"/>		Contract for goods only / Contrat de biens seulement <input type="checkbox"/>	
Type of goods and/or services offered / Genre de biens et / ou services rendus :				

PART 'C' - FINANCIAL INSTITUTION / PARTIE 'C' - RENSEIGNEMENTS SUR L'INSTITUTION FINANCIÈRE

Please send a void cheque or bank letter with this form / Veuillez s.v.p. envoyer un spécimen de chèque ou lettre de banque avec ce formulaire

Branch Number / N° de la succursale	Institution No. / N° de l'institution :	Account No. / N° de compte :
Institution name / Nom de l'institution :		Address / Adresse :

PART 'D' - DIRECT DEPOSIT PAYMENT NOTIFICATION / PARTIE 'D' - AVIS DE PAIEMENT PAR DÉPÔT DIRECT

E-mail address / Adresse courriel :

PART 'E' - EMAIL ADDRESS TO SEND CONTRACTS / PARTIE 'E' - ADRESSE COURRIEL POUR ENVOYER LES CONTRATS

E-mail address / Adresse courriel :

PART 'F' - CERTIFICATION / PARTIE 'F' - CERTIFICATION

I certify that I have examined the information provided above and it is correct and complete, and fully discloses the identification of this supplier.	Je déclare avoir examiné les renseignements susmentionnés et j'atteste qu'ils sont exacts et constituent une description complète, claire et véridique de l'identité de ce fournisseur.		
Where the supplier identified on this form completes part C, he hereby requests and authorizes the National Capital Commission to directly deposit into the bank account identified in part C, all amounts payable to the supplier.	Lorsque le fournisseur indiqué sur ce formulaire remplit la partie C, par la présente, il demande et autorise la Commission de la capitale nationale à déposer directement dans le compte bancaire indiqué à la partie C, tous les montants qui lui sont dus.		
Name of authorized person / Nom de la personne autorisée	Title / Titre	Signature	Date
Telephone number of contact person / Numéro de téléphone de la personne ressource : ()			

IMPORTANT

Please fill in and return to the National Capital Commission with a bank letter or one of your business cheques, unsigned, and marked « VOID » (for verification purposes).	Veillez remplir ce formulaire et le retourner à la Commission de la capitale nationale avec une lettre de banque ou un spécimen de chèque de votre entreprise, non signé, et portant la mention « ANNULÉ » (à des fins de vérification).
Mail or email to: contracts@ncc-ccn.ca Procurement Services National Capital Commission 202-40 Elgin Street Ottawa, ON K1P 1C7 Fax: (613) 239-5007	Poster ou transmettre par courriel à: contracts@ncc-ccn.ca Services de l'approvisionnement Commission de la capitale nationale 40, rue Elgin, pièce 202 Ottawa (Ontario) K1P 1C7 Télécopieur : (613) 239-5007

SUPPLIER – DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM

FOURNISSEUR – FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT

Supplier Tax Information

Pursuant to paragraph 221(1) (d) of the *Income Tax Act*, NCC must declare form T-1204, contractual payments of government for services, all payments made to suppliers during the calendar year in accordance to related service contracts (including contracts for mixed goods and services).

The paragraph 237(1) of the *Income Tax Act* and the article 235 of the Income Tax Regulations require the supplier to provide all necessary information below to the organization who prepares the fiscal information forms.

Questions: Sylvie Monette, Accounts Payable Supervisor
(613) 239-5678 ext. 5156 or sylvie.monette@ncc-ccn.ca

Direct deposit payment information

All amounts payable by NCC to the supplier will be deposited directly into the account you identified in part C. A NCC payment advice notice will also be sent to you by e-mail detailing the particularities of the payment to the address identified in part D.

Until we process your completed form, we will still pay you by check.

You must notify the NCC of any changes to your financial institution, branch or account number. You will then have to complete a new form.

The account you identified has to hold Canadian funds at a financial institution in Canada.

The advantages of direct deposit payment

Direct deposit payment is a convenient, dependable, safe and timesaving way to receive your invoice payment. Direct deposit payment is completely confidential.

There are fewer risks of direct deposit payment being lost, stolen, or damaged as may happen with cheques.

Funds made by direct deposit payment will be available in your bank account on the same day that we would have mailed your cheque.

Renseignements sur les fournisseurs aux fins de l'impôt

En vertu de l'alinéa 221(1) (d) de la *Loi de l'impôt sur le revenu*, la CCN est tenu de déclarer, à l'aide du formulaire T-1204, Paiements contractuels de services du gouvernement, tous paiements versés aux fournisseurs pendant une année civile en vertu de marchés de services pertinents (y compris les marchés composés à la fois de biens et de services).

Le paragraphe 237 (1) de la *Loi de l'impôt sur le revenu* et l'article 235 du Règlement de l'impôt sur le revenu obligent les fournisseurs à fournir toutes les informations demandées ci-dessous à l'organisme qui prépare les formulaires de renseignements fiscaux.

Questions : Sylvie Monette, Superviseure aux comptes payable
(613) 239-5678 poste 5156 ou sylvie.monette@ncc-ccn.ca

Renseignements sur le paiement par dépôt direct

Tous les montants versés par la CCN au fournisseur seront déposés directement dans le compte identifié à la partie C. Un avis de paiement de la CCN détaillant les particularités du paiement par dépôt direct vous sera envoyé par courriel à l'adresse courriel identifiée à la partie D.

Nous continuerons à vous payer par chèque jusqu'à ce que nous ayons traité votre formulaire.

Vous devez aviser la CCN de tout changement d'institution financière, de succursale ou de numéro de compte. Vous devrez donc remplir un nouveau formulaire.

Le compte que vous désignez doit être un compte en monnaie canadienne, détenu dans une institution financière au Canada.

Avantages du paiement par dépôt direct

Le paiement par dépôt direct est une méthode pratique, fiable et sécuritaire, qui permet de gagner du temps dans la réception de vos paiements de factures. Le paiement par dépôt direct est entièrement confidentiel.

Avec les paiements par dépôt direct, il y a moins de risques de perte, de vol ou de dommage, comme cela peut se produire dans le cas des chèques.

Les paiements effectués par paiement par dépôt direct sont versés dans votre compte le jour même où nous aurions posté votre chèque.