



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

Government of Canada Building

101 - 22nd Street East, Suite 110

Saskatoon

Saskatchewan

S7K 0E1

Bid Fax: (306) 975-5397

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

### Proposal To: Public Works and Government Services Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

### Proposition aux: Travaux Publics et Services Gouvernementaux Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

### Comments - Commentaires

### Vendor/Firm Name and Address

### Raison sociale et adresse du

### fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Travaux  
publics et Services gouvernementaux Canada

Harry Hays Building (HHB)

Room 759, 220-4th Avenue SE

Calgary

Alberta

T2G 4X3

<b>Title - Sujet</b> Traffic Control Services	
<b>Solicitation No. - N° de l'invitation</b> 5P424-190242/B	<b>Date</b> 2020-02-20
<b>Client Reference No. - N° de référence du client</b> 5P424-190242	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$CAL-129-7033	
<b>File No. - N° de dossier</b> CAL-9-42059 (129)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-03-16</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Izzotti, Diana	<b>Buyer Id - Id de l'acheteur</b> cal129
<b>Telephone No. - N° de téléphone</b> (403) 680-6109 ( )	<b>FAX No. - N° de FAX</b> (306) 975-5397
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PARKS CANADA P.O.BOX 220 RADIUM HOT SPRINGS British Columbia V0A1M0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

This bid solicitation cancels and supersedes previous bid solicitation number 5P424-190242/A dated December 23<sup>rd</sup> 2019 with a closing of February 4th 2020 at 2pm.

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS .....	4
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS.....	4
2.3 FORMER PUBLIC SERVANT.....	5
2.4 ENQUIRIES - BID SOLICITATION.....	6
2.5 APPLICABLE LAWS.....	6
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>6</b>
3.1 BID PREPARATION INSTRUCTIONS .....	6
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>8</b>
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION.....	9
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>9</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	9
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	9
<b>PART 6 - INSURANCE REQUIREMENTS .....</b>	<b>10</b>
6.1 INSURANCE REQUIREMENTS .....	10
<b>PART 7 - RESULTING CONTRACT CLAUSES .....</b>	<b>10</b>
7.1 STATEMENT OF WORK.....	10
7.2 STANDARD CLAUSES AND CONDITIONS .....	12
7.3 SECURITY REQUIREMENTS .....	12
7.4 TERM OF CONTRACT .....	12
7.5 AUTHORITIES .....	12
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	13
7.7 PAYMENT .....	14
7.8 INVOICING INSTRUCTIONS .....	15
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	15
7.10 APPLICABLE LAWS.....	15
7.11 PRIORITY OF DOCUMENTS .....	16
7.12 SACC MANUAL CLAUSES.....	16
7.13 FOREIGN NATIONALS (CANADIAN CONTRACTOR) .....	16
7.14 INSURANCE REQUIREMENTS .....	16
<b>ANNEX "A" STATEMENT OF WORK.....</b>	<b>17</b>
<b>ANNEX "B" BASIS OF PAYMENT .....</b>	<b>34</b>
<b>ANNEX "C" TO PART 3 OF THE BID SOLICITATION .....</b>	<b>39</b>
<b>ANNEX "D" TO PART 5 OF THE BID SOLICITATION .....</b>	<b>40</b>

N° de l'invitation - Solicitation No.  
5P424-190242/B  
N° de réf. du client - Client Ref. No.  
5P424-190242

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

Id de l'acheteur - Buyer ID  
CAL129  
N° CCC / CCC No./ N° VME - FMS

---

<b>ANNEX “E” INSURANCE .....</b>	<b>41</b>
<b>ANNEX “F” - TECHNICAL EVALUATION.....</b>	<b>42</b>
<b>ANNEX “G” – TASK AUTHORIZATION (EXAMPLE) .....</b>	<b>47</b>
<b>ANNEX “H” – NAMED INDIVIDUALS .....</b>	<b>48</b>
<b>ANNEX "I" TASK AUTHORIZATION USAGE REPORTS.....</b>	<b>50</b>

---

## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Insurance Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

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

### 1.2 Summary

Parks Canada require a service contract to supply all labour, material, equipment, tools, transportation and supervision necessary for traffic control and managing traffic flow at key locations in the village of Lake Louise and the Lake Louise Park and Ride, Moraine Lake Road, and the Trans-Canada Highway daily through the summer season.

The Contract will be from May 1<sup>st</sup> 2020 to April 30<sup>th</sup> 2021. The work performed will be required during the busy season from (estimated) May 15<sup>th</sup> 2020 to October 15<sup>th</sup> 2020. Canada retains the irrevocable option to extend the period for two (2) additional one (1) year consecutive periods.

See Annex A for complete details.

#### 1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause [A3050T](#), may be considered. [Canadian Content Definition \(2018-12-06\) A3050T](#)

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

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

**1.2.2** The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

**1.2.3** This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### **1.3 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

The 2003 (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days    Insert: 120 days

### **2.2 Submission of Bids**

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

**Bid Receiving Public Works and Government Services Canada  
Government of Canada Building  
101 22<sup>nd</sup> Street East, Suite 110  
Saskatoon, SK S7K 0E1**

**FAX number: (306) 975-5397**

**epost Connect:**

[ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca)

**Note:** Bids will **not** be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send

bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

#### Former Public Servant in Receipt of a Pension

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

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

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

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

## Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000,00 including Applicable Taxes.

### 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### 2.5 Applicable Laws

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

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1 GB per single message posted and a limit of 20 GB per conversation.

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

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications  
Section IV: Additional Information

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

Section I: Technical Bid (1 hard copy)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)  
Section IV: Additional Information (1 hard copy)

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

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

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

### **Section I: Technical Bid**

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

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

### **Section II: Financial Bid**

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

---

### 3.1.2 Electronic Payment of Invoices – Bid

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

If the Electronic Payment Instruments section is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### 3.1.3 Exchange Rate Fluctuation

[Exchange Rate Fluctuation \(2013-11-06\) C3011T](#)

## Section III: Certifications and management bid

Bidders must submit the certifications and additional information required under Part 5 and Annex F. In their management bid Bidders must describe; their capability and experience, the project management team, and provide client contact(s) that can support the project experience.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1. Mandatory Technical Criteria

- a) Ability to perform the full scope of the work described in Annex “A” and obtaining a minimum of 69 points in Annex F.
- b) Provision of pricing as requested in Annex “B”, Basis of Payment for all of the items shown in the Proposed Basis of Payment.

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Mandatory Financial Criteria

[Evaluation of Price - Bid \(2014-06-26\) A0220T](#)

##### 4.1.2.2 Evaluation Process

1. Bidders must obtain a minimum of 69 points on Annex F to proceed to the financial evaluation.
2. The evaluated bid price will be determined as follows:
  - a. The firm lot prices will be multiplied by the number of days to determine the extended total.
  - b. The totals from tables 1, 2, & 3 will be added together to arrive at the total evaluated bid price.

---

## 4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to Contract Award and Additional Information

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

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### 5.2.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

## PART 6 – INSURANCE REQUIREMENTS

### 6.1 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex E.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.2 Task Authorization

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

---

**7.1.2.1 Task Authorization Process:**

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

**7.1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of **\$40,000.00**, applicable Taxes included, inclusive of any revisions.

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

**7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

**7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

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

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

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

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

**Reporting Requirement – Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

**For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

**For all authorized tasks:**

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

## **7.2 Standard Clauses and Conditions**

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

### **7.2.1 General Conditions**

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

## **7.3 Security Requirements**

**7.3.1** There is no security requirement applicable to the Contract.

## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The period of the Contract is from May 1<sup>st</sup> 2020 (anticipated) to April 30<sup>th</sup> 2021 inclusive.

### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### **7.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

---

Name: Diana Izzotti  
Title: A/Procurement Specialist  
Organization: Public Works and Government Services Canada - Acquisitions Branch  
Address: Harry Hays Building, 759, 220-4th Avenue SE  
Calgary, AB - T2G 4X3  
Telephone: 403-680-6109  
Facsimile: 306-975-5397  
E-mail address: [diana.izzotti@pwgsc-tpsgc.gc.ca](mailto:diana.izzotti@pwgsc-tpsgc.gc.ca)

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

### 7.5.2 Project Authority

The Project Authority for the Contract is: (to be identified in the contract)

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

### 7.5.3 Contractor's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_

PBN # \_\_\_\_\_

To register for a Procurement Business Number (PBN) please go to:

<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWJdGlVbj1yZWdpc3Rlci5pbmRybyZpZD0x>

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada

## 7.7 Payment

### 7.7.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

For the Work described in Section 2 of the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm lot prices for a cost of \$\_\_\_\_\_ (amount to be inserted at contract award). Customs duties are included and Applicable Taxes are extra.

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

### 7.7.2 Basis of Payment - Firm Unit Price(s) or Firm Lot Price - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm lot prices, in accordance with the Basis of Payment, in Annex B as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

### 7.7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed **\$ (to be determined)**.

Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.7.4 Monthly Payment

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

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

---

**7.7.5 T1204 - Direct Request by Customer Department**

T1204 - Direct Request by Customer Department ([\(2007-11-30\) A9117C](#))

**7.7.6 Electronic Payment of Invoices – Contract**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

**7.7.7 Discretionary Audit**

[Discretionary Audit - Commercial Goods and/or Services \(2010-01-11\) C0100C](#)

**7.7.8 Time Verification**

[Time Verification \(2008-05-12\) C0711C](#)

**7.8 Invoicing Instructions**

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

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

**7.9 Certifications and Additional Information****7.9.1 Compliance**

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

**7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

**7.10 Applicable Laws**

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

---

### 7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions [General Conditions - Higher Complexity - Services \(2018-06-21\) 2035](#)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex E, Insurance Requirements;
- (f) Annex F, Technical Evaluation
- (g) the signed Task Authorization(s) (including all of its annexes, if any);
- (h) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*)

### 7.12 SACC Manual Clauses

[Canadian Content Certification \(2008-05-12\) A3060C](#)  
[Government Site Regulations \(2010-01-11\) A9068C](#)

### 7.13 Foreign Nationals (Canadian Contractor)

[Foreign Nationals \(Canadian Contractor\) \(2006-06-16\) A2000C](#)

### 7.14 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex E. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

---

## ANNEX "A" STATEMENT OF WORK

### Traffic Control Personnel 2020

#### 1. Scope

##### 1.1 Background

The Lake Louise area in Banff National Park is an iconic Canadian destination that welcomes millions of visitors every year. Traffic congestion to this scenic location is increasingly problematic with higher visitation each year.

In 2017, 2018, and 2019 measures were implemented to further help alleviate traffic congestion and positively affect visitor experience such as:

- Daily shuttle service to Upper Lake Louise
- Daily shuttle service to the Village of Lake Louise
- Daily early bird shuttle to Moraine Lake
- Traffic control personnel managing traffic flow at key locations in the village of Lake Louise and the Lake Louise Park and Ride daily through the summer season.

In 2020, we anticipate to have a similar level of service as we had in 2019, however shuttle bus times will be extended. In addition, we will be implementing an online reservation system for shuttle bus tickets with no ticket sales occurring at the Lake Louise Park and Ride.

Daily traffic flaggers will be in place and a shuttle service will be provided by Parks Canada. We will be working to proactively communicate to visitors the difficulties that may be experienced while reaching Lake Louise and Moraine Lake and alternative options for transportation in the area.

**These services can be seen by visitors as an extension of the face of Parks Canada Agency, therefore emphasis on professionalism and quality at all times is of the utmost importance.**

##### 1.2 Objectives

###### 1.2.1 Village of Lake Louise and Upper Lake Louise Parking Lots, and Upper Lake Louise parking lots;

Parks Canada will implement daily management of traffic flow in the village of Lake Louise and in the Upper Lake Louise parking lots for one hundred and fifty-one days (151) days in May, June, July, August, September, and October, from May 15 to October 12, 2020.

###### 1.2.2 Lake Louise Park and Ride

Parks Canada will implement services for the management of traffic flow and parking in the Lake Louise Park and Ride daily to support shuttle service to the Village and Upper Lake Louise from May 15 to October 12, 2020.

###### 1.2.3 Moraine Lake Road and Parking Lot

Parks Canada will implement services for the management of traffic flow and parking at the junction of Lake Louise Drive and Moraine Lake Road, as well as in the Moraine Lake parking lot from May 19 to October 12, 2020. Flaggers will be present daily from 06:00 – 23:00 and will be responsible for closing the gate across Moraine Lake road every night at 23:00, and opening it at 06:00 each morning.

##### 1.3 Reference Documents

###### 1.3.1 Appendix A: Traffic Control Personnel Deployment Locations

1.3.2 Appendix B: Sign Requirements

1.3.3 Appendix C: Shuttle Services Bus Routes

1.3.4 Appendix D: Parking Lot Pictures

## 2. Requirements

For the duration of the contract, the Contractor is responsible for the following:

### 2.1 Scope of Work

The Contractor must provide a minimum of 24 traffic controllers who will be responsible for traffic management services in the village of Lake Louise, Upper Lake Louise parking lots, and the Lake Louise Park and Ride from May 15 to October 12, 2020.

**2.1.1** Providing 14 traffic controllers (including 1 project lead and 1 supervisor) to manage traffic flow in the village of Lake Louise and the Upper Lake Louise parking lots (see personnel deployment locations and schedules in **Appendix A**) over one hundred and fifty-one days (151) days in May, June, July, August, September, and October. Traffic management must operate from 08:00 to 20:00.

Month	May	June	July	August	September	October
Dates	15-31	1-30	1-31	1-31	1-30	1-12
Total Number of days	17 days	30 days	31 days	31 days	30 days	12 days

**2.1.2** Providing 2 traffic controllers who will be responsible for traffic management at the west ramp of the Trans-Canada Highway (see personnel locations and schedules in Appendix A) for a period of 105 days in May, June, July, August, September and October. Traffic management services must be available from 08:00 to 20:00.

Month	May	June	July	August	September	October
Dates	15-31 (Fri - Sun)	1-30 (Fri- Sun from 29 <sup>th</sup> June)	1-31 (everyday )	1-31 (everyday )	1-30 (Fri -Sun. After Sept 2nd)	1-12 (Fr- Sun.)
Total number of days	9 days	12 days + 2 days	31 days	31 days	2 days + 12 days	6 days

**2.1.3** Providing 2 traffic controllers to manage traffic flow and access at Moraine Lake Road on Lake Louise Drive (see personnel deployment locations and schedules in **Appendix A**), and 2 traffic controllers at the Moraine Lake parking lot over one hundred and forty-seven days (147) days in May, June, July, August, September, and October. Access management must operate from 06:00 to 23:00 May 19 to October 12, 2020.

Month	May	June	July	August	September	October
Dates	19-31	1-30	1-31	1-31	1-30	1-12
Total Number of days	13 days	30 days	31 days	31 days	30 days	12 days

**2.1.4** Providing 4 traffic controllers to manage traffic flow and parking in the Lake Louise Park and Ride (see personnel deployment locations and schedules in **Appendix A**) over one hundred and fifty-one

days (151) days in May, June, July, August, September, and October. Parking management must operate from 06:00 to 20:00.

Month	May	June	July	August	September	October
Dates	15-31	1-30	1-31	1-31	1-30	1-12
Total Number of days	17 days	30 days	31 days	31 days	30 days	12 days

**2.1.5** Daily install by 06:00 and removal after 20:00 (may be laid down or covered) of speed control signs along Trans-Canada Highway as laid out by Parks Canada for the duration of the contract.

**2.1.6** Ensuring all 24 traffic controllers attend a one-day orientation in May. Training will be provided by the Royal Canadian Mounted Police (RCMP) and Parks Canada.

## 2.2 As and When Requested Services

Parks Canada may require additional traffic management services on an as and when requested basis. The Project Authority will inform the Contractor of the requirements and authorize the work in accordance with the Work Authorization process identified in the Contract and Annex "B". Any changes in excess of or outside the scope of the Contract must be approved in writing by the Contract Authority. When work is performed under section 2.2 (Services provided on request), at least one of the appointed supervisors must be on site at all times.

## 2.3 Level of Service

The contractor must identify one (1) project lead and two (2) supervisors. Each must have at least two (2) years of experience managing a traffic control team that is similar in scope, nature and complexity to the requirements described herein. These individuals must be listed in ANNEX I and made known to the Parks Canada Project Authority at the commencement of the Contract.

Either the identified project lead or one (1) of the two (2) supervisors must be on location at all times for the duration of each shift, unless prior consent of the PCA Project Authority has been given. When work is being performed under section 2.2 'As and When Requested Services' a minimum of one (1) of the identified supervisors must be on location at all times.

A minimum of 2 supervisors, each with a vehicle, are required for long weekends during the contract (May 15, 16, 17, 18; June 26, 27, 28; July 1, 3, 4, 5, 31; August 1, 2, 3; September 4, 5, 6, 7)

Any staffing changes to replace the identified project lead and/or two (2) supervisors must be made known to the PCA Project Authority before the start of the next shift and possess the required experience.

These individuals are responsible for the following:

- Act as a single points of contact for the PCA Project Authority.
- Act as a liaison between the PCA Project Authority and all other contractor staff and/or subcontractor(s) onsite carrying out work under this contract.
- Receiving on behalf of the Contractor, any request, direction or other communication from the PCA Project Authority in relation to the work being performed under the contract.
- Having experience and training in all aspects of the work
- Is responsible for the training, orientation and overseeing performance of the contractor staff and/or subcontractor(s) to the contract requirements and obligations.

- 2.3.1** The project manager or one of the two supervisors must be on site for the duration of each shift, unless the consent of the Parks Canada Project Authority has been obtained beforehand. The project manager is the contact person to contact in the event of a problem on site, and he/she must be available by telephone or email during the hours indicated in the contract. He/she can move from one workplace to another or work remotely.
- 2.3.2** The contractor must
- a) Carry out traffic control in accordance with the latest version of the Traffic Control Manual for Work on Roadways, distributed by Alberta Ministry of Transportation, except where specified otherwise;
  - b) Provide competent traffic controllers, properly trained and equipped as per the Alberta Traffic Accommodation in Work Zones Guidelines;
  - c) Provide 14 traffic controllers (including the one (1) project lead and one (1) supervisor identified under section 2.3) on location at all times to adequately manage traffic flow in the village of Lake Louise and the Upper Lake Louise parking lots over one hundred and fifty-one days (151) days in May, June, July, August, September, and October. The bulk of traffic management will operate from 06:00 to 20:00 as outlined in 2.1 Scope of Work;
  - d) Provide 2 traffic controllers to manage traffic flow and access at Moraine Lake Road on Lake Louise Drive and 2 traffic controllers at the Moraine Lake parking lot over one hundred and forty-seven days (147) days in May, June, July, August, September, and October. One extra supervisor (for a minimum of 2) is required on long weekends (see section 2.3). The location of this supervisor will be directed by Parks Canada. Access management must operate from 06:00 to 23:00, May 22 to October 12, 2020 as outlined in 2.1. Scope of Work;
  - e) Provide an additional supervisor (for a minimum of two supervisors) during long weekends. The location of this supervisor is determined by Parks Canada. Access management services must be provided from 6:00 to 23:00 from May 22 to October 12, 2020, in accordance with section 2.1;
  - f) Provide 4 traffic controllers to manage traffic flow and parking in the Lake Louise Park and Ride over one hundred and fifty-one days (151) days in May, June, July, August, September, and October. Parking management must operate from 06:00 to 20:00 as outlined in 2.1. Scope of Work;
- 2.3.3** Aside from during emergency situations, or at the direction of Parks Canada, Lake Louise Fire Rescue or the Royal Canadian Mounted Police (RCMP), keep the flow of traffic moving at all times along Lake Louise Drive, in the Upper Lake Louise Parking Lot and at key intersections in the village of Lake Louise. In the event of an emergency situation, direction to close any roads and restrict traffic must come from Parks Canada, Lake Louise Fire Rescue, or the RCMP.
- 2.3.4** Provide support to Parks Canada staff, Lake Louise Fire Rescue or the Royal Canadian Mounted Police (RCMP) in the case of medical emergencies, or road closures along the route traffic control personnel is deployed;
- 2.3.5** Provide support to the 2020 Lake Louise Traffic Management Plan by giving shuttles, Parks Canada and other commercial vehicles the right of way when possible;
- 2.3.6** Professionally managing traffic and parking throughout the Lake Louise area including the village, Lake Louise parking lot, Moraine lake junction and parking lot as well as the Lake Louise Park and Ride;
- 2.3.7** Provide, set up and take down required signage on Highway #1 in close proximity to the Lake Louise Park and Ride (as described in **Appendix B**).

Refer to **Appendix A** for traffic control personnel deployment locations and schedules, **Appendix B** for shuttle signs requirements, **Appendix C** for shuttle services bus routes and **Appendix D** for pictures of parking lots.

## 2.4 Contractor Responsibilities

The Contractor must:

- 2.4.1** Maintain daily schedule as outlined in 2.1. Scope of Work;
- 2.4.2** Provide adequate number of traffic controllers as outlined in 2.1 Scope of Work;
- 2.4.3** Provide all required signage, safety equipment, and any other items required by the standards, rules, and regulations applicable in the province of Alberta;
- 2.4.4** Control electronic message boards or radar boards (owned or rented by PCA) as directed by the PCA Project Authority;
- 2.4.5** Cover any signage in areas of flaggers when needed, as required by the standards, rules, and regulations applicable in the province of Alberta. Supplying and erect signage to let visitors know that flaggers are ahead, as in sign plan or as directed by Parks Canada;
- 2.4.6** Be in good standing and conform to their Workers Compensation Board (WCB) regulations and be prepared to prove this when requested;
- 2.4.7** Have an effective and functioning drug and alcohol or fit for duty policy that has been in place for a minimum of 12 months;
- 2.4.8** Provide Personal Protective Equipment (PPE) to all traffic controllers as required by the standards, rules and regulations applicable in the province of Alberta;
- 2.4.9** Provide and ensure contractor/subcontractor personnel present themselves in a clean, tidy and well-groomed manner. And at all times are neatly clothed, wearing either matching uniforms or matching identifier clothing appropriate for traffic control work while performing under this contract. Parks Canada holds the right to approve any uniforms in advance of the contract start date.
- 2.4.10** Ensure vehicles used to perform duties display all required markings and lighting as required in the province of Alberta;
- 2.4.11** Provide all traffic controllers with daily meetings to keep them updated of any real time changes in procedure or protocol;
- 2.4.12** Ensure all traffic controllers are able to communicate clearly in English in an effective, efficient and professional manner;
- 2.4.13** Provide excellent customer service by ensuring that all traffic controllers conduct and present themselves in a positive and professional manner at all times. Abusive and offensive language and / or conduct will not be tolerated at any time. Any individuals

---

demonstrating such behavior must be removed and replaced by the contractor immediately (within 24 hours);

**2.4.14** Ensure smoking and eating is done out of sight of visitors and cigarette butts and food waste are disposed of in appropriate waste receptacles;

**2.4.15** Ensure all traffic controllers are familiar and comply with all aspects National Parks Act and Regulations;

**2.4.16** Ensure any temporary shelters or structures are approved by Parks Canada before they are erected;

**2.4.17** Provide traffic controllers accommodation or transportation at its own cost (if required).

## **2.5 Constraints**

**2.5.1** Emergency vehicles must be given immediate right of way;

**2.5.2** Parks Canada shuttle buses and Parks Canada vehicles are to be given the right of way when feasible;

**2.5.3** Roam Transit and any other commercial shuttles and tours are to be given the right of way when feasible;

**2.5.4** Traffic controllers must comply with the procedures laid out in the Lake Louise Traffic Management Plan document provided;

**2.5.5** Personnel are required to dispose of all garbage, including cigarette butts, in the appropriate receptacles to prevent it becoming a wildlife attractant;

**2.5.6** Parks Canada reserves the right to request the removal of any traffic control personnel not adhering to the work as defined and immediately provide a replacement at no additional cost;

**2.5.7** Under no circumstances are traffic control personnel to accept tips from visitors.

**2.5.8** Drugs and Alcohol:

FPCA expects the Contractor, their staff and any subcontractor to conduct themselves in an appropriate manner to ensure integrity, professionalism and safety is maintained at all times. The contractor, their staff and any subcontractor must behave in an appropriate manner and be able to perform their responsibilities at all times. Being under the influence of any substance impairing their ability and performance of the work under the contract is not permitted at any time.

## **3. Support Provided by Parks Canada Agency**

Parks Canada shall:

**3.1.1** Provide a traffic control orientation to all traffic controllers;

**3.1.2** Provide the contractor with a copy of the 2020 Lake Louise Traffic Management Plan;

**3.1.3** Provide a one (1) day shuttle program orientation to all traffic controllers;

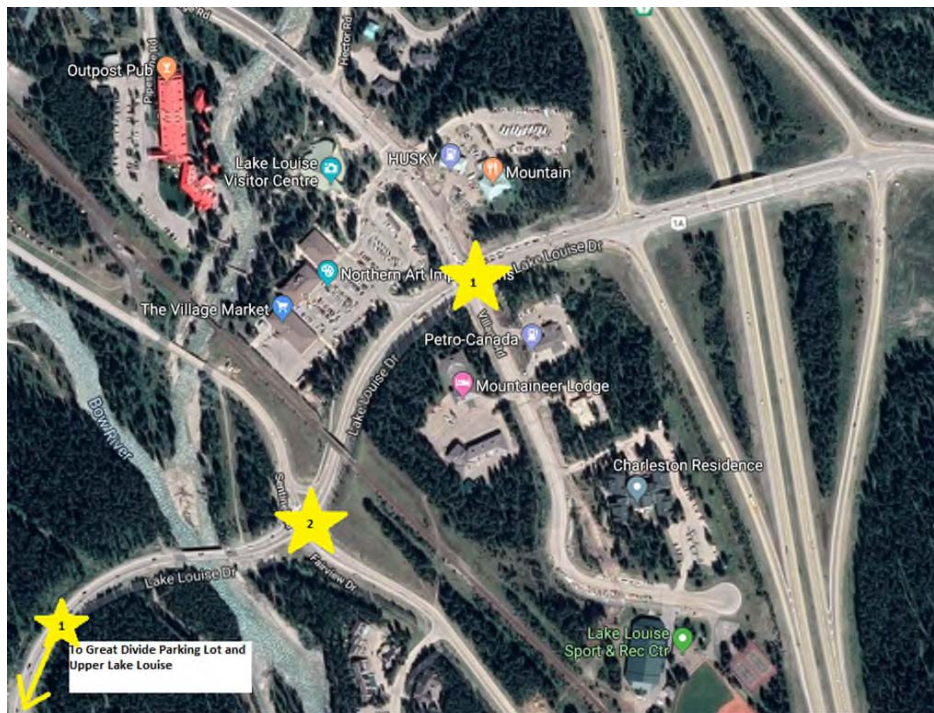
**3.1.4** Provide a means of communication (radios) to traffic controllers at each location;

- 3.1.5** Provide the contractor with a site map identifying the shuttle services bus routes offered (see **Appendix C**);
- 3.1.6** Provide the contractor with a site map identifying deployment of traffic controllers (refer to **Appendix A**);
- 3.1.7** Working with the RCMP, provide one (1) day of Lake Louise specific traffic flagger training to all traffic controllers.

#### **Appendix A – Traffic Control Personnel Deployment Locations**

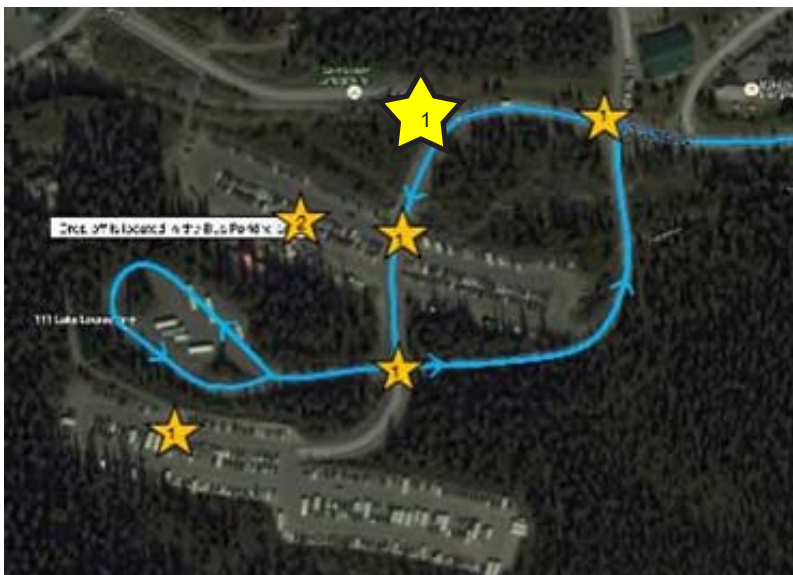
##### Village of Lake Louise

- 2 traffic controllers at the 1<sup>st</sup> village 4-way stop (Lake Louise Drive / Village Road) 08:00 to 20:00. May need to add an alternate traffic controller during the contract. The addition of signalization will be occurring at this intersection.
- 2 traffic controllers (1 + 1 alternate) at the 2<sup>nd</sup> village 4-way stop (Lake Louise Drive / Sentinel Rd / Fairview Rd) 08:00 to 20:00.
- 1 traffic controller at the Great Divide Parking Lot 08:00 to 20:00.
- 1 Supervisor 08:00 to 20:00.
- May 15 – October 12, 2020



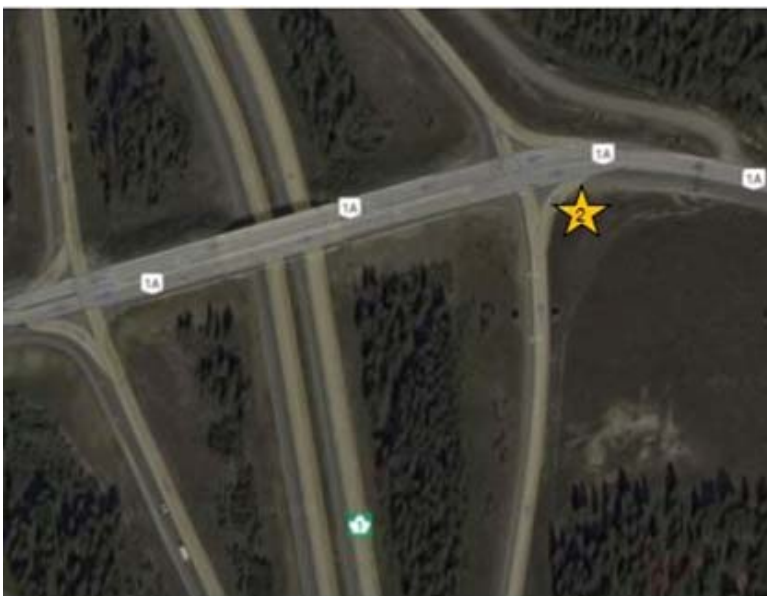
##### Upper Lake Louise Parking Lots

- 7 traffic controllers at the Upper Lake Louise parking lots. 08:00 to 20:00, May 15 – October 12, 2020.
- Please note: locations in this section may change depending on traffic needs



#### Trans-Canada Highway

- 2 traffic controllers at the Westbound TCH ramp (1 + 1 alternate) between 08:00 and 20:00 Friday – Sunday at season onset and daily from June 29<sup>th</sup> to September 2<sup>nd</sup>, then again Friday – Sunday until October 12<sup>th</sup> 2020.



#### Lake Louise Park and Ride

- 4 traffic controllers staggered at the Lake Louise Park and Ride with daily coverage from 06:00 to 20:00 and minimum overlap of all 4 between 09:00 and 18:00. May 15 – October 12, 2020.



#### Moraine Lake Road

- 2 traffic controllers at the Moraine Lake turn off (Moraine Lake Road / Lake Louise Drive) 06:00 to 23:00, over one hundred and forty-seven days (147) days in May 19 – October 12, 2020. Access management must operate from 06:00 to 23:00.
- Responsible for opening physical gate at Moraine Lake Road at 06:00 and closing gate at 23:00.



#### Moraine Lake Parking Lot

- 2 traffic controllers at the Moraine Lake parking lot over one hundred and forty-seven days (147) days in May 19 – October 12, 2020. Access management must operate from 06:00 to 23:00.



#### **Appendix B –Signs Requirements (see Annex G)**

#### **Appendix C – Shuttle Services Bus Routes**

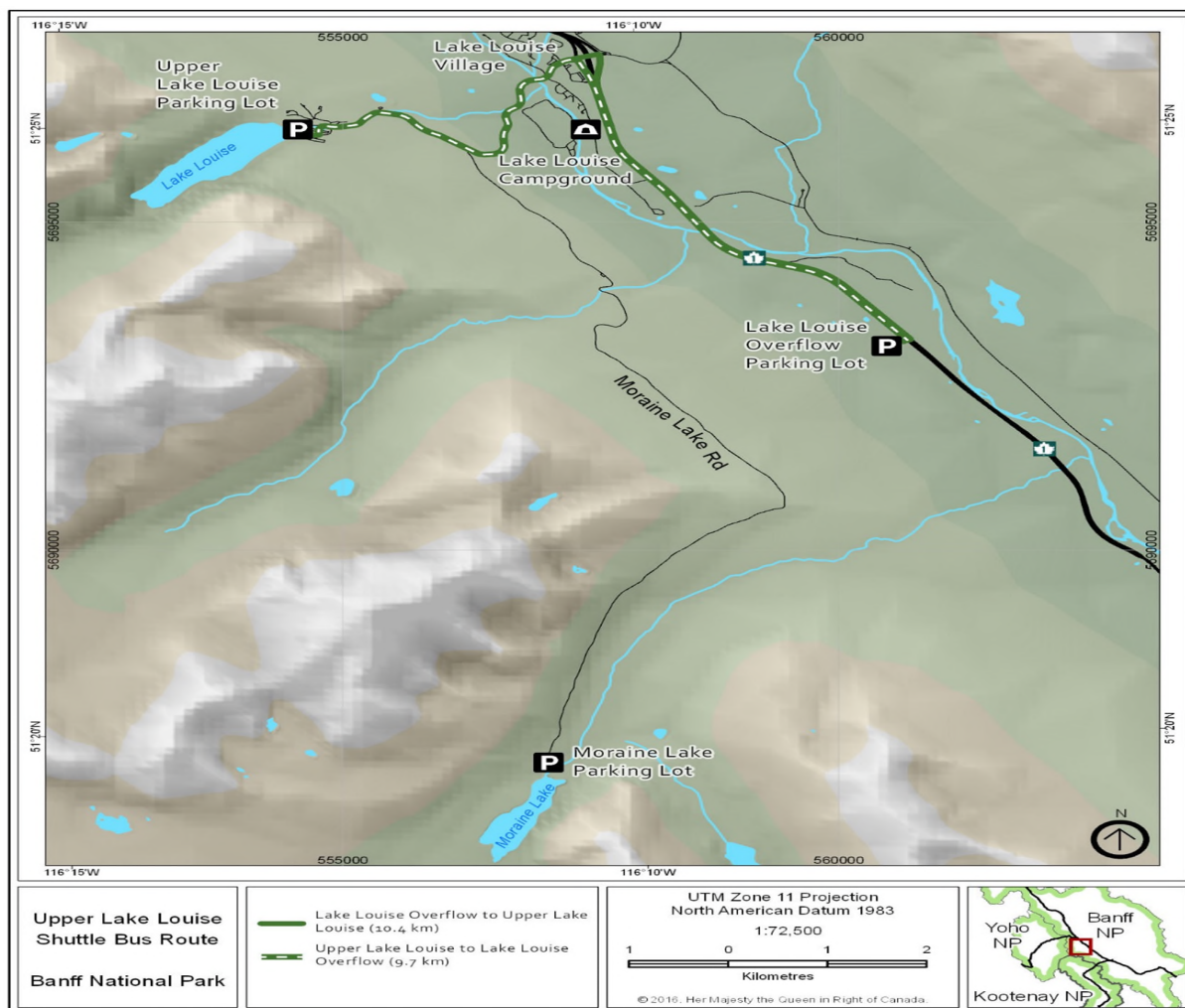
##### Upper Lake Louise Shuttle Bus Route

The shuttle service from the Lake Louise Park & Ride to Upper Lake Louise runs from May 15 to October 12, 2020, 08:00 – 20:30.

N° de l'invitation - Solicitation No.  
5P424-190242/B  
N° de réf. du client - Client Ref. No.  
5P424-190242

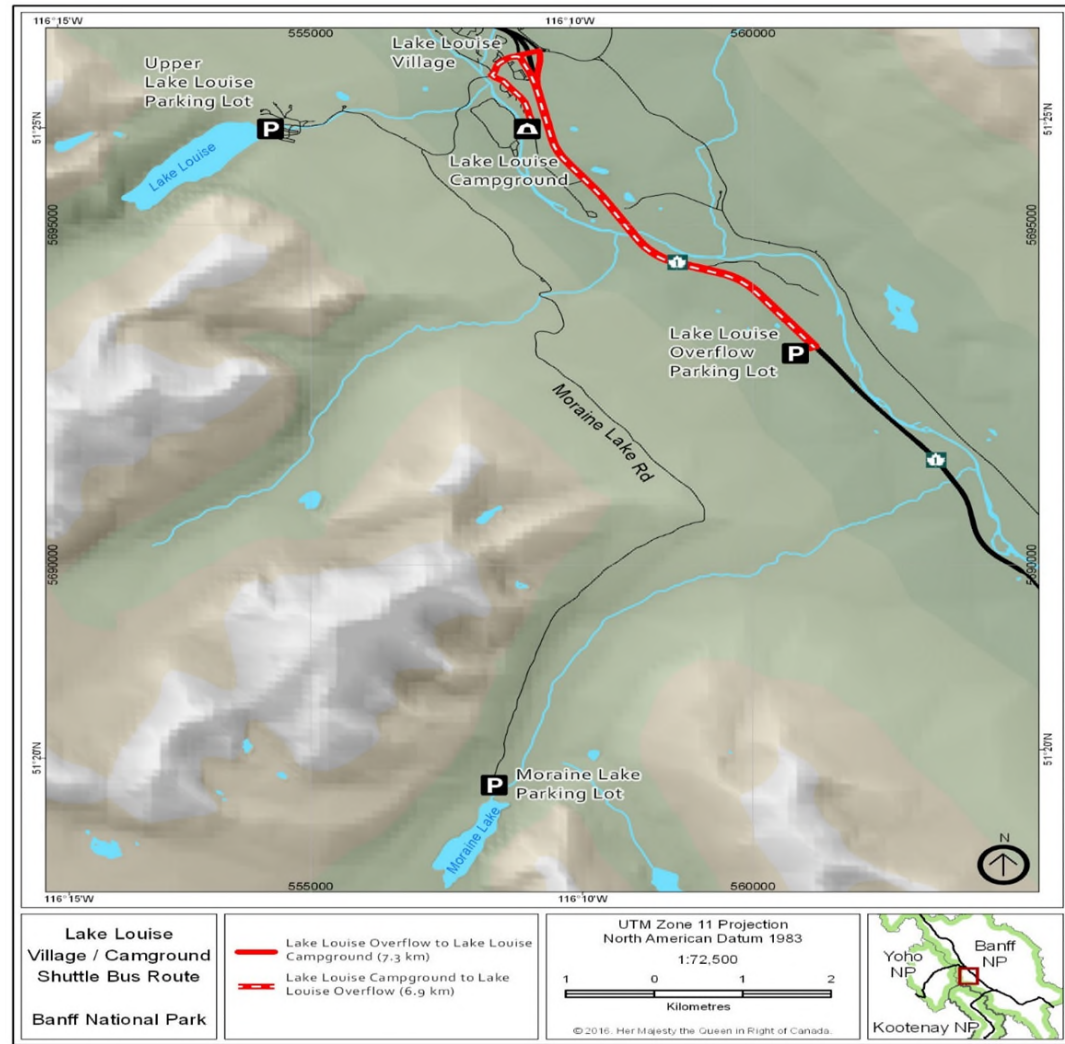
N° de la modif - Amd. No.  
File No. - N° du dossier

Id de l'acheteur - Buyer ID  
CAL129  
N° CCC / CCC No./ N° VME - FMS



### Lake Louise Village / Campground Shuttle Bus Route

The shuttle service from the Lake Louise Park and Ride to the village of Lake Louise and Lake Louise Campground runs from May 15 to October 12, 2020, 08:00 – 20:30.



### Moraine Lake Shuttle Bus Route

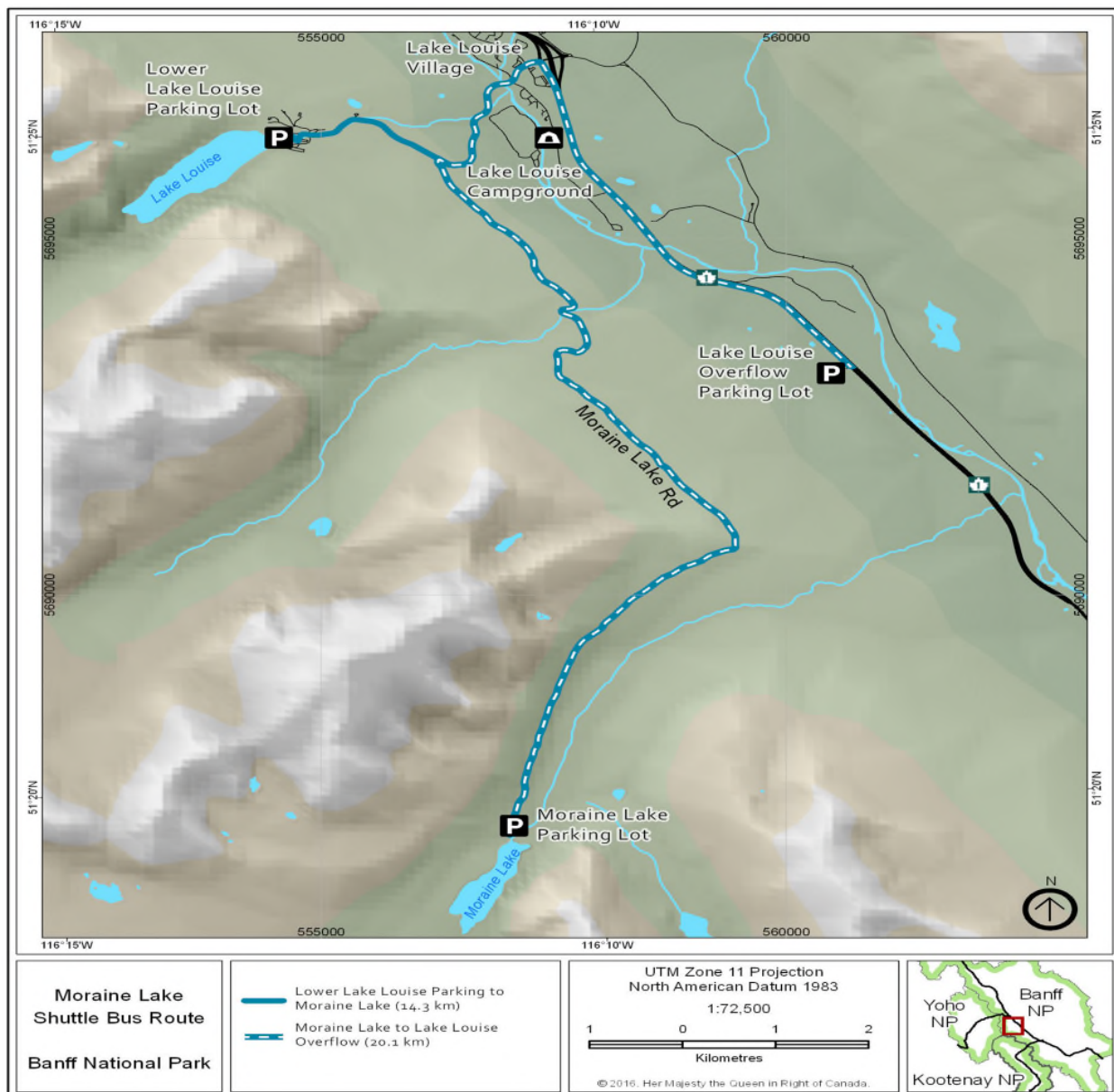
The shuttle service from the Lake Louise Park and Ride to Moraine Lake parking lot runs from 08:00 to 19:30 from May 22 to October 12, 2020. However, traffic control personnel along Moraine Lake Road must start from May 19, 2020.

**Please note** that this shuttle bus route must first go up to Lake Louise parking area, in order to make a right hand turn onto Moraine Lake Road. It will not stop at Lake Louise parking area.

N° de l'invitation - Solicitation No.  
5P424-190242/B  
N° de réf. du client - Client Ref. No.  
5P424-190242

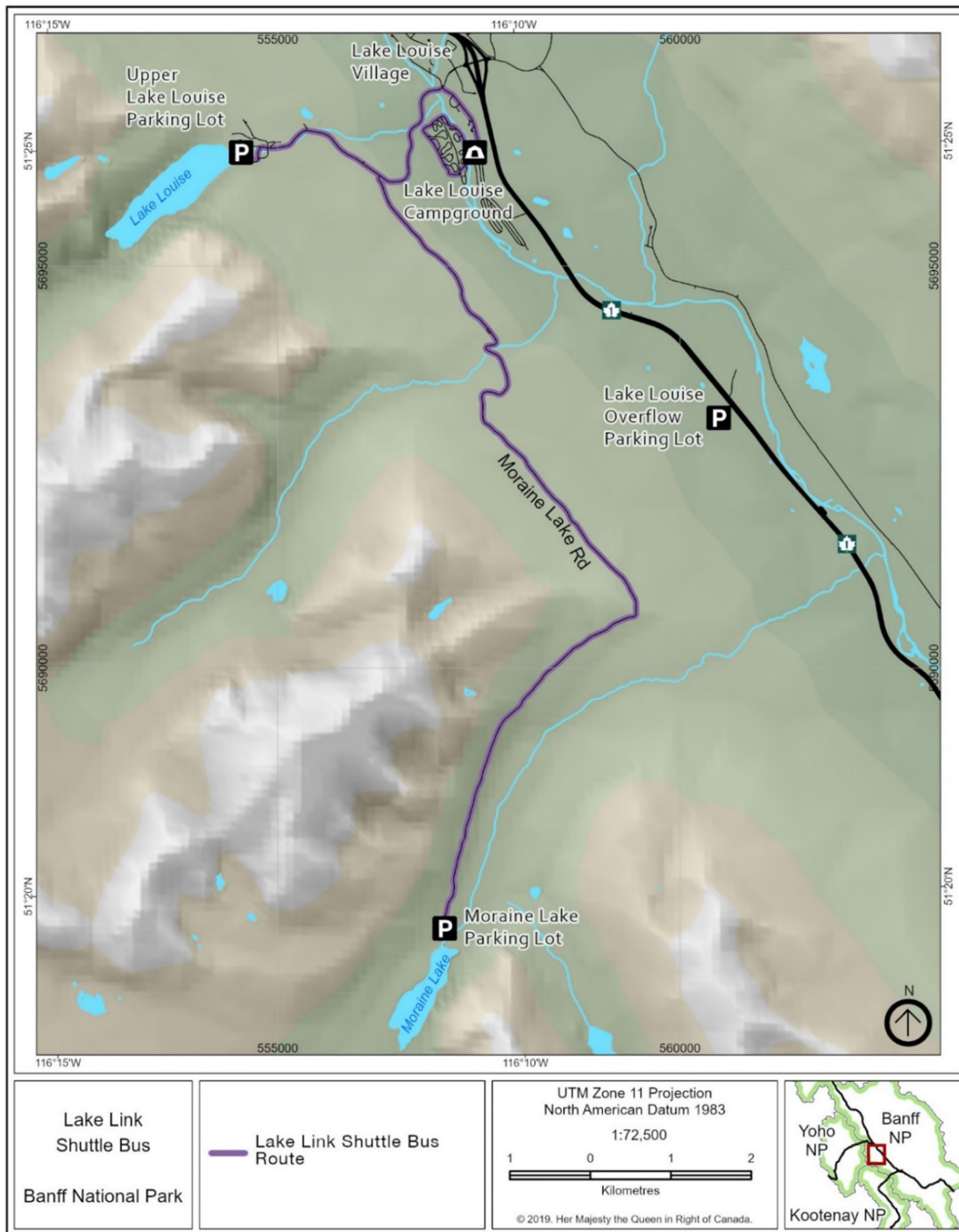
N° de la modif - Amd. No.  
File No. - N° du dossier

Id de l'acheteur - Buyer ID  
CAL129  
N° CCC / CCC No. / N° VME - FMS



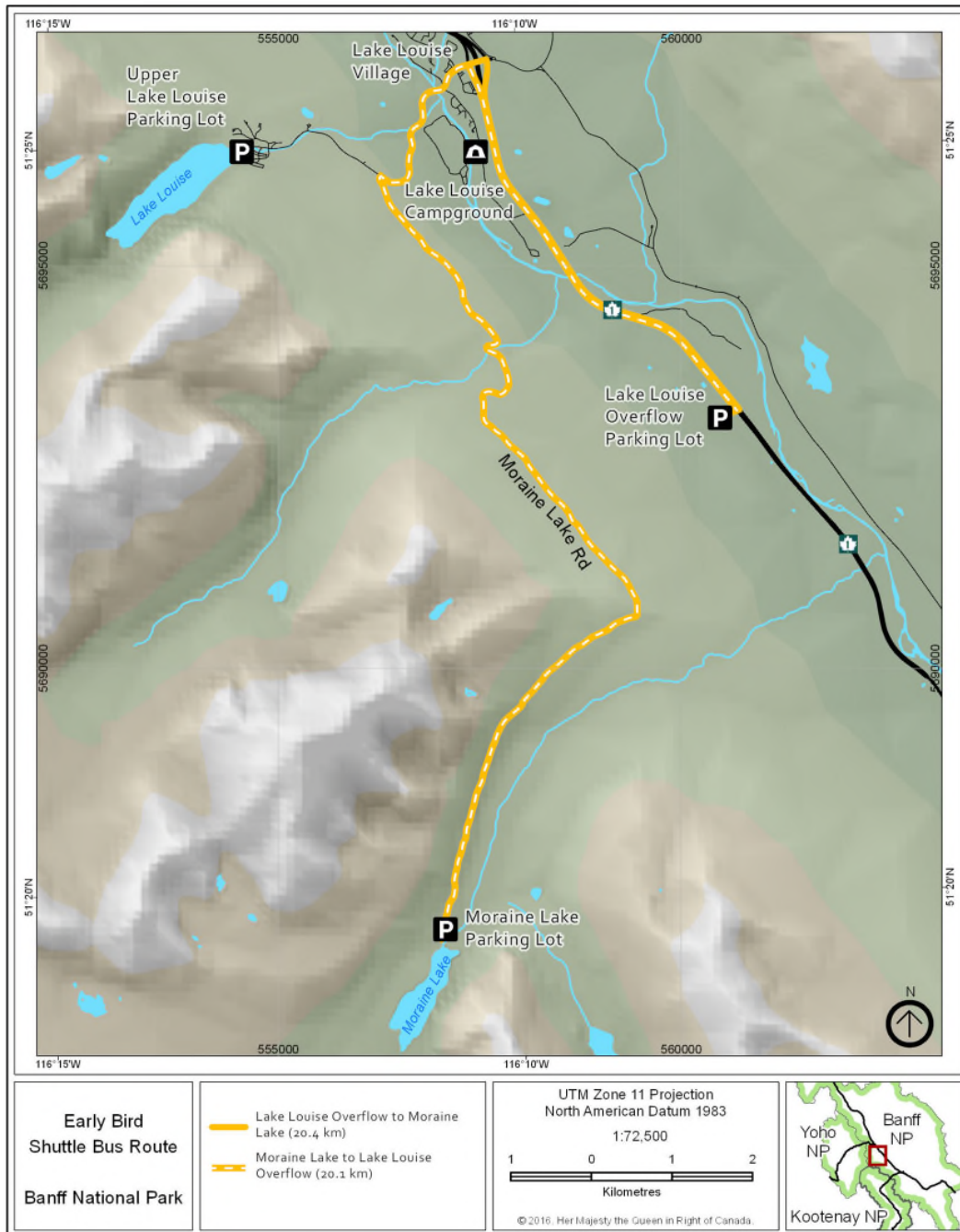
### Lake Link Shuttle Bus Route

The shuttle service from Upper Lake Louise to Moraine Lake parking lot and vice versa runs from 09:00 to 19:00 from May 22 to October 12, 2020. However, traffic control personnel along Moraine Lake Road must start from May 19, 2020.



### Early Bird Shuttle Bus Route

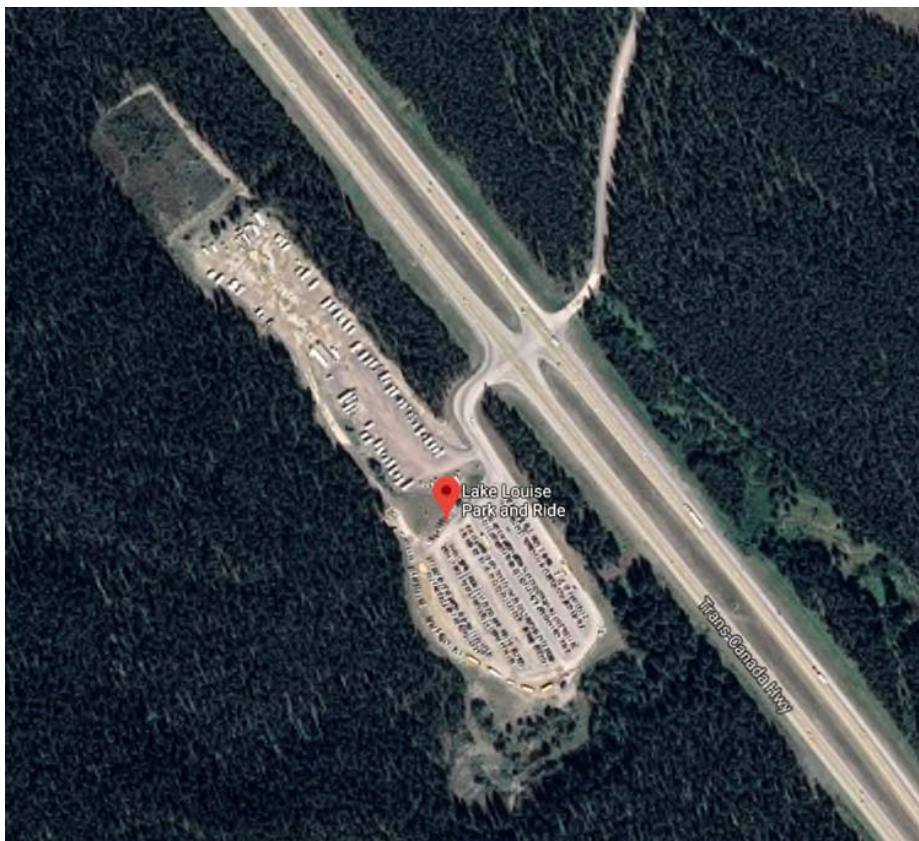
The Early Bird shuttle service from the Lake Louise Park and Ride direct to the Moraine Lake parking lot runs from 06:00 to 08:00 from June 22 to September 20, 2020.



---

## Appendix D- Parking Lot Pictures

Lake Louise Park and Ride:



Lake Louise Park and Ride Shuttle Pickup/Drop-off Location:



N° de l'invitation - Sollicitation No.  
5P424-190242/B  
N° de réf. du client - Client Ref. No.  
5P424-190242

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

Id de l'acheteur - Buyer ID  
CAL129  
N° CCC / CCC No./ N° VME - FMS

Upper Lake Louise Bus Parking Lot Pickup/Drop-off Location:



Moraine Lake Parking Lot Pickup/Drop-off Location (existing bus parking lot on the right of the road by the sidewalk):



**ANNEX "B" BASIS OF PAYMENT**

- (a) Prices quoted are firm in accordance with the requirements in Annex A – Statement of Work
- (b) Prices quoted shall not include GST/HST.
- (c) GST/HST shall be added as a separate item on any invoices issued against this Contract.
- (d) Prices are to remain firm for the duration of the Contract.
- (e) Changes to the Basis of Payment table are not permitted.
- (f) An incomplete price table may render a bid non-compliant.
- (g) Prices are to include all related fees.

**Table 1 – Year 1: 1<sup>st</sup> May 2020 – 30<sup>th</sup> April 2021**

	A	B	C	D
#	Description	Lot price per team Per Diem Rate	Number of Days (for evaluation purposes)	Extended Firm Price(s) B x C
<b>A</b>	<b>Required Work (firm lot price)</b>			
1	14 traffic controllers (including 1 project lead and 1 supervisor) to manage traffic flow in the village of Lake Louise and the Upper Lake Louise parking lots, as per Statement of Work (total 14 people) (8am to 8pm)	\$	151	\$
2	2 traffic controllers to manage traffic flow at the westbound Trans-Canada Highway ramp (total 2 people) (8am to 8pm)	\$	105	\$
3	2 traffic controllers to manage traffic flow and access at Moraine Lake Road on Lake Louise Drive, and 2 traffic controllers at the Moraine Lake parking lot (total 4 people) (6am to 11pm)	\$	147	\$
4	4 traffic controllers to manage traffic flow and parking in the Lake Louise Park and Ride Overflow parking lot (total 4 people) (6 a.m. to 8 p.m.)	\$	151	\$
	<b>Subtotal for Firm portion of required work = A 1 + 2 + 3 + 4</b>			\$ _____
<b>B</b>	<b>As and When Work To Be requested under a Task Authorization as required</b>			
	Description	Rate	Number - for evaluation purposes	Extended Firm Price(s) B x C
1	Additional traffic controller(s) from 6am to 8pm in the event that the twenty (24) traffic controllers provided under Part 1 above is insufficient to adequately manage traffic flow and parking	Per person per diem \$	Estimated days 15	\$

N° de l'invitation - Solicitation No.

5P424-190242/B

N° de réf. du client - Client Ref. No.

5P424-190242

N° de la modif - Amd. No.

File No. - N° du dossier

Id de l'acheteur - Buyer ID

CAL129

N° CCC / CCC No./ N° VME - FMS

2	Additional supervisor(s) from 8am to 8pm in the event that 1 provided under Part 1 above is insufficient to adequately manage traffic flow and parking	Per person per diem \$	Estimated days 15	1
3	Additional work after 8 pm for traffic controllers (after 11 p.m. for those assigned to the Lac-Moraine road and the Moraine lake parking lot) (each person)	Per hour \$	Estimated 40 hours	\$
4	Additional work after 8 p.m. for supervisors (each person)	Per hour \$	Estimated 40 hours	\$
5	Additional supervisor(s) on statutory long weekends from 8am to 8pm	Per person per diem \$	Estimated days 15	1
<b>SubTotal B: 1 + 2 + 3 + 4 + 5 =</b>				<b>\$ _____</b>

**Total table 1: A + B = \$ \_\_\_\_\_**

**Table 2 – Option Year 1: 1<sup>st</sup> May 2021 – 30<sup>th</sup> April 2022**

	A	B	C	D
#	Description	Lot price per team Per Diem Rate	Number of Days (for evaluation purposes)	Extended Firm Price(s) B x C
<b>A</b>	<b>Required Work (firm lot price)</b>			
1	14 traffic controllers (including 1 project lead and 1 supervisor) to manage traffic flow in the village of Lake Louise and the Upper Lake Louise parking lots, as per Statement of Work (total 14 people) (8am to 8pm)	\$	151	\$
2	2 traffic controllers to manage traffic flow at the westbound Trans-Canada Highway ramp (total 2 people) (8am to 8pm)	\$	105	\$
3	2 traffic controllers to manage traffic flow and access at Moraine Lake Road on Lake Louise Drive, and 2 traffic controllers at the Moraine Lake parking lot (total 4 people) (6am to 11pm)	\$	147	\$
4	4 traffic controllers to manage traffic flow and parking in the Lake Louise Park and Ride Overflow parking lot (total 4 people) (6 a.m. to 8 p.m.)	\$	151	\$
	<b>Subtotal for Firm portion of required work = A 1 + 2 + 3 + 4</b>			\$ _____
<b>B</b>	<b>As and When Work To Be requested under a Task Authorization as required</b>			
	<b>Description</b>	<b>Rate</b>	<b>Number - for evaluation purposes</b>	<b>Extended Firm Price(s) B x C</b>
1	Additional traffic controller(s) from 6am to 8pm in the event that the twenty (24) traffic controllers provided under Part 1 above is insufficient to adequately manage traffic flow and parking	Per person per diem \$	Estimated days 15	\$
2	Additional supervisor(s) from 8am to 8pm in the event that 1 provided under Part 1 above is insufficient to adequately manage traffic flow and parking	Per person per diem \$	Estimated days 15	1
3	Additional work after 8 pm for traffic controllers (after 11 p.m. for those assigned to the Lac-Moraine road and the Moraine lake parking lot) (each person)	Per hour \$	Estimated 40 hours	\$

4	Additional work after 8 p.m. for supervisors (each person)	Per hour \$	Estimated 40 hours	\$
5	Additional supervisor(s) on statutory long weekends from 8am to 8pm	Per person per diem \$	Estimated days 15	1
<b>SubTotal B: 1 + 2 + 3 + 4 + 5 =</b>				<b>\$ _____</b>

**Total Table 2 = A + B = \$ \_\_\_\_\_**

**Table 3 – Option Year 2: 1<sup>st</sup> May 2022 – 30<sup>th</sup> April 2023**

	A	B	C	D
#	Description	Lot price per team Per Diem Rate	Number of Days (for evaluation purposes)	Extended Firm Price(s) B x C
<b>A</b>	<b>Required Work (firm lot price)</b>			
1	14 traffic controllers (including 1 project lead and 1 supervisor) to manage traffic flow in the village of Lake Louise and the Upper Lake Louise parking lots, as per Statement of Work (total 14 people) (8am to 8pm)	\$	151	\$
2	2 traffic controllers to manage traffic flow at the westbound Trans-Canada Highway ramp (total 2 people) (8am to 8pm)	\$	105	\$
3	2 traffic controllers to manage traffic flow and access at Moraine Lake Road on Lake Louise Drive, and 2 traffic controllers at the Moraine Lake parking lot (total 4 people) (6am to 11pm)	\$	147	\$
4	4 traffic controllers to manage traffic flow and parking in the Lake Louise Park and Ride Overflow parking lot (total 4 people) (6 a.m. to 8 p.m.)	\$	151	\$
	<b>Subtotal for Firm portion of required work = A 1 + 2 + 3 + 4</b>			<b>\$</b>
<b>B</b>	<b>As and When Work To Be requested under a Task Authorization as required</b>			
	Description	Rate	Number - for evaluation purposes	Extended Firm Price(s) B x C

1	Additional traffic controller(s) from 6am to 8pm in the event that the twenty (24) traffic controllers provided under Part 1 above is insufficient to adequately manage traffic flow and parking	Per person per diem \$	Estimated days 15	\$
2	Additional supervisor(s) from 8am to 8pm in the event that 1 provided under Part 1 above is insufficient to adequately manage traffic flow and parking	Per person per diem \$	Estimated days 15	1
3	Additional work after 8 pm for traffic controllers (after 11 p.m. for those assigned to the Lac-Moraine road and the Moraine lake parking lot) (each person)	Per hour \$	Estimated 40 hours	\$
4	Additional work after 8 p.m. for supervisors (each person)	Per hour \$	Estimated 40 hours	\$
5	Additional supervisor(s) on statutory long weekends from 8am to 8pm	Per person per diem \$	Estimated days 15	1
subTotal B: 1 + 2 + 3 + 4 + 5 =				\$ _____

**Total Table 3 = A + B = \$ \_\_\_\_\_**

**Total for evaluation purposes: TOTAL of tables 1 + 2 + 3 = \$ \_\_\_\_\_**

N° de l'invitation - Solicitation No.

5P424-190242/B

N° de réf. du client - Client Ref. No.

5P424-190242

N° de la modif - Amd. No.

File No. - N° du dossier

Id de l'acheteur - Buyer ID

CAL129

N° CCC / CCC No. / N° VME - FMS

---

## **ANNEX “C” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);
- ☐ ( ) Wire Transfer (International Only);

---

## ANNEX "D" to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

**Date:** \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

**OR**

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

**OR**

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

---

## ANNEX "E" INSURANCE

### Commercial General Liability

The Commercial General Liability policy for Traffic Control Services must include the following:

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

### Automobile Liability Insurance

The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

The policy must include the following:

- a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
- b. Accident Benefits - all jurisdictional statutes
- c. Uninsured Motorist Protection
- d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
- e. OPCF/SEF/QEF #6c - Public Passenger Vehicles Endorsement
- f. OPCF/SEF/QEF #6f - Public Passenger Vehicles - Combined Limits for Passengers and road liability Passenger Hazard/Bodily Injury Minimum Limits required:
  - 8 to 12 Passengers: \$5,000,000
  - 13 or more Passengers: \$8,000,000

## ANNEX "F" - TECHNICAL EVALUATION

### 1. Technical Bid Format

The technical bid must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient.

In order to facilitate the evaluation of the bid, **Canada strongly requests that bidders address and present topics in the order of the evaluation criteria under the same headings.**

To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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

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

### 2. Submission Requirements

The Bidder must submit one (1) hard copy

### 3. Mandatory Technical Criteria

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

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

Item No.	Evaluation Criteria
3.1	The Bidder must have a minimum of 5 years' experience in providing traffic control services.
3.2	The Bidder must provide information on three (3) previous traffic control service operations that have occurred within the past five (5) years where the Bidder is clearly identified as the prime contractor.
3.3	The Bidder must outline their proposed approach and methodology on how the Bidder will meet the objectives and deliverables described at Annex "A" - Statement of Work.
3.4	The contractor must identify at least one (1) project lead and two (2) supervisors. Each must have at least two (2) years of experience managing a traffic control team that is similar in scope, nature and complexity to the requirements described herein.
3.5	<b>Appendix B – Signs Requirements</b> - Suppliers must indicate the source of these signs (owned by the company <b>or</b> from which rental source). <b>SOURCE:</b> _____

	<p>The Contractor must provide and install required signs in accordance with the latest version of the Traffic Control Manual for Work on Roadways, distributed by Alberta Ministry of Transportation on the eastbound and westbound lanes of the Trans-Canada Highway to reduce the speed limit to 70 km/h close to the East and Westbound ramps and 50 km/h close to the Lake Louise Park and Ride entrance and to inform motorists that they may be required to slow due to traffic congestion.</p> <p>The Contractor must provide signs that are either in English or bilingual as required by Parks Canada for the duration of the Contract. Signs must include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>- Speed limit 30</li> <li>- Speed limit 50</li> <li>- Speed limit 70</li> <li>- No passing</li> <li>- No U -Turns</li> <li>- Prepare to stop</li> <li>- Flaggers ahead</li> <li>- No Parking</li> </ul> <p>Other signs can be requested by Parks Canada throughout the contract and must be provided by the contractor.</p>
--	---

**Bids that do not demonstrate and meet all of the mandatory technical criteria will be given no further consideration in the evaluation process.**

#### **4. Point Rated Technical Criteria**

Technical bids will be evaluated against the point rated technical criteria below.

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

Item No.	Evaluation Criteria	Point Criteria	Maximum Points
1.1	<b>Qualifications and Experience</b>		
1.1.1	The Bidder should clearly demonstrate their number of years of experience providing traffic management services in the following relevant areas:	<p><b>0 points:</b> No experience</p> <p><b>1 point:</b> More than five (5) but less than seven (7) years' of relevant previous experience managing traffic</p>	<b>5</b>

Item No.	Evaluation Criteria	Point Criteria	Maximum Points
	<ul style="list-style-type: none"> <li>Highway &amp; Road Construction</li> <li>Special Events &amp; Tourism</li> </ul> <p>Providing examples of specific projects is encouraged.</p>	<p><b>3 points:</b> More than seven (7) but less than nine (9) years' of relevant previous experience managing traffic.</p> <p><b>5 points:</b> Nine (9) or more years' of relevant previous experience managing traffic</p>	
1.1.2	<p>The Bidder must provide information on three (3) previous traffic control service operations that have occurred within the past five (5) years where the Bidder is clearly identified as the prime contractor.</p> <p>The information being provided on previous traffic control operations should be similar in scope, nature and complexity to the requirements described at Annex "A" – Statement of Work.</p> <p>For the purposes of this Request for Proposal, high volume traffic is defined as no less than 9,000 vehicles per day. Lake Louise is expected to average between 9,000 and 12,000 vehicles daily.</p>	<p><b>0 points:</b> The information provided is unsuitable or insufficient.</p> <p><b>1 – 5 points:</b> Incomplete details provided. Possesses limited experience that is similar in scope, nature and complexity.</p> <p><b>6 – 10 points:</b> Mostly complete details provided. Possesses limited experience that is similar in scope, nature and complexity in some areas.</p> <p><b>11 – 15 points:</b> Complete details provided. Adequate experience that is similar in scope, nature and complexity in all areas.</p> <p><b>16 - 20 points:</b> Complete details provided. Extensive experience that is similar in scope, nature and complexity in all areas.</p>	20
1.1.3	<p>The Bidder's proposal should include any specific training they, the Bidder require their staff possess that is relevant to traffic control management services.</p> <p>Training can include but is not limited to certifications and / or completed industry standard courses.</p>	<p><b>0 points:</b> No information provided, not addressed</p> <p><b>1 points:</b> Incomplete details provided or limited traffic control management training required by the Bidder for their staff.</p> <p><b>3 points:</b> Partial details provided. Demonstrates an adequate traffic control management training required by the Bidder for their staff.</p> <p><b>6 points:</b> Complete details provided. Demonstrates a good traffic control management training required by the Bidder for their staff.</p>	9

Item No.	Evaluation Criteria	Point Criteria	Maximum Points
		<b>9 points:</b> Provides extensive detail. Demonstrates a high level of traffic control management training required by the Bidder for their staff.	
<b>1.1.4</b>	<p>The Bidder's proposal should include a "fit for duty" or "unimpaired" policy demonstrating that the Bidder requires a fitness for work assessment as part of their approach. And is used by the Bidder in determining if an employee can perform a specific job or task(s) required under their working conditions.</p> <p>"Fit for duty" refers to employees' ability to safely undertake the physical and psychological demands of their job.</p>	<p><b>0 points:</b> The information provided is unsuitable or insufficient.</p> <p><b>1 – 5 points:</b> Incomplete details provided or limited "fit for duty" or "unimpaired" type of policy required by the Bidder for their staff.</p> <p><b>6 – 10 points:</b> Partial details provided. Demonstrates an adequate "fit for duty" or "unimpaired" type of policy required by the Bidder for their staff.</p> <p><b>11 – 15 points:</b> Complete details provided. Demonstrates a good "fit for duty" or "unimpaired" type of policy required by the Bidder for their staff.</p> <p><b>16 - 20 points:</b> Provides extensive detail. Demonstrates a high level "fit for duty" or "unimpaired" type of policy required by the Bidder for their staff.</p>	<b>20</b>
<b>2.1</b>	<b>Approach &amp; Understanding</b>		
<b>2.1.1</b>	<p>The Bidder must outline their proposed approach and methodology on how the Bidder will meet the objectives and deliverables described at Annex "A" - Statement of Work.</p> <p>The proposed approach and methodology should demonstrate to the Evaluation Team an understanding of the nature, scope and importance of this requirement. Also, how a quality level of service will be maintained to avoid any disruption or impact to the day to day operations.</p>	<p><b>0 points:</b> The information provided is unsuitable or insufficient.</p> <p><b>1 – 5 points:</b> Incomplete details. Demonstrates little understanding of the scope, duties, roles and responsibilities for the ability to meet the required level of service.</p> <p><b>6 – 12 points:</b> Some details provided. Demonstrates some understanding of the scope, duties, roles and responsibilities for the potential ability to meet the required level of service.</p> <p><b>13 – 18 points:</b> Complete details provided. Demonstrates a good understanding of the</p>	<b>25</b>

Item No.	Evaluation Criteria	Point Criteria	Maximum Points
		scope, duties, roles and responsibilities and ability to meet the required level of service.  <b>19 - 25 points:</b> Extensive details provided. A thorough demonstration of the understanding of the scope, duties, roles and responsibilities with the ability to exceed the required level of service.	
2.1.2	The Bidder's proposed approach and methodology should demonstrate an understanding of the potential challenges for carrying out the Work and how these challenges might be overcome.  For example but not limited to addressing highly fluctuating labour needs and potential shortages.	<b>0 points:</b> The information provided is unsuitable or insufficient.  <b>1 – 5 points:</b> Demonstrates a poor understanding of the potential challenges for carrying out the Work or how these challenges might be overcome.  <b>6 – 13 points:</b> Demonstrates a good understanding of the potential challenges for carrying out the Work and how these challenges can be overcome.  <b>14 – 20 points:</b> Demonstrates an excellent understanding of the challenges for carrying out the Work and provides sound solutions for how these challenges can be overcome.	20
Total Points Available			99
Minimum Points Required			69


Bids that do not obtain the required minimum of 69 points overall for the point rated technical criteria will be given no further consideration in the evaluation.

N° de l'invitation - Solicitation No.  
5P424-190242/B  
N° de réf. du client - Client Ref. No.  
5P424-190242

N° de la modif - Amd. No.  
N° CCC / CCC No./ N° VME - FMS

Id de l'acheteur - Buyer ID  
CAL129  
N° CCC / CCC No./ N° VME - FMS

## ANNEX "G" – Task Authorization (example)

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

PWGSC - TPSGC 572 (2014-04)

**ANNEX "H" – NAMED INDIVIDUALS**

Bidders must describe the capability and experience of the project management team and provide client contact(s).

**A) The following are the named Project Manager and Supervisors available for the entire season:**

Name	Title	Experience (minimum 2 years in the last 5 years on similar projects)
		Project:  Dates:  <b>Client contact:</b>  Name:  Telephone#:
		Project:  Dates:  <b>Client contact:</b>  Name:  Telephone#:
		Project:  Dates:  <b>Client contact:</b>  Name:  Telephone#:

**B) Replacement Project Manager and Supervisors: (Add lines as necessary)**

Name	Title	Experience (minimum 2 years in the last 5 years on similar projects)
		Project:  Dates:  <b>Client contact:</b>  Name:  Telephone#:
		Project:  Dates:  <b>Client contact:</b>

N° de l'invitation - Solicitation No.

5P424-190242/B

N° de réf. du client - Client Ref. No.

5P424-190242

N° de la modif - Amd. No.

File No. - N° du dossier

Id de l'acheteur - Buyer ID

CAL129

N° CCC / CCC No. / N° VME - FMS

Name	Title	Experience (minimum 2 years in the last 5 years on similar projects)
		Name:  Telephone#:
		Project:  Dates:  <b>Client contact:</b>  Name:  Telephone#:

N° de l'invitation - Solicitation No.  
5P424-190242/B  
N° de réf. du client - Client Ref. No.  
5P424-190242

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

Id de l'acheteur - Buyer ID  
CAL129  
N° CCC / CCC No. / N° VME - FMS

## ANNEX "I" TASK AUTHORIZATION USAGE REPORTS

Public Works and Government Services Canada

Acquisitions Branch

Facsimile: (204) 983-7796

Email: [TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca)

### Quarterly Usage Report Schedule:

( ) 1st quarter: April 1 to June 30; ( ) 2nd quarter: July 1 to September 30;

( ) 3rd quarter: October 1 to December 31; ( ) 4th quarter: January 1 to March 31.

SUPPLIER: \_\_\_\_\_

CONTRACT NO: \_\_\_\_\_

DEPARTMENT OR AGENCY: \_\_\_\_\_

Item No.	TA/contract No.	Description	Value of the TA (GST/HST excluded)	

(A) Total Dollar Value TA's for this reporting period: \$ \_\_\_\_\_

(B) Accumulated TA's totals to date: \$ \_\_\_\_\_

(A+B) Total Accumulated TA's \$ \_\_\_\_\_

Or:

**NIL REPORT:** We have not done any business with the federal government for this period [ ]

**PREPARED BY:**

NAME: \_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_