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## Revision to a Request for a Standing Offer

## Révision à une demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

### Comments - Commentaires

This document contains a security requirement.

### Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

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<b>Title - Sujet</b> Industrial Hygiene Consulting	
<b>Solicitation No. - N° de l'invitation</b> EP914-191623/A	<b>Date</b> 2019-06-21
<b>Client Reference No. - N° de référence du client</b> 20191623	<b>Amendment No. - N° modif.</b> 004
<b>File No. - N° de dossier</b> fk305.EP914-191623	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-305-77095	
<b>Date of Original Request for Standing Offer</b> 2019-05-16	
<b>Date de la demande de l'offre à commandes originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-07-04</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Rosso, Francois	<b>Buyer Id - Id de l'acheteur</b> fk305
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<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

**Solicitation Amendment 004 is raised for the following reasons:**

- 1. Modify Annex A – Statement of Work**
  - 2. Answer questions from the industry**
- 

**1. Modify Annex A – Statement of Work**

Please see attached the new Annex A – Statement of Work

**2. Answer the following questions from the industry:**

**Q1.** Section MRT1 – Team Approach/Management of Services, the response is required to be submitted in the provided table with a maximum of 2 pages, is the Organization Chart from “Management and organization reporting structure allowed to be in an appendix as it would be very difficult to fit in the table?

**A1.** Yes, an organizational chart is allowed as an appendix. No additional information will be accepted outside of the table for **MRT1<sup>PB</sup>**.

**Q2.** Must resources reside within the NCA?

**A2.** Resources may reside outside of the NCA, however resources evaluated as part of the proposal must be available to conduct field work within the NCA with no added travel costs or scheduling impacts. Canada will not pay for travelling fees to the NCA, those costs are the responsibility of the offeror. **The travelling time must not interfere with the timeline of the deliverables in any call-up.** Please refer to Annex B Section 3. *Travel*.

**Q3.** Regarding Amendment 001 Q&A #4 which states that “the size of the table can be modified, but not the format”, is there a page limit/restriction for each individual project description?

**A3.** No there is not a limit established, but the format of the table must be respected.

**Regarding Section 4.1.2.1 – Mandatory Technical Criteria, last bullet on page 13 of 35 of the RFSO** which states “ A list of projects (including project title, role of personnel, start and end dates of person’s involvement (month and year) **including references**) to demonstrate the required years of experience...”

**Q4.** What is expected to be provided for each reference? Is this the name of the Client, or is a specific contact name and phone number/email address required?

**A4.** Please see Solicitation Amendment 002 modifying Section 4.1.2.1. References for each project is no longer required. Please see details on Solicitation Amendment 002.

- Q5.** For projects that may have been completed prior to an individual joining the company, if references cannot be provided will the time still be considered?
- A5.** Please see Solicitation Amendment 002 modifying Section 4.1.2.1. References for each project is no longer required. Please see details on Solicitation Amendment 002.
- Q6A.** For Senior staff where we are demonstrating experience in the range of 15+ years, it may be hard to provide a current reference if a name/contact is required. Is it sufficient to provide the Client that work was completed for without contact information for projects?
- A6A.** Please see Solicitation Amendment 002 modifying Section 4.1.2.1. References for each project is no longer required. Please see details on Solicitation Amendment 002.
- Q6B.** Item 4.1.2.1 Mandatory Technical Criteria (last line, page 13): For the CVs that are to be provided, proponents are to provide a list of projects “including references”. Please specify what is required by this line, for example – name of client only, OR name of contact person and email and telephone number of contact person as well. Keep in mind that especially for Senior Resources, the number of projects may represent dozens of names. Also keep in mind that especially for projects over 5 years old, the contact person may have moved on or may be unavailable. For this reason, will PWGSC accept that only the client name be supplied as a reference. Please confirm or provide alternate guidance.
- A6B.** Please see Solicitation Amendment 002 modifying Section 4.1.2.1. References for each project is no longer required. Please see details on Solicitation Amendment 002.
- Q7.** Is it possible to provide Standing Offer Agreements as project examples? For instance, can we indicate that an individual held a certain role under the SOA, and highlight the types of projects completed for the duration of the SOA? Or does each individual project need to be provided?
- A7.** Yes, a Standing Offer may be used, but the number of projects completed must be clearly stated. Please see Solicitation Amendment 002 modifying Section 4.1.2.1. References for each project is no longer required. Please see details on Solicitation Amendment 002.

Background: Sections 7.5.2 d) i., Annex A Section 4, and Annex B each outline the requirement for the Contractor to have all required laboratory testing/analysis through a third party accredited laboratory. Annex B requests a rate to perform in-house, onsite PCM analysis.

- Q8.** Please confirm all required laboratory testing/analysis is to be completed through a third party accredited laboratory with the exception of on-site PCM analyses.

- A8.** All analysis must be performed by a laboratory and analyst that are accredited to do the analysis by a 3rd party laboratory accreditation agency. Analysis can be performed in-house, as long as the in house resources are accredited by a 3rd party.
- Q9.** Please confirm that the in-house resources that are to perform the onsite PCM analysis must comply with the requirements of Annex A Section 4.1, which outlines requirements for PCM sample collection and analyses.
- A9.** All PCM analysts must be accredited, whether the analysis is performed on-site or in a lab
- Q10.** Please confirm whether “participation” in a recognized third-party QA/QC Program, as referenced within Annex A Section 4.1, also includes acceptable standing or “passing” (e.g., full certification) as part of said QA/QC program.
- A10.** If PCM analysis is performed in-house, the PCM microscope operator must participate in a recognized 3rd party Quality Assurance and Quality Control Program, and must have valid standing at the time of the PCM analysis.
- Q11.** Please confirm whether proof of the requirements of Item 4.1 for the proposed Consultant resources needs to be submitted with the Contractor’s bid within either Section III: Certifications or Section IV: Additional Information.
- A11.** Proof of valid standing of PCM microscope operators is not required at this time. This will be verified prior to issuing a call-up that requires PCM analysis.
- Q12.** **A)** Is the mandatory CIH/ROH requested to be available within a certain period of time?  
**B)** Typically a response on site with the required CIH/ROH is necessary within 2 hours – is this a requirement?
- A12.** **A) + B)** Please see the attached amended Statement of Work. As per Annex A Section 6.5 the Consultant must be able to provide an "Emergency Response" (refers to a request for mobilisation of services within 4 hour time frame).
- Q13.** Regarding the amount of time required to qualify as a Junior Resource. Is it acceptable to include a Junior Resource on the team if they have less than one year of experience if they are not used on any projects until they have that 1 year of experience? Given the contract is longer than one year, there is the possibility that staff with less than 1 year of experience will have more than one year of experience before the offer expires.
- A13.** No. You must have the required resource at bid submission. If you are issued a Standing Offer, you will be able to submit additional resources that meet the mandatory criteria.

**Q14.** Background: MRT1 under Section 4.1.2.2 includes evaluation criteria for emergency response. Annex A Section 2.4 includes a definition for Emergency Response. Although a definition is provided for Emergency Response, the Statement of Work does not outline that it is a requirement.

Question: Please confirm that the Consultant Scope of Work may include responding to emergency situations, mobilizing resources within a 4-hour time frame as per the Emergency Response definition outlined within Annex A Section 2.4.

**A14.** Please see the attached amended Statement of Work. As per Annex A Section 6.5 The Consultant must be able to provide an "Emergency Response" (refers to a request for mobilisation of services within 4 hour time frame).

**Q15.** Background: As currently written, the solicitation permits Bidders to propose all resources as non-local.

Questions: Please confirm whether there is a minimum number of proposed resources whose place of work (i.e. office) is required to be within the National Capital Region, as defined under Annex A, to respond to Emergency work, and if so, what supporting documentation, if any, should be provided at the time of bid submission.

**A15.** Resources may reside outside of the NCA, however resources evaluated as part of the proposal must be available to conduct field work within the NCA with no added travel costs or scheduling impacts. Canada will not pay for travelling fees to the NCA, those costs are the responsibility of the offeror. **The travelling time must not interfere with the timeline of the deliverables in any call-up.** Please refer to Annex B Section 3. *Travel*.

**Q16.** Background: All work performed in Québec by non-federal employees must comply with the requirements of CSST (Commission des normes, de l'équité, de la santé et de la sécurité du travail). CSST requires that all analysis of PCM air samples be performed by individuals who are certified by IRSST (the Institut de recherche Robert-Sauvé en santé et en sécurité du travail). CSST has stopped work, including within federal buildings, where this requirement has not been met. There are many firms who perform work in Québec who have personnel certified through IRSST, as outlined on the IRSST website.

Questions:

- a. Please confirm whether resources who perform in-house, onsite PCM analysis are required to be certified by IRSST as this work may be required within Québec.
- b. Please confirm whether proof of IRSST certification, as per Section 4.1, for the applicable resources is required to be submitted with the Contractor's bid within either Section III: Certifications or Section IV: Additional Information.

**A16.**

- a. All PCM fibre counters must participate in a recognised third party QA/QC program (such as the IRSST program).
- b. Proof of certification is not required at this time. We will request proof of certification before issuing a PO for a project that requires in-house PCM fibre counting.

**Q17.** Background: Section 4.1.2.1 e) outlines the requirements to list projects on resource CVs as a means to support claimed experience (type and duration). Previous PWGSC SOA solicitations have had similar requirements. Similar PWGSC SOA solicitations have accepted multi-year Standing Offer Agreements as “projects” to show both experience and duration of said experience.

Question: Please confirm whether resource roles provided as part of the continuous delivery of Standing Offer Agreements or similar long-duration agreements will count towards the “list of projects” referenced in Section 4.1.2.1 e) provided that references are provided to corroborate the continuous delivery of applicable services under the agreement(s).

**A17.** No. Projects under a Standing Offer may be used, but not the Standing Offer itself.

**Q18.** Would PWGSC accept proof of graduated transcripts instead of scanned copy (ies) of diploma certificate(s) for Resource(s)?

**A18.** No, a copy of the diploma must be submitted.

## **CONSULTING SERVICES FOR HAZARDOUS MATERIALS, INDOOR AIR QUALITY AND OTHER OCCUPATIONAL HYGIENE ASSESSMENTS**

### **1. Objective**

- 1.1. To provide professional services for hazardous materials, indoor air quality and other occupational hygiene assessments within the National Capital Region (NCR) on an "as and when requested" basis. Work will consist primarily of duties within the NCA, however, projects may occur outside of the NCA in proximity to the NCR. Such work will be on exceptional basis and will likely represent less than 2% of the total work volume. See definition of NCA and NCR at section 2.16 and 2.17 respectively.

### **1.2. Tasks**

- 1.2.1. Completion of Hazardous Building Material Assessments as may be relevant to the project.
- 1.2.2. Preparation of specification documents using National Master Specification (NMS) format as per the document *Doing Business in NCA*, and project plans for hazardous material abatement projects which may include engineer stamped Computer-Aided Design (CAD) drawings.
- 1.2.3. "Oversight" during hazardous material abatement projects including inspection of work areas, air monitoring and revision of labour requirements. See definition of oversight at section 2.9.
- 1.2.4. Completion of surveys of asbestos-containing material condition, inventories of asbestos-containing materials and Asbestos Management Plans (AMPs).
- 1.2.5. Completion of Indoor Air Quality (IAQ) Investigations and Audits.
- 1.2.6. Completion of monitoring surveys for radon gas in buildings.
- 1.2.7. Workplace Occupational Hygiene consulting services.

### **2. Definition of Terms**

- 2.1. "Asbestos-related projects" refers to any project wherein asbestos materials will be destroyed, damaged, removed, or otherwise affected during the course of the project, or may require the disposal of asbestos-contaminated wastes.
- 2.2. "Call-up" against a Standing Offer (SO) is an order issued under the authority of a duly authorized user against a particular SO. Communication of a call-up against a SO to the Offeror constitutes acceptance of the SO to the extent of the services being ordered and causes a contract to come into effect. The parties to the contract that comes into effect when a call-up against a SO is made are Canada, as represented by PWGSC and the Offeror.

- 2.3. "Designated substance" is a substance defined as such in the Ontario Occupational Health and Safety Act (OHSA).
- 2.4. "Emergency Response" refers to a request for mobilisation of services within 4 hour time frame.
- 2.5. "Hazardous materials" are substances that could cause illness, injury or death; or damage or pollute land, air, or water. In the context of this requirement hazardous materials includes but is not limited to designated substances, polychlorinated biphenyl (PCBs), crystalline silica, mercury, mould, bird droppings and halocarbons.
- 2.6. "National Capital Area" means the seat of the Government of Canada and its surrounding area as defined in the National Capital Act (R.S.C., 1985, c. N-4).
- 2.7. "National Capital Region" is bounded on the west by a north-south line running from Petawawa to Kingston, as far north as Maniwaki, Quebec, on the east by the Ontario-Quebec border on the south by the St. Lawrence River (includes Gatineau-Maniwaki and Masson-Angers areas).
- 2.8. "Outside regular hours" refers to times when building occupancy loads are minimal, typically during evenings and weekends. Evening hours are considered by PWGSC to be between 6:00 p.m. and 6:00 am.
- 2.9. "Oversight" includes inspection of work areas and air monitoring, revision of labour requirements and report review and quality assurance. It may also include providing direction to the contractor on an "as and when requested basis" as defined in individual call-ups
- 2.10. "Rapid Response" is understood to mean that within 24 hours the service provider would respond to a call-up request made against the Standing Offer. In this case the response would be the provision of cost estimates, a schedule of work and mobilisation to be implemented in the shortest possible time within a 24 hour time frame, including on weekends and holidays.
- 2.11. "Work area" refers to the specific area in which asbestos work operations take place, in which engineering controls are used to control the spread of airborne fibre caused directly or indirectly by any work operation. Consultant must provide the required protective equipment in accordance with applicable guidelines at no additional cost to the call-up.

### **3. Scope of Work**

Responsibilities of the Consultant must include:

#### **3.1. Completion of Hazardous Building Material Assessments**

- 3.1.1. Conduct site investigations, consisting of activities that may include document reviews, site visits, building material sampling, laboratory analysis and report preparation, in compliance with applicable regulations (e.g. Ontario Occupational Health and Safety Act, Province of Quebec's An Act Respecting Occupational Health and Safety, and the Canada Labour Code) to identify hazardous building materials in project areas.



- 3.1.2. Bulk material samples must be analyzed using an accredited laboratory as per section 4. Appropriate testing method must be used as required by PWGSC.
- 3.1.3. Reports must clearly describe hazardous materials (e.g. visual description, texture, type of material, where observed, etc.) as well as the location of samples collected in both writing and on floor plans.
- 3.1.4. Projects may require estimated quantities of hazardous materials, and locations/extent.
- 3.1.5. Reports must include a description of required and/or recommended work procedures/precautions to be implemented based on the hazardous materials identified. These descriptions must include specific direction with respect to the management, repair, removal and/or disposal of these materials.
- 3.1.6. Provide other Hazardous Building Material Consulting Services as outlined in project specific requests for proposals.

### **3.2. Specifications and Project Plans for hazardous materials abatement Projects**

- 3.2.1. Prepare hazardous material abatement/remediation specifications according to most recent version of National Master Specification (NMS) format.
- 3.2.2. Prepare estimates of abatement costs including inventory of hazardous materials. To be submitted in a format as specified in the project-specific request for proposal.
- 3.2.3. Prepare site plan drawings (CAD) according to PWGSC approved format, stamped by a licensed Engineer (if required).

### **3.3. Oversight of hazardous material abatement projects including inspections and air monitoring**

- 3.3.1. Pre-project site visits to confirm details of project scope with the PWGSC project leader and when necessary the hazardous materials abatement contractor.
- 3.3.2. Review and comment of project-related documents provided by PWGSC.
- 3.3.3. Provide project management and/or project oversight consisting of inspections during work set-up, periodically during work and upon final completion of hazardous material abatement work operations
- 3.3.4. Provide air sampling using Phase Contrast Microscopy (PCM) according to National Institute for Occupational Safety and Health (NIOSH) method 7400 and conduct air sampling in compliance with applicable federal/provincial regulations.
- 3.3.5. Where on-site PCM air sample analysis is required during asbestos abatement activities, fiber counting must be done by a qualified person who has received the required training.

- 3.3.6. Provide inspection reports verbally or in writing as requested by the PWGSC project leader. Written reports must include detailed project information, work-site observations, details of any contravention made by contractors, air monitoring results and all contract information necessary for document tracking. The use of the specific electronic reporting templates to be provided by PWGSC, may be required. Verbal or e-mail reports may be required to provide preliminary information following the site visit.
  - 3.3.7. Provide bulk material sampling and analyses for materials discovered during the course of projects, where directed by PWGSC.
  - 3.3.8. Provide upon PWGSC request, a Transmission Electron Microscopy (TEM) verification analysis of any PCM air sample taken during the course of the project.
  - 3.3.9. Attend job start up meetings, job showings and project meetings as per the direction of the PWGSC project leader.
  - 3.3.10. Through inspections, assess contractor's work practices and procedures to ensure compliance with specification requirements, regulatory requirements, industry standards, and proper health and safety procedures.
  - 3.3.11. Provide professional opinion that price is fair and reasonable for planned projects or unexpected abatement works. Also review contractor invoices in terms of work completion percentage.
- 3.4. Survey of Condition and Inventory of Asbestos-Containing Materials (ACMs).**
- 3.4.1. Conduct building walk through and survey of condition of ACMs as per the requirements of the PWGSC Asbestos Management Standard. The survey will generally be completed on a floor-by-floor and room-by-room basis in all building areas to identify the location, accessibility to personnel (maintenance employees, tenants, etc.), type and condition of confirmed or suspected ACMs.
  - 3.4.2. Complete bulk material sampling and analyses for suspected materials. The analytical laboratory used must be accredited by a third party accreditor such as NVLAP.
  - 3.4.3. Tabulate information on ACMs on spreadsheets in the format specified by the PWGSC project leader and prepare reports of findings and summary of costs for repair, encapsulation or removal of ACMs sorted by priority.
  - 3.4.4. Prepare Asbestos Management Plans within the time frame specified in the call-up and using the format specified by the PWGSC project leader.
- 3.5. Indoor Air Quality Investigations and Audits**
- 3.5.1. Pre-project site visits to confirm details of project scope with the PWGSC project leader.
  - 3.5.2. Review and comment of project-related documents provided by PWGSC.

- 3.5.3. Verify sufficient quantity of calibrated equipment is available, appropriate to project requirements and timelines
- 3.5.4. Completion of building IAQ audits. Audits will assess workspace for one or more of the following parameters, with readings collected as instructed by PWGSC Project Leader:
- Ventilation- Based on carbon dioxide (CO<sub>2</sub>) measurements.
  - Temperature.
  - Relative humidity percent.
  - Carbon monoxide.
  - Airborne dust particulate - One spot reading per area for both PM<sub>2.5</sub> and PM<sub>10</sub>, in same location as ventilation equipment installation.
  - Airborne microbial - Determination of viable (Reuter Centrifugal Sampler (RCS)) (viable) and/or total (non-viable) using the spore trap method.
  - Total volatile organic compounds (TVOC)
- 3.5.5. Completion of water damage/mould/microbial investigations.
- 3.5.5.1. Pre-project site visits to confirm details of project scope with the PWGSC project leader.
- 3.5.5.2. Review and comment of project-related documents provided by PWGSC.
- 3.5.5.3. Verify sufficient quantity of sampling media and calibrated equipment is available, appropriate to project requirements and timelines
- 3.5.5.4. Completion of inspections identifying visual mould contamination and water damage to building materials, delineation of the extent of such contamination and water damage and determination of extent of each of water damage and mould contamination in square meters using moisture measurement techniques. Inspections may include bulk and/or tape lift microbial sampling.
- 3.5.5.5. Preparation of water damage restoration and mould remediation work procedures and specifications outlining recommendations from visual inspections. Recommendations should be based on the most recent versions of the Canadian Construction Association (CCA) Mould Guidelines, the Environmental Abatement Council of Ontario's Mould Abatement Guideline and the Institute of Inspection, Cleaning, Restoration Certification's Standard and Reference Guide for Professional Water Damage Restoration. PWGSC may verify if the recommendation is in accordance with the most recent guidelines.
- 3.5.5.6. Where specifically directed by PWGSC to be part of the investigation, completion of microbial sampling for both viable and/or total airborne

microbial according to approach specified by the PWGSC project leader. Completion of all laboratory analyses through a third party laboratory, as per section 4.

- 3.5.6. Completion of IAQ investigations in response to occupant complaints.
- 3.5.7. Completion of IAQ investigation as directed by the PWGSC project leader.
- 3.5.8. Sampling and monitoring for any identified agents as identified in the initial investigation as directed through consultation with PWGSC project leader
- 3.5.9. Preparation of reports outlining findings and recommendations as required in the call-up.

### **3.6. Completion of monitoring surveys for radon gas in buildings.**

Completion of surveys for radon in buildings including but not limited to:

- 3.6.1. Pre-project site visits to confirm details of project scope with the PWGSC project leader.
- 3.6.2. Review and comment of project-related documents provided by PWGSC
- 3.6.3. Pre-monitoring assessment and risk characterization of building
- 3.6.4. Completion of short-term monitoring using an electron-ion chamber (EIC), electron-integrating device (EID) or continuous radon monitor (CRM) method in a manner acceptable to the PWGSC project leader.
- 3.6.5. Completion of long-term monitoring using alpha-track detector (ATD), activated charcoal detector (ACD) or Electron Ion Chamber (EIC) method for a minimum of 90 days in a manner acceptable to the PWGSC project leader.
- 3.6.6. Analysis of all samples to be carried out at a Canadian National Radon Proficiency Program (C-NRPP) or National Radon Proficiency Program (NRPP) certified laboratory.
- 3.6.7. Preparation of reports outlining findings and recommendations as required in the call-up.

### **3.7. Workplace Occupational Hygiene Assessments**

Completion of Occupational Hygiene Assessments (i.e. chemical, lighting, noise exposure) in response to the Canada Occupational Health and Safety Regulations requirements, employee concerns or as a due diligence initiative. The Occupational Hygiene Assessment will include as a minimum:

- 3.7.1. Review existing documentation
- 3.7.2. Conduct an initial walkthrough of the site to obtain the necessary background information required to develop an investigation strategy.
- 3.7.3. Conduct a two phased investigative process which may require a Certified Industrial Hygienist (CIH) or Registered Occupational Hygienist (ROH) to.

### Phase I

- 3.7.3.1. Provide a mechanism (e.g., survey or complaint log over time and space and interview format) to gather relevant information regarding the site, building systems (HVAC, lighting, etc.) as appropriate, and/or occupant building concerns/complaints for the purpose of distribution to building occupants and/or maintenance personnel.
- 3.7.3.2. Establish a mechanism for the collection and evaluation of site related information above.
- 3.7.3.3. Provide a hypothesis of possible contributing factors which can either be addressed or used as a basis for further assessment of the space and/or occupational exposure factors that may account for the occupant concerns/complaints.

### Phase II

- 3.7.3.4. Recommend for approval additional site related assessments and/or standard occupational exposure assessment protocols to obtain quantitative evidence of occupant risk factors (i.e., Chemical, biological or physical agents) that may explain or identify the cause of occupant concerns or reported adverse health effects.
- 3.7.3.5. Conduct approved quantitative occupational exposure assessments of potentially offending agents and compare results to regulated occupational exposure limits and standards.
- 3.7.3.6. Provide recommendations for corrective action to address the identified contributing causes within the context of federal workplace legislation.
- 3.7.3.7. Preparation of reports outlining findings and recommendations as required in the call-up.

## **4. Laboratory testing/analysis**

The Consultant must complete all required laboratory testing/analysis through a third party accredited laboratory. PWGSC will pay such testing/analysis based on the actual cost charged by the accredited laboratory. Consultant must submit invoices from the accredited laboratory in order to claim for payment of the identified laboratory services.

- 4.1. The Consultant is responsible for ensuring that all PCM samples taken are analyzed in accordance with NIOSH methodology 7400, by an accredited PCM microscope operator who participates in a recognized third-party Quality Assurance and Quality Control (QA/QC) Program, and maintains valid standing.

## **5. PWGSC Responsibilities**

PWGSC will provide the following support:

- 5.1. Co-ordination with building representatives and/or occupant contacts for access to sites for job shows, investigation or oversight work.

5.2. Project-specific documentation and background information.

5.3. Floor plans or diagrams for planning and reporting purposes

## **6. Consultant Responsibilities**

6.1. The Consultant must provide the following project-specific information and documentation with every cost estimate submitted for call-ups against the SO

6.1.1. Project scope

6.1.2. Methodology

6.1.3. Health and Safety Plan

6.1.4. Schedule

6.1.5. Budget

6.1.6. Proposed personnel and their security clearance

6.2. It is the responsibility of the Consultant to ensure that there are sufficient staff who possess the required security clearances and that these security clearances do not lapse during the course of this standing offer.

6.3. It is the responsibility of the Consultant to ensure any hired sub-contractor meets the security requirements and has the required training and certifications for the work that is part of a call-up.

6.4. Ensure that all specialised tools, equipment, and safety devices are maintained in good working order and appropriately calibrated (with certification) and available to be used within the timeframe specified by the project leader.

6.5. The Consultant must be able to provide an "Emergency Response" (refers to a request for mobilisation of services within 4 hour time frame).

## **7. Language Capability**

Call-ups may require service(s) to be performed and reports to be submitted in either or both of Canada's Official Languages. The Consultant must meet any and all language requirements as necessary. Reporting terminology must be clear, concise and technically accurate.

## **8. Training and equipping of Resources**

The Consultant must ensure that all resources providing service under this Statement of Work (SOW) receive adequate training with respect to their job duties in order that the work is conducted properly and safely.

Where resources providing services require specialized tools, equipment or safety devices, the Consultant is responsible to ensure these items are provided at flow-through cost.

## **9. Information Sharing and safeguard of files**



The Consultant is responsible for ensuring that all documents, drawings, and other information is secured in accordance with the TB Policy on Government Security and associated references. All files and drawings remain property of the government of Canada and may only be shared with officials of the department for which the files are associated. Except where the Consultant has legal obligation to retain specific documentation, all documentation must be surrendered to the appropriate departmental officials (PWGSC Project Leader) prior to the termination of the call-up.

The Consultant must make all building files and records related to services provided under the SOW available to the PWGSC Project Leader within 10 working days of request. Storage of records must be done in a manner consistent with government record storage and disposal requirements and may in certain instances require records to be maintained at the site of work only.

## **10. Hours of Work**

The Consultant is responsible for ensuring that sufficient resources are available to respond to requests as may be identified by the PWGSC Project Leader. In addition, appropriate technology is to be made available to resources so they are accessible as required.

A significant number of services are intended to be delivered by the Consultant during core government working hours between 6 am and 6 p.m., Monday to Friday. However, on an “as and when requested” basis, work may be required outside regular hours, on weekends and Statutory Holidays. Project specific details will be identified at the time of the Request for Proposal.

The Consultant must provide back up support to cover for illness, holidays or other absences. The Consultant must accept and prepare for emergencies, unforeseen situations, or pre-planned activities that may require additional resources.

## **11. Reporting**

The Consultant must provide reports listed under each required service(s) identified by the call-up within timeline and format specified by PWGSC project leader.

In addition to written reports, the consultant may be requested to provide oral presentations on any of the aspects described in section 3 on an “as and when requested” basis, as outlined in project specific requests for proposals.

Along with the monthly invoices, the Consultant must provide time sheets and cost summaries for services rendered and a summary of which services have been provided. Signed time sheets or similar electronic records must be made available upon request for review by the Identified User.

## **12. Travel**

When travel is required, the Consultant is responsible for all travel arrangements to perform the work at no additional cost to each call-up. Travel outside of NCA will be paid in accordance with the “Basis of Payment”.

### **13. References**

- American Industrial Hygiene Association
- ASHRAE Standard 62 entitled Ventilation for Acceptable Indoor Air Quality
- ASHRAE Standard 55-2004, Thermal Environmental Conditions for Human Occupancy
- Canadian Construction Association, 2004. Mould Guidelines for the Canadian Construction Industry
- Canada Labour Code
- Canada Occupational Health and Safety Regulations
- Environmental Abatement Council of Ontario (EACO) Mould Abatement Guideline
- National Joint Council Occupational Health and Safety Directive (NJC OHSD)
- New York City Department of Health Protocol
- Ontario Ministry of Labour Guideline: Silica on Construction Projects
- Ontario Ministry of Labour Guideline: Lead on Construction Projects
- Ontario Regulation O.Reg. 490/09 - Designated Substances
- Ontario Environmental Protection Act R.R.O. 1990, Regulation 362 Waste Management - PCB'S
- Ontario Environmental Protection Act R.R.O. 1990,
- Ontario Occupational Health and Safety Act
- PWGSC Asbestos Management Standard
- PWGSC MD15000-2012, Mechanical Environmental Standard for Federal Office Buildings
- Province of Quebec's *An Act Respecting Occupational Health and Safety*.
- Province of Quebec Environment Quality Act Regulation respecting hazardous materials.
- Regulation 347 General - Waste Management
- The American Conference of Governmental Industrial Hygienists
- United States Environmental Protection Agency

### **14. Acronyms**

- ASHRAE - American Society of Heating, Refrigerating and Air-Conditioning Engineers
- CAD - Computer-aided Design



- CALA - Canadian Association for Laboratory Accreditation
- CRM – Continuous radon monitor
- EIC – Electron-ion chamber
- EID – Electron-integrating device
- IAQ - Indoor Air Quality
- NIOSH - National Institute for Occupational Safety and Health
- NMS - National Master Specification
- NVLAP - National Voluntary Laboratory Accreditation Program
- PCBs – Polychlorinated Biphenyls
- PCM - Phase Contrast Microscopy
- QA - Quality Assurance
- QC - Quality Control
- RCS - Reuter Centrifugal Sampler
- TEM - Transmission Electron Microscopy