

1. Advance Contract Award Notice (ACAN)

An ACAN is a public notice indicating to the supplier community that a department or agency intends to award a contract for goods, services or construction to a pre-identified supplier, thereby allowing other suppliers to signal their interest in bidding, by submitting a statement of capabilities. If no supplier submits a statement of capabilities that meets the requirements set out in the ACAN, on or before the closing date stated in the ACAN, the contracting officer may then proceed with the award to the pre-identified supplier.

2. Definition of the requirement

The Department of Environment Canada needs to obtain services for the regular operations of the Lac-Saint-François National Wildlife Area (RNFLSF) and adjacent lands managed by Environment and Climate Change Canada (ECCC). The specific objectives include welcoming visitors, maintaining the facilities and the territory, monitoring the site and ensuring public safety.

3. Scope of Work

The contractor must perform and deliver the following activities and services:

- 1) Welcoming the public
- 2) Territorial surveillance
- 3) Public safety
- 4) Maintenance

PUBLIC RECEPTION

The reception of the public allows visitors to appreciate the site and to discover its particular riches. Under the Wildlife Area Regulations, access to a national wildlife area is free and without entry fee, unless the Minister has issued a notice prohibiting access to a local newspaper or to a poster. at the entrance to the reserve. In the case of the RNFLSF, access is free and certain reception services are offered.

The contractor must, for the period covered by the public reception services (see section 3 (Scope) above):

- Provide the public visiting the Lac-Saint-François National Wildlife Area and the adjoining properties managed by ECCC with a presence at the reception pavilion to answer questions and guide visitors, including the provision of a variety of information relevant to the reserve (activities, territory, species to see) and the network of national wildlife reserves, according to the schedule specified in section 3 above, unless unforeseen or fortuitous situations arise;
- Greet visitors in a courteous and professional manner in both official languages, in French and in English, in person and by telephone according to the schedule specified in section 3 above;
- Inform the public of the site's conservation mandate, the regulations (opening hours, authorized or prohibited activities, accessibility of the trails, safety rules to be observed), the activities and services offered. The information on the contractor's website must be in accordance with the regulations in force in matters of reception and public information;

- Respond to questions from the public and respond to complaints and concerns from visitors. If necessary, contact the ECCC technical authority for further information or to forward complaints and other comments;
- Record the attendance statistics (number of visitors for each date) during the period of public reception services provided for in section 3 above;
- Install, at the start of the season, maintain during the season and collect at the end of the season the caches for the geocaching activity in the reserve (On the Ouaouaron trail and the network of official geocaches);
- Record the statistics of participation in the rally courses On the Ouaouaron track using the proposed templates (see Appendix D, the document is also available in electronic format);
- Track GPS loaned to the public using the sheet in Appendix E.

All reports related to the reception of the public must be made to the ECCC technical authority.

SURVEILLANCE OF THE TERRITORY

Surveillance of the territory of the NWA is an important aspect of the work to be carried out. The reserve shelters a great diversity of waterfowl and several animal and vegetable species with precarious status. This site is also internationally recognized for the importance of its wetlands, since it is one of the Ramsar Convention sites. It is essential to ensure that the uses of the territory are compatible and comply with the regulations in force.

The contractor must, for the period covered by the territorial surveillance services (see section 3 above), provide the following services:

- Check the integrity of the territory of the NWA (in green on the map in Appendix A) and the adjoining lands managed by ECCC (in beige on the map of Appendix A) in order to identify any modification or alteration of the environment and facilities (threat, breakage, disturbance of anthropogenic or natural origin, etc.);
- Report any use that does not comply with federal or provincial laws to ECCC;
- Inform the ECCC technical authority of any irregularities or potential infringements observed with regard to the use of the reserve;
- Check the presence, visibility and condition of Canadian Wildlife Service signage throughout the territory (roads, trails, access by water, hunting prohibitions, etc.) and report any need to replacement, modification or addition if necessary;
- Take the necessary measures to ensure the visibility of signs (by cutting branches or removing labels or painting from vandalized posters for example);
- Report any concerns from citizens or local organizations regarding the NWA or adjacent lands of ECCC;
- Report to the ECCC technical authority the presence of species at risk, wild species or unusual migratory birds as well as the dates of observation, in order to document their presence;
- Monitor the levels of watercourses (measurements on water level rules) every 15 days during the agreed opening period, enter the data and provide it to the technical authority

of ECCC within 3 days. Monitoring will take place at the following facilities and watercourses indicated in Figure 1:

- o Embankment (Fraser layout !!)
- o Mc Gibbon



Figure 1: Location of the water level rules to be followed in 2020.

- Submit an inspection report every three weeks, according to the schedule established in section 6 (Deliverables), to the ECCC technical authority using the inspection sheet presented in Appendix B.

Any report related to surveillance of the territory must be made to the ECCC technical authority.

PUBLIC SECURITY

The contractor is responsible for acting as a responder to the various categories of public safety incidents that may occur at the NWA, according to the emergency procedures in place (public safety plan). In the event of an incident, the contractor must notify the protected area manager of ECCC-SCF-Qc and follow the instructions given. He is also responsible for carrying out preventive inspections and applying the corrective measures that are required, in a timely manner, either within 24 hours of observation of the risk for immediate emergencies and within 7 calendar days for other risks.

Certain public safety responsibilities are the responsibility of all personnel working for the contractor on site. For the period covered by the public security services specified in section 3 above, the contractor and his employees must:

- Read and understand the public security plan of the NWA and know its obligations;
- Report any risk likely to endanger the safety of the public or employees;
- Master the emergency procedures and procedures to be followed in the event of various public security incidents (accidents, injuries, fire, lost people, etc.) and apply them;
- Apply the rules of first aid and administer first aid to staff and the public or ensure the provision of first aid in the event of an accident within the limits of the NWA and adjacent lands managed by ECCC;
- Write an incident report for any event he witnesses and submit it to the site security officer who will send it to ECCC;
- Immediately report any case of lost or injured people to the manager of protected areas of ECCC-SCF-Qc.

For the period covered by the public security services specified in section 3 above, the contractor's employees responsible for reception services must:

- Take the necessary measures to prevent a dangerous situation;
- Take note of accident reports and apply appropriate measures to correct the dangerous conditions described;
- Inform the manager of the contractor of any incident on the site in terms of public safety;
- Perform the necessary inspections at the reception center, including checking the contents of first aid kits, fire extinguishers, smoke detectors, etc. and notify the ECCC Technical Authority of any missing material.

For the period covered by the public security services specified in section 3 above, the contractor's employees responsible for maintaining the reserve must:

- Execute in priority the tasks related to public security according to the deadlines indicated above;
- Put in place adequate security measures or devices to prevent risks.

Any report related to public safety must be made to the manager of protected areas of ECCC-SCF-QC.

MAINTENANCE

Site and infrastructure

The RNFLSF, which is open to the public, has several infrastructures (buildings, paths, wooden sidewalks, parking lots, etc.). It is important that these infrastructures comply with the laws and regulations in force, that they promote a good image of the department and that they are safe for visitors. For the period covered by the maintenance services (see section 3 above), the contractor must:

- Check that the security of the premises for the public, its employees, volunteers and any other third party is ensured at all times and report any risk to the ECCC technical authority;
- Maintain buildings, trails, parking lots, shelters, sidewalks and observation towers on an ongoing basis, including:

- Leveling the trails and adding gravel, as soon as necessary, to keep the walking surface safe and in good condition (holes over 5 cm deep must be filled immediately);

- Performing emergency repairs to ensure the security of the premises;

- Carrying out minor maintenance work, minor repairs to buildings and infrastructure and other work at the request of ECCC;

- Promptly informing the ECCC technical authority of emergency repairs carried out as well as any other situation that could compromise the safety of visitors;

- Closing, on the prior advice of the manager of the protected areas section of ECCC-SCF-Qc, some or all of the buildings, paths, sidewalks, parking lots or towers so as not to compromise visitor safety ;

- Maintaining the vegetation (including, but not limited to, the rock garden, bird gardens and feeders) and the land by ensuring the completion of the tasks necessary to meet, before May 1 and at all times until end of the maintenance period specified in section 3 above, the following requirements:

- Maintain the grassed areas to a length of grass not exceeding 15 cm
- Ensure at all times the free movement of visitors and the visibility of traffic signs
- Ensure at all times that weeds never occupy more than 20% of the surface of the flower beds
- Ensure at all times the aesthetics of landscaping by the absence of branches and dead individuals and the maintenance of a regular and harmonious shape of trees and shrubs
- Ensure at all times the clearance of infrastructure by pruning, if necessary, bulky shrubs
- Free the paths over 2 meters in width (or width of the sidewalk if applicable) and 2.5 meters in height; use an angled cutting method if necessary if the vegetation falls back on the path despite a clearance of 2 meters on the ground
- Ensure the visibility of any official display of ECCC by an appropriate cut of the vegetation
- Pick up cuttings or, if necessary, deposit them out of sight of visitors;

- Maintaining dry toilets, benches, observation covers, etc. :
Sweep and remove the cobwebs and waste;

- Ensure the availability of the planned supplies (toilet paper, trash bags, etc.);

- Collect and eliminate, in accordance with the laws and regulations in force, any waste arising from the presence of visitors, its employees, volunteers or any third party who has accessed the NWA or the adjacent properties managed by ECCC, including dry toilets. This work includes the emptying of all garbage cans on the territory, as well as the management of recyclable materials if necessary;
- Report to the ECCC technical authority any inappropriate waste deposit;
- Contribute to the control of invasive alien species and to the follow-up activities of control projects, in particular for the pennywort on the Piasetski trail and the Aigrettes dike and for other targeted species;
- Report to the ECCC technical authority any maintenance necessary for the management of migratory birds, species at risk or other wild species;
- At the request of the technical authority of ECCC, welcome contractors and other collaborators and accompany them to the site where they must carry out work;
- Perform specific work which will be specified by the ECCC technical authority in July for a period of 50 hours. This work could include the demolition of the small shed for equipment at the entrance (to make room for the new reception center if necessary) and additional work for the control of invasive species.

All reports related to the maintenance of the site and infrastructure must be made to the ECCC technical authority. Any repair on an infrastructure or any new infrastructure development proposal (building, path, sidewalk, wharf, etc.) will require prior authorization from the ECCC technical authority.

Housekeeping

For the period covered by the maintenance services (see section 3 above), the contractor must:

- Maintain the premises accessible to the public inside the reception pavilion to ensure the cleanliness of the premises, in particular the washroom and floors;
- Arrange the reception counter materials appropriately to maintain order;
- Regularly dust all furniture and artifacts to avoid the accumulation of dust;
- Ensure the availability of supplies (toilet paper, soap, wood chips, etc.) at all times.

Equipment

In order to perform the activities and works described in this document, the contractor will use certain equipment and materials loaned by ECCC for these purposes. Some infrastructure, equipment and materials belonging to ECCC and necessary for the maintenance of the NWA or the provision of reception services are fragile in weather conditions, it is necessary to store them during the winter period in a secure place previously agreed with the technical authority of ECCC and to ensure its maintenance before the start of the tourist season.

The entrepreneur must:

- Maintain equipment and materials in good working order and report any repair or replacement required to the ECCC technical authority; if necessary, the contractor may have the equipment on small loaned engines repaired;
- Perform the necessary repairs and maintenance on picnic tables, bicycle racks and other equipment at the start of the season, which involves repainting if necessary, repair and install the equipment in the appropriate locations. Picnic tables with peeled paint must be repainted in the same color while cedar tables that are not covered with paint must not be painted except for a layer of varnish on top of the table only if the contractor wishes to facilitate cleaning;
- Transport and store all removable equipment and interpretation panels in a safe place, protected from the weather and protected (padlocked) against theft at the end of the monitoring and maintenance service period. , until the start of the next operating season;
- Transmit to the technical authority the list of stored equipment, their condition, the repairs and replacements required as well as the precise location of the storage location, at the latest one week after the end of the period of provision of surveillance services and maintenance.

The loan certificate as well as the list of equipment loaned and to be stored is presented in Appendix C. All reports related to the maintenance and storage of equipment must be made to the ECCC technical authority.

Winter surveillance of buildings

The contractor is responsible for carrying out inspection visits to the reception pavilion and dry toilets between the end of the reception service period and the start of the following reception season. To this end, the contractor must visit the buildings every 2 weeks to verify the inventory, vandalism, damage and others that would require intervention in the winter season. The entrepreneur must:

- Close or have the water supply closed at the reception pavilion and bleed the pipes at the end of the period of providing public reception services;
- Carry out two inspection visits per month:
 - o Check the inventory (if an infraction is found, it will immediately notify the local police and the ECCC technical authority);
 - o Process telephone messages (call returns or transfer of requests to the RNF assistant at Cap-Tourmente, Isabelle Fortin, at 418-827-3776, extension 21);
- Report any anomalies and any operations relating to the winter protection of the reception pavilion to the ECCC technical authority.

DELIVERABLES AND SCHEDULE

The deliverables and the timetable for carrying out the activities described in this statement of work are described below. The last column presents the proportion of the total amount of the contract associated with each deliverable.

The final report must respect the structure and order of the work described in this statement of work and must include an introduction and a section recommendations and work to be done in addition to including as many photos as necessary to illustrate the state of the work. equipment and premises as well as the problems encountered and the work carried out. The absence of relevant photos could result in penalties up to the value of the associated report.

Written deliverables will be assessed in terms of both content and quality (logical structure, quality of French, dates, relevant photos, quantities indicated, condition of the site and infrastructure, recommendations, etc.). ECCC will review the deliverables to determine if they meet the requirements of this mandate. If it is judged that the content and / or the quality of the deliverable submitted by the contractor is not acceptable or does not meet the requirements established by this mandate, ECCC reserves the right to ask the consultant to submit other versions within the deadlines to be established by ECCC, until the deliverable is deemed satisfactory. In the event that comments from ECCC were not incorporated by the contractor in the following version, a justification will be requested (Word version followed by modifications with comments and responses to comments, if applicable).

All documents must be written in French and the contractor must verify the quality of the written French before submitting the documents. All deliverables must be sent to the ECCC Technical Authority.

Note: Similar dates for all deliverables would apply if the contract was extended in 2021-22.

DELIVERABLES	SCHEDULE
<p>Confirmation of the start of works</p> <p>Confirmation of the start of work and the hiring of a competent team is required, including:</p> <ul style="list-style-type: none">• the names of the people hired• before and after photos clearly showing the results of the work carried out at the start of the season for the maintenance of the vegetation and picnic tables	<p>1 June 2020 (May 1 2021)</p>

<ul style="list-style-type: none"> • before and after photos clearly showing the installation of the various equipment (geocaches, bike racks, garbage cans, etc.) and their location 	
<p>Reception</p> <p>Reception services from Wednesday to Sunday from 9 a.m. to 5 p.m. throughout the period of provision of reception services established in section 3 as well as Tuesday from 9 a.m. to 5 p.m. from May 15 to August 15 only. Confirmation of the number of days and dates worked will be requested.</p>	<p>Daily according to the schedule established in section 3</p>
<p>Maintenance, inspections and surveillance of the territory</p> <p>The inspection and surveillance of the territory must be carried out every three weeks, therefore 9 times during the period of delivery of the surveillance services of the territory, maintenance and public security established in section 3. The inspections must be carried out less 4 days before each date opposite and a territory inspection and surveillance report must be completed for each using the form presented in Appendix B. The form must be duly completed, supported by photos of problems reported, and transmitted to the ECCC technical authority on the dates specified opposite.</p>	<p>JUNE 1 2020 (1 MAY 2021) 22 MAY 2021 12 JUNE 3 July 24 July 14 August 4 septembre 25 September 16 October</p>
<p>Final report</p> <p>The final report should contain the following:</p> <ul style="list-style-type: none"> • the dates of operation • a section for each of the activities provided for in the contract including a report on the activities carried out • register of the number of visitors for each day of reception (by date) • number of school groups, age group, origin and dates of their visits • repairs carried out with photos before and after support • infringements observed, supporting photos, interventions carried out and results obtained • identification of maintenance, repair and acquisition needs for the following year • equipment storage including an inventory: description of the equipment, condition of the equipment with supporting photos, repairs or replacement required, address of the storage location and name and contact information of a contact person • difficulties encountered and solutions applied • specific recommendations to improve site management and services to the public 	<p>31 December 2020</p>

<p>Winter surveillance</p> <p>Building surveillance is carried out at least twice a month. Problems are immediately reported to ECCC.</p> <p>A report on winter monitoring activities and irregularities raised is presented at the end of the winter monitoring period, including: Dates of visits, Observations, Interventions</p>	<p>15 March 2021</p>
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4. Criteria for assessment of the Statement of Capabilities (Minimum Essential Requirements)

Any interested supplier must demonstrate by means of a statement of capabilities that it meets the following requirements:

The contractor (s) must

- Hold an acceptable diploma from a recognized post-secondary institution in a field of ecology, conservation biology, physical geography or with a specialization related to the duties of the position for one or more members of the organization;
- Have experience of more than 10 years in the management of a protected area (parks, refuge, national wildlife reserve, biodiversity reserve, etc.);
- Have experience in natural resource conservation projects;
- Demonstrate more than 10 years of experience in welcoming visitors and in providing interpretation and public awareness activities;
- Have more than 10 years of experience in the maintenance of natural sites (cutting vegetation, trail maintenance, minor repair of infrastructure, etc.);
- Have an experience of more than 5 years in the provision of nautical activities for the public (canoes, rabaskas, kayaks);
- Be available 5 to 6 days / week and 8 hours / day between the months of May or June to October and offer visitor reception, interpretation, surveillance and maintenance and public safety services in an area protected in the Dundee region (Montérégie);
- Have proven experience with regional, provincial and national collaborators.

5. Applicability of the trade agreement(s) to the procurement

This procurement is NOT subject to trade agreements.

6. Set-aside under the Procurement Strategy for Aboriginal Business

This procurement is NOT subject to a set-aside.

7. Comprehensive Land Claims Agreement

This procurement is NOT subject to the CLCA.

8. Justification for the Pre-Identified Supplier

The selected supplier meets all the requirements and no other contractor offering this type of service is known in this agricultural region of Quebec. In this context, the choice of a trusted contractor is essential in order to ensure the quality of the services that will be offered to NWA users. No other organization with the capacity to carry out these mandates more efficiently and economically than the entrepreneur has been listed in this region of Quebec.

9. Government Contracts Regulations Exception(s)

The following exception(s) to the *Government Contracts Regulations* is (are) invoked for this procurement under subsection 6(d), Only One Supplier is Capable of Performing the Work.

10. Trade Agreement-Exclusions and/or Limited Tendering Reasons

This Procurement is not subject to Trade Agreements.

11. Ownership of Intellectual Property

(N/A)

12. Period of the proposed contract or delivery date

The proposed contract is for a period of one year, from June 1, 2020 to May 31, 2021. There is the possibility of an extension of one year, from June 1, 2021 to May 31, 2022.

13. Cost estimate of the proposed contract

The estimated value of the contract is \$75,440 + Taxes

14. Name and address of the pre-identified supplier

Les Amis de la RNF du Lac St-Francois
7600 chemin Pointe Fraser
Dundee, QC, J0S 1L0

15. Suppliers' right to submit a statement of capabilities

Suppliers who consider themselves fully qualified and available to provide the goods, services or construction services described in the ACAN may submit a statement of capabilities in writing to the contact person identified in this notice on or before the closing date of this notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

16. Closing date for a submission of a statement of capabilities

The closing date and time for accepting statements of capabilities is 14:00 Eastern Standard Time on May 6, 2020.

17. Inquiries and submissions of statement of capabilities

Any inquiries or submissions of statement of capabilities can be submitted to:

Anthony De Flavis
Procurement Officer
Procurement & Contracting Services
Environment and Climate Change Canada
105 McGill, 5e étage, Montréal QC H2Y 2E7
anthony.deflavis@canada.ca
Téléphone 514-283-5958