

1.1 General

- .1 Public Works and Government Services Canada (PWGSC) requires the services of a diving firm to perform diving inspections and minor repairs on marine structures and facilities at various locations in Newfoundland and Labrador. It is the Department's intention to accept tenders for this service and establish a Standing Offer for such work as indicated on attached Drawing No. 1 of 1, for the following regions:
  - .1 Eastern Region: East of Clarenville and Long Harbour (Fortune Bay), including the Avalon and Burin Peninsula. In strict accordance with the specification and accompanying map and subject to all terms and conditions under this Standing Offer.
  - .2 Central Region: East of, and including Jackson's Arm and McCallum, West of, but not including Clarenville and Long Harbour (Fortune Bay). In strict accordance with the specification and accompanying map and subject to all terms and conditions under this Standing Offer.
  - .3 Western Region: West of McCallum and West of Jackson's Arm on the Island, Then from L'anse au Clair to Cartwright in Labrador. In strict accordance with the specification and accompanying map and subject to all terms and conditions under this Standing Offer.
- .2 Only items in the Unit Price Table will be measured for payment. All other work necessary to complete call-ups under the standing offer will be considered incidental to the standing offer and not measured separately for payment

1.2 FIELD WORK

- .1 The visual inspection and written report, complete with colour photographs and detailed drawing(s), of various marine structures and facilities such as wharves, floating docks, breakwaters, steel sheet piling, slipways, dredged areas, etc., to determine any physical damage or deterioration to structures or structural components.
- .2 Various diving services will involve, but not necessarily be limited to, the following activities above and below low water level:

1.2 FIELD WORK  
(Cont'd)

- .2 (Cont'd)
- .1 Examination of structure to determine condition of structure which should include inspection of the following: The deterioration of structure (concrete/wood/steel), damage to structure, spillage/missing ballast, settlement of structure, undermining/scouring of structure, bottom crib conditions, corrosion of steel structures, dimensions of structures and their components;
  - .2 Examination of various types of bolted and/or welded connections for corrosion, deterioration or damage;
  - .3 Examination of structural components specified by PWGSC such as fendering systems and bracing, for deterioration and damage; regions specified in clause 1.1.1, as required, and directed by the Departmental Representative, remove/replace bracing that is missing;
  - .4 Procurement and procedures of Environmental Documentation as shown in Annex A;
  - .5 Reporting on damages caused by ship accidents;
  - .6 Examining dredge areas including soundings for high spots, debris and boulders in connection with PWGSC dredging contracts or for navigational purposes, removal of boulders by lift bags;
  - .7 Carry out underwater probes (maximum 2.5m depth) of harbour bottoms and indicate type of bottom as soft, hard, gravel, sand, bedrock or boulders, characterization of sediment i.e. color and type of material, underwater video and photo, etc., and provide drawings in detail of probe locations, penetration depth, & type of bottom;
  - .8 Procurement of dredge spoil samples for chemical analysis;
  - .9 Underwater location of waterlines, services and man-made debris;
  - .10 Acquisition of timber core samples;
  - .11 Underwater inspections of various marine projects undertaken by General Contractors on PWGSC's behalf to ensure compliance with plans and specifications;

1.2 FIELD WORK  
(Cont'd)

- .2 (Cont'd)
- .12 Report verbally to PWGSC immediately upon observing any deterioration or damage to a structure which could, in contractor's opinion, affect the integrity of a structure;
- .13 Inspect, remove/replace and install new chains, remove/replace new and old concrete blocks with proper lift bags, removal all old chain used for floating docks not use, estimate % of chain remaining, anchors, new shackles, install/move floating docks into location as directed by scope of work and drawing provided (divers to provide equipment for moving), if field conditions require change to scope of work, an approval is required from the departmental representative.
- .14 The Supply and transportation of minimum of Grade 43 galvanized chain - WLL X 9200lbs@4:1 DF and such as "Van Beese" or "Crosby" or equivalent galvanized shackles Bolt/Nut/Cotter Pin to each site as required. Chain and Shackle must be certified. Contractor will stock at least 5 barrels of chain at his office at all times for emergency calls for repairs.
- .3 The Contractor will be required to submit schedule and cost estimate within 24hrs of the request. Failure to submit, Departmental Representative may rescind the project. Mobilize to the call-up site within 48 hours of notification from the Departmental Representative, call-up paper will follow with in another 48hrs except in cases of emergency or operational requirements. Failure to mobilize to call-up site within an additional 24 hours notice, the Departmental Representative will rescind the call-up.

1.2 FIELD WORK  
(Cont'd)

- .4 All diving work to comply with Health and Safety Section 01 35 29. Diving Contractors who are found in non-compliance of these regulations will be disqualified. Contractors must comply with these Safety Requirements and must provide proof of qualifications and equipment. Random checks of diving firm will be performed by OHS and PWGSC. Firm will submit to this office along with cost estimate to perform work or inspection for each location, a site specific safety plan for each location, a letter of clearance from WHSSC after award, proof of insurance after award.
- .5 PWGSC will make available any existing drawings or site information, if available, as requested by the diving contractor.
- .6 A cost estimate and schedule for diving services shall be submitted before inspection is authorized. The cost of the inspection, when authorized, shall not exceed the estimate by more than 20% without prior approval of the Department. All costs to be invoiced as per the terms of the contract, i.e., All pay items must be broken down into number of travel hours, work hours, expenses, time when left home base, time when arrived on site, time when left site each day, etc. No invoice will be paid unless this is clearly shown.
- .7 The number of Diving hours for diving services or inspection(s) will commence once you start work at the job site and ends once work is completed. Time spent for nutritional breaks will be deducted (mandatory 30min for lunch and supper every day will be deducted each day) from the above as per government travel rates, breakfast will be not paid unless divers stay out overnight and work the following day, lunch if leave before 11:45 or after 12:30 if you arrive back to home base, and dinner if you arrive back to home base after 6:30pm. Contractor is responsible to get Harbour Authority and/or Departmental Representative to sign off. Also contractor is to notify PWGSC when the original scope of work is completed before leaving site by either a phone call, text or email will be accepted. No invoice will be paid unless this is clearly shown.

1.2 FIELD WORK  
(Cont'd)

- .8 The number of travel hours will be measure from the time it takes to travel from the home base to the community of the work and from community to community and back to home base driving the normal speed limit. Contractor is to notify the department 1 hour prior to leaving for any site to ensure work is still going as plan. Time spent for nutritional breaks will the same as outline in section 1.2.7. These hours will be base on the time given on the provincial governemnt web site (<http://www.stats.gov.nl.ca/datatools/roadddb/distance/>). No invoice will be paid unless this is clearly shown.
- .9 The contractor shall be solely responsible to provide equipment to travel to the site, complete the required work at the site and travel back to the home base.
- .10 The contractor shall be solely responsible to determine wind and sea conditions at the site prior to proceeding to site. One option is to contact Harbour Authority asking for conditions at site but it still will be contractors responsibility to verify conditions on site. PWGSC will only pay for travel to site if weather conditions changed prior to contractor arriving to site. Contractor must notify Department prior to leaving for site by a phone call, text or email will be accepted and only this will confirm start time of the callup, there are no exceptions. Time will start only after PWGSC is notified. There is no payment for standby in this contract.

1.2 FIELD WORK  
(Cont'd)

- .11 While it is impossible to establish the exact number of hours that may be required, tenders would be based on the estimated quantities shown in the Standing Offer. Contractor must submit schedule of work including departure times to Departmental Representative before work will be approved, any changes to original schedule has to be approved prior to start of work. Contractor is to submit prior to going to site emergency plan with all contact number and a potential hazard assessment. Once on site contractor is to do site specific hazard assessment prior to start of work and a dive plan and will be submitted with the report. Contractor is to notify Department once on site, completed work and return to home base or another site by a phone call, text or email.
- .12 No provision for overtime will apply. Hourly rates will include services of divers, job preparation, breakdown, transportation to and from site, diving support vessel and equipment. Tools, (i.e., incremental wood core test equipment, lift bags, equipment for moving blocks, etc) and consumable items, (i.e., coveralls, gloves, etc.), shall also be included in the hourly rate except for specialize equipment which will be paid by a daily rate up on request. If a larger vessel than the support vessel of the contractor is required it will be paid separately. The larger vessel will be only used when doing work, (where the contractor has to setup his dive equipment on vessel). Say anything outside 400ft from the wharf or floating dock.
- .13 Underwater Camera: Contractor shall provide an underwater camera capable of taking underwater still colour prints, digital prints or slides under low light conditions. The camera equipment is to include a flash or strobe, a 50 mm lens, an optional wide angle lens and an optional fish-eye lens. The camera and associated equipment must be capable of operating in depths up to 30 metres.
- .14 On occasion the department will do spots checks on the work perform. If anything found different than reported then the department may deduct the cost of the new inspection and work.

1.2 FIELD WORK  
(Cont'd)

- .15 Divers are not to take any directions on doing additional work from the Harbour Authority at no time. Any new work must be pre-approved from PWGSC first or will not be pay.
- .16 Miscellaneous Material Allowance: The supply of miscellaneous materials, ex. (pumped concrete and bags) will be paid at the fair market value according to the actual invoiced cost, including only appropriate taxes as pre-approved by the Departmental Representative. All costs must be supported by adequate documentation. When bidding this unit the Contractor's overhead and profit factor will be entered in the space provided on the Unit Price Table. This factor will then be multiplied by the Miscellaneous Material Allowance principal of \$30,000.00 to determine the total Miscellaneous Material Allowance Cost. The Contractor will make every effort to obtain the best price available for any specified material.

1.3 REPORTS

- .1 One (1) type written original copy, (2) cd copies in pdf and 1 pdf of report email to PWGSC of a detailed report shall be submitted to the Department within (3) days of completion of all field work.
- .2 All reports shall include the following information:
  - .1 Date of inspections
  - .2 Climate Conditions - weather, air temperature, wind direction and speed.
  - .3 Water Conditions - wave heights(m), depth at each location(m), temperature (deg C), visibility (m), tide.
  - .4 Names of divers and diver's tender.
  - .5 Name and signature of person(s) completing the report and date signed.
  - .6 Time when contractor left home base, time when arrived on site, time when diver enter and left water and time when left site. All dive logs will be included in report to verified hours of work.

1.3 REPORTS  
(Cont'd)

- .2 (Cont'd)
  - .7 Contact name of Harbour Authority and the PWGSC Departmental Representative. No invoice will be paid unless all these items are clearly shown in the report.
- .3 Provide Autocad scaled drawing(s) in report and CD with reference to pictures of existing structure(s) with each report detailing all findings including plan, profile views and dimensions of damage, scoured or deteriorated areas. Must provide scaled plotted drawings and CD files in Autocad 2010 format or greater to the Departmental Representative. Contractor must submit a Autocad (.dwg) file with each report. No invoice will be paid unless all these items are clearly shown in the report.
- .4 All reports will provide underwater colour pictures/photographs on glossy paper, clearly labelled and description of location with referenced to the autocad scaled drawing. Pictures must be in color and clear for viewing detail. The report will be also submitted on CD in word format, in pdf format by email and with all the digital pictures store on the CD and pdf. The number of original photographs will be determine by the Departmental Representative and will be submitted with each report depending upon the size and scope of individual inspections. The departmental Representative will provide if available any existing autocad/topographic plans for reference to contractor to verify. No invoice will be paid unless all these items are clearly shown in the report.
- .5 Contractor will be required to provide video on every project with the report and in the report a reference autocad drawing to scale, showing the swim route, identify the structure (i.e. cribwork length, pile spacing, span lengths, scour protection, damaged areas, etc.). All video's will be dubbed and all findings on video be visible for viewing before they are submitted to the department. If video is not clear and viewable of findings, contractor will be responsible to correct at his cost. The contractor should notify department while at the site if visible conditions aren't good.



1.4 DREDGED  
SAMPLING

- .1 In conjunction with PWGSC's procurement of dredging/ocean dumping permits, diving contractor may be required to obtain either grab sample, grab/core sample over 1.2m into the original bottom or core samples of harbour bottom material for chemical analysis at specified harbours.
- .2 Core samples will be collected in 50 mm (minimum) clear plastic core liners. For disturbed samples, after excess water is drained from the sample, it will be deposited into a 250ml mason jar and duplicated. For undisturbed samples, the core liner will be capped on top and bottom and made water tight.
- .3 Grab samples are required to be taken in a 250ml jar and a additional 2 samples taken at each location. All excess water is to be drained from the bottle. The remaining information listed here is captured by the Chain of Custody Form. A Chain of Custody Form must be completed for each sampling location, as per the PWGSC sampling protocol. A copy of the completed Chain of Custody Form to be returned to PWGSC and the original must accompany the samples to the lab.
- .4 Each core and/or grab sample shall be clearly identified by a typed label secured to side of container indicating the following:
  - .1 Location of harbour;
  - .2 Date and time collected;
  - .3 Sample number and location;
  - .4 Water depth at each sample location with reference to L.N.T.;
  - .5 Name of diving company and collector.
  - .6 Provide Autocad scaled drawings showing the location of the samples. No invoice will be paid unless all these items are clearly shown.

1.4 DREDGED  
SAMPLING  
(Cont'd)

- .5 All samples will be carefully packaged to prevent damage and transported by contractor when returning to home base or by courier, prepaid by diving firm, to designated testing laboratory. Courier will be reimbursed by PWGSC at cost and receipt is required. Samples damaged during transportation must be re-taken at the diving contractors cost. Note: An Autocad plan of the harbour area indicating actual sample (DPGS NAD 83 6 deg coordinates) locations in relation to identifiable marine structures shall be forwarded with each set of samples with a duplicate copy to PWGSC. This will be stored on the CD with the report.
- .6 In general, PWGSC will identify the type of sample to be taken, the number of samples required, and the location from which the samples should be collected and if requested, GPS coordinates of each sample to be recorded and indicated on a Autocad drawing plan provided by PWGSC or as directed by the Departmental Representative. If a larger vessel is required for diving it will be paid separately (receipt is required with proper tax numbers). The larger vessel will be only used when doing work, (where the contractor has to setup his dive equipment on vessel) not for any other work. The Harbour Authority at times will provide a boat at no cost.
- .7 Diving firm will be required to pay for and maintain their own adequate supply of 250ml bottles, plastic core liners and containers at all times. Submit samples of plastic core liners and containers to Department for prior approval when requested.
- .8 The diving contractor should provide necessary equipment to get samples within the 400ft range.

1.5 UNDERWATER  
COLOUR VIDEO  
EQUIPMENT

- .1 Contractor shall provide an underwater colour video system capable of providing a clear picture acceptable to the Departmental Representative. Underwater video camera and associated equipment which will enable constant monitoring from the surface and simultaneous recording monitoring from the surface and simultaneous recording of video and audio on a DVD disk. The video camera must be capable of operating in depths up to 30 metres and distances up to minimum 100 metres away from its power supply and monitoring source. Contractor shall provide and maintain any necessary power to operate this system.
- .2 Contractor to provide all necessary lighting of sufficient intensity to monitor and furnish a video to show adequate detail and clarity.
- .3 Voice communications must be available with the diver during the underwater inspection and video tapes must have voice overlay which will identify each area or phase of the inspection.
- .4 On occasion, the diving contractor will provide, operate and maintain underwater colour video camera, monitor and provide weatherproof monitoring station at the site during the inspection.
- .5 The DVD disk (dubbed) will be submitted to PWGSC within (3) days of completion of all field work or upon completion of the site investigation when requested by the Departmental Representative. All video's will be dubbed before they are submitted to the department. If video is not clear and not viewable of findings, contractor will be responsible to correct at his cost. The video should be reference to the scaled autocad drawing file at all times. No invoice will be paid unless all these items are clearly shown in the report.

1.6 TERMS OF  
PAYMENT

- .1 Home Base of operations for Eastern Region is St. John's, NL. Home Base of operations for Central Region is Gander, NL. Home Base of operations for Western Region is Corner Brook, NL.
- .2 Diving Crew - personnel will consist of a (4 man Dive team) and equipment required to perform inspections or work, as detailed in General Requirements, will include all diving services, support services, access to area under investigation, dive support vessel, lighting, various sizes of lift bags to lift items up to 10 tonne, probe rods up to 2.5m or longer in length, cameras and video camera, film and all other services required will be the responsibility of the diving contractor and incidental to the hourly rate for diving crew. The quantity of hours determined for payment will be time needed for operating hours on site (excluding time for nutritional breaks, see section 1.2.7 or 1.2.8) or for any stopages not related to the work. For multi-day trips, reasonable effort should be made to coordinate travel between sites to reduce time and km's travelled, where appropriate, time to include actual on site work for that day and travel according to government travel regulations for meals (see section 1.2.7 or 1.2.8) and accommodations. Payment for job preparation, equipment cleanup, breakdowns and all other components of work will not be measured. No payment will be made for equipment damaged or for consumable products needed to facilitate the work. Equipment to perform the above inspection to be included in the above per hour rate, (i.e., incremental wood borer tools, etc.) This will be measured per hour from the time of the actual start of work at the site, contractor has 1 hour to start diving after arriving on site and will be paid for 1 hour after diver finish work, any additional time will not be paid. Report writing and Underwater Video will be included under this pay item (no separate payment will be may). There may at times be additional work that is not outline in the above breakdown for the contractor. This work/equipment will be covered under the Miscellaneous Material Allowance item and done on a hourly price supplied by the contractor.

1.6 TERMS OF  
PAYMENT  
(Cont'd)

- .3 Diving Crew Travel - personnel will consist of a (4 man Dive team) as detailed in General Requirements, will include time and equipment required to travel from Home Base to site, from site to site and return to Home Base. The quantity of hours determined for payment will be time needed for reasonable travel as per the government site -  
(<http://www.stats.gov.nl.ca/datatools/roaddb/distance/>) to and from site (excluding time for nutritional breaks, see section 1.2.7 or 1.2.8 and contractor breakdowns). For multi-day trips, reasonable effort should be made to coordinate travel between sites to reduce time and km's travelled, where appropriate, time to include actual travel according to government travel regulations for meals (see section 1.2.7 or 1.2.8) and accommodations. This will be measured per hour from the home base once the diving contractor has departed their office to travel to the site, then once work completed, time to travel to other site(s) or back to home base (if home base is within 100km, contractor is to return to home base). These hours and kilometers will be based on the time and distance given on the provincial government web site.
- .4 The Supply and transportation of minimum of Grade 43 galvanized chain - WLL X 9200lbs@4:1 DF and (Van Beese) or (Crosby) or equivalent galvanized shackles Bolt/Nut/Cotter Pin to each site as required. Chain and Shackle must be certified. Contractor will have at his availability at least 5 barrels of chain at all times for emergency calls for repairs. The installation of chains, shackles or any other material will be covered under section 1.6.2. The chain will be measured by the meter and the Shackles by each one supply. Before the installation on any chain, we require a picture of each length of chain being installed. After installation we require a picture or video of the new chain. These items must be verified by the Harbour Authority, DFO or Departmental Representative before any payment will be made to contractor. A sign off copy must be submitted with invoice.

1.6 TERMS OF  
PAYMENT  
(Cont'd)

- .5 Underwater Colour Video - any cost for this item will be included under Section - Terms of Payment 1.6.2, equipment as per Special Requirements including voice communication, monitor station, DVD disks lighting and all consumables required for performance of the underwater video. Video will be completed for all new work unless contractor is notify that it is not required. No separate payment will be may for this item.
- .6 Report Writing - any cost for this item will be included under Section - Terms of Payment 1.6.2 and will be for preparation of report which will include all necessary work required in compiling of the report including drafting (CADD drawings and electronic files required on a cd in autocad 2010 format or more), typing, a CD of the report in word format and digital, email report in pdf format, photographic development and printing. Contractor will include pictures of all new work completed in report, a picture of the dockas prior to starting and pictures after work is completed. The report must be submitted electronic also. A report is required for every project. No invoice will be paid until receipt of report and is accepted by PWGSC or the client. No separate payment will be may for this item.
- .7 Travel/Expenses - will be paid as per Federal Government Travel Regulations (see section 1.2.7 or 1.2.8 for break down), with details of expense claims to be broken down daily, showing departure from home base and arrival times at site, meals, incidental and accommodations on the invoices. Kilometers will be measured from the home base site, to the work site and return or to other work site. If contractor has to stay overnight to complete work, he should locate nearest accommodations to the area of work, except if they are within 100km of home base, he shall return to home base and travel back to site the next day.

1.6 TERMS OF  
PAYMENT  
(Cont'd)

- .8 Invoices - to be submitted for each Call-up, indicating Standing Offer number, Call-up number, project number, location, and Departmental Representative requesting the services. Also to be broken down when left home base (travel time), work hours (on site) and travel back to home base or hotel (travel time). Contractor is to make sure proper rates are on all invoices, all invoices will be return for corrections if any errors found. Contractor will contract Harbour Authority or Departmental Representative every time when arriving to site, before any work starts and leaving site. Contractor is responsible to get Harbour Authority or Departmental Representative to sign off or verified on the original scope of work before leaving site. DFO or PWGSC will review all invoices before any payment will be made.
- .9 Miscellaneous Material Allowance: The supply of miscellaneous materials will be paid at the fair market value according to the actual invoiced cost, including only appropriate taxes as pre-approved by the Departmental Representative. All costs must be supported by adequate documentation. Items like a larger dive vessel other than the support vessel of the contractor will be paid under this. When bidding this unit the Contractor's overhead and profit factor will be entered in the space provided on the Unit Price Table. This factor will then be multiplied by the Miscellaneous Material Allowance principal of \$30,000.00 to determine the total Miscellaneous Material Allowance Cost. The Contractor will make every effort to obtain the best price available for any specified material.