



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement
Fisheries and Oceans Canada | Pêches et Océans Canada
301 Bishop Drive | 301 promenade Bishop
Fredericton, NB E3C 2M6

Email - courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

REQUEST FOR STANDING OFFER

DEMANDE D'OFFRES À COMMANDES (DOC)

Proposal to: Fisheries and Oceans 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 and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Pêches et Océans 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 appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

Title – Sujet Phase I, II, III and Detailed Site Investigations Services on an as-and-when requested basis on behalf of the Fisheries and Oceans Canada (F&OC).		Date June 26, 2020
Solicitation No. – N° de l'invitation F5211-190655		
Client Reference No. - No. de référence du client		
Solicitation Closes – L'invitation prend fin At / à : 14:00 ADT On / le : August 5, 2020		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci-inclus	Duty – Droits See herein — Voir ci-inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Email – courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca		
Delivery Required – Livraison exigée See herein — Voir ci-inclus	Delivery Offered – Livraison proposée	
Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	3
1.3 SECURITY REQUIREMENTS	4
1.4 DEBRIEFINGS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF OFFERS.....	5
2.3 FORMER PUBLIC SERVANT.....	5
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS	5
2.5 APPLICABLE LAWS.....	5
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	7
3.1 OFFER PREPARATION INSTRUCTIONS.....	7
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	9
4.1 EVALUATION PROCEDURES.....	9
4.2 BASIS OF SELECTION.....	9
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	11
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER	11
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	13
PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS	14
6.1 SECURITY REQUIREMENTS	14
6.2 FINANCIAL CAPABILITY	14
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	15
A. STANDING OFFER	15
7.1 OFFER.....	15
7.2 SECURITY REQUIREMENTS	15
7.3 STANDARD CLAUSES AND CONDITIONS.....	15
7.4 TERM OF STANDING OFFER	15
7.5 AUTHORITIES	16
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	16
7.7 IDENTIFIED USERS.....	16
7.8 CALL-UP PROCEDURES - RIGHT OF FIRST REFUSAL.....	16
7.9 CALL-UP INSTRUMENT	17
7.10 LIMITATION OF CALL-UPS	17
7.11 FINANCIAL LIMITATION.....	17
7.12 PRIORITY OF DOCUMENTS	17
7.13 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	17
7.14 APPLICABLE LAWS.....	17
B. RESULTING CONTRACT CLAUSES	18
7.1 STATEMENT OF WORK.....	18
7.2 STANDARD CLAUSES AND CONDITIONS.....	18
7.3 TERM OF CONTRACT	18
7.4 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	18



7.5	PAYMENT	18
7.6	INVOICING INSTRUCTIONS	19
7.7	INSURANCE REQUIREMENTS	19
ANNEX "A", STATEMENT OF WORK.....		20
ANNEX "B", BASIS OF PAYMENT		27
ANNEX "A" TO PART 3 OF THE REQUEST FOR STANDING OFFERS.....		30
ANNEX "C", EVALUATION CRITERIA.....		31
ANNEX "D", TECHNICAL AND FINANCIAL EVALUATION SUBMISSION FORMS		45



PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

The Regional Office of Environmental Coordination (ROEC) within Real Property, Safety & Security of the Department of Fisheries and Oceans--Pacific Region (RPSS) conducts and manages site assessment, site characterization and environmental audit projects on property that F&OC owns or has an interest in. These projects involve assessments of contaminants in soil, air, surface water, groundwater, and plant and animal tissues. The properties managed by RPSS include: lightstations, small craft harbors, hatcheries and various other facilities and bases. The department has internal resources that conduct Phase I, II, III and Detailed Site Investigations. Due to the large number of sites additional outside expertise is often required.

This work is to deliver various levels of Phase I, II, III or Detailed Environmental Site Assessments. This standing offer may also be used for the Department to meet its obligations under the Canadian Environmental Assessment Act (CEAA 2012) in the form of a Projects Effects Determination or other related works.



The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.



PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Offers

Offers 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 Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

Offerors must complete Part 5.1.3

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.)

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

Section I:	Technical Offer	(one soft copy in PDF format)
Section II:	Financial Offer	(one soft copy in PDF format)
Section III:	Certifications	(one soft copy in PDF format)

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP.

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) format;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

Section I: Technical Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices – Offer

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

If Annex “A” Electronic Payment Instruments 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.



3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Please See *Annex D* for Mandatory Technical Criteria

4.1.1.2 Point Rated Technical Criteria

Please See *Annex D* for Rated Technical Criteria

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price - Offer

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price

4.2 Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.



The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by an 70/30 ratio of technical merit and price, respectively. The total available point equals 25 and the lowest evaluated price is \$75.00 per hour (75).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		25/25	18/25	23/25
Bid Evaluated Price		\$120.00	\$90.00	\$75.00
Calculations	Technical Merit Score	$25/25 \times 70 = 70$	$18/25 \times 70 = 50.4$	$23/25 \times 70 = 64.4$
	Pricing Score	$75/120 \times 30 = 18.75$	$75/90 \times 30 = 25$	$75/75 \times 30 = 30$
Combined Rating		88.75	75.4	94.4
Overall Rating		2 nd	3 rd	1 st



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with 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 Offeror must provide with its offer the required documentation, as applicable), to be given further consideration in the procurement process.

5.1.2 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension?

YES () NO ()

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES () NO ()

If so, the Offeror 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, including Applicable Taxes.

5.1.3 Electronic Payment Instruments

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

- () VISA Acquisition Card;
- () Direct Deposit (Domestic and International);



5.1.4 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 provided will render the offer non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.



PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to the Standing Offer.

6.2 Financial Capability

SACC Manual clause [M9033T](#) (2011-05-16) Financial Capability



PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 There is no security requirement applicable to the Standing Offer.

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

7.3.1 General Conditions

[2005](#) (2020-05-28) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from SOA Award to March 31, 2021.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two year period, from April 1, 2021 to March 31, 2023 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.



7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Rob Bowie
Title: A/Contracting Specialist
Organization: Fisheries and Oceans Canada
Directorate: Materiel and Procurement Services
Address: 301 Bishop Dr.
Fredericton, NB
E3C 2M6

Telephone: ____ - ____ - ____

E-mail address: _____

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

To Be Completed on SOA Award

7.6 Proactive Disclosure of Contracts with Former Public Servants

To Be Completed (if applicable) on SOA Award

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Fisheries and Oceans Canada.

7.8 Call-up Procedures - Right of first refusal:

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. The identified user will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked offeror is unable to fulfill the need, the identified user is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.



7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 300,000.00 (Applicable Taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ _____ **(To Be Completed on SOA Award)** (Applicable Taxes Included) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 6 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) 2010B (2020-05-28), General Conditions - Professional Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____ **(To Be Complete on SOA Award)**

7.13 Certifications and Additional Information

7.13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.



B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2035 (2020-05-28), General Conditions - Higher Complexity – Services apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Contract is from date of SOA award to March 31, 2022 inclusive.

7.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

7.4 Proactive Disclosure of Contracts with Former Public Servants

To Be Complete on SOA Award, If Applicable

7.5 Payment

7.5.1 Basis of Payment

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at annex B, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are excluded and Applicable Taxes are extra.

7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____ (*to be inserted at Offer issuance*). Customs duties are included) and Applicable Taxes are extra.
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% committed, or
 - b. four 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.

7.5.3 Method of Payment

The following methods of payment will apply:

H1008C (2008-05-12), Monthly Payment

7.5.4 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. Direct Deposit (Domestic and International)

7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, and vouchers for all direct expenses;
- d. a copy of the monthly progress report.

2. Invoices must be distributed as follows:

- a. One (1) copy must be forwarded to the following email address:
DFO.invoicing-facturation.MPO@canada.ca
- b. One (1) copy must be forwarded to the Project Authority identified in the call-up.

7.7 Insurance Requirements

SACC *Manual* clause G1005C (2016-01-28) Insurance



ANNEX A, STATEMENT OF WORK

1.0 Scope

1.1 Title

Phase I, II, III and Detailed Site Investigations Services on an as-and-when requested basis on behalf of the Fisheries and Oceans Canada (F&OC).

1.2 Introduction

The Regional Office of Environmental Coordination (ROEC) within Real Property, Safety & Security of the Department of Fisheries and Oceans--Pacific Region (RPSS) conducts and manages site assessment, site characterization and environmental audit projects on property that F&OC owns or has an interest in. These projects involve assessments of contaminants in soil, air, surface water, groundwater, and plant and animal tissues. The properties managed by RPSS include: lightstations, small craft harbors, hatcheries and various other facilities and bases. The department has internal resources that conduct Phase I, II, III and Detailed Site Investigations. Due to the large number of sites additional outside expertise is often required.

This work is to deliver various levels of Phase I, II, III or Detailed Environmental Site Assessments. This standing offer may also be used for the Department to meet its obligations under the Canadian Environmental Assessment Act (CEAA 2012) in the form of a Projects Effects Determination or other related works.

1.4 Objectives of the Requirement

The purpose of this requirement is for the provision of **technical and project management services** related to the overall **environmental site assessment of contaminated sites**. The Supplier (s) will be available to help F&OC staff to prepare and implement site assessment or parts thereof on an as-needed basis.

1.5 Background, Assumptions and Specific Scope of the Requirement

This standing offer is designed to provide external resources to assist with environmental site assessments including Phase I, II, III and Detailed-Site-Investigation-level site assessments for F&OC on an as-needed basis.

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

The project will consist of the following tasks:

1. *Review of existing data and recommendations for additional data collection.* A review of available data and reports from previous activities at the site will be undertaken. Detailed recommendations for additional data collection (sampling locations, analytical requirements, etc.) will be prepared for input to the proposed environmental site investigation program.
2. *Site visit and data collection.* A site visit will be conducted to ensure an understanding of physical site-specific conditions. This will be conducted in conjunction with the proposed environmental site investigation program. A copy of sample descriptions (i.e., GPS coordinates and sample depth) should be shared with F&OC as soon as practicable after completion of the field work.
3. *Report preparation.* A comprehensive report will be prepared documenting the input data, methods and results, and should be self-contained (i.e., contain all relevant supporting data and



document all assumptions). The report should contain all required information as outlined in the F&OC guidance and should clearly describe any aspects that deviated from the referenced protocols and guidance documents. There are standard terms of reference for Phase Is and Phase IIs to be completed as part of this standing offer.

Specifically, the report should include:

- Executive Summary
- Introduction
- Description of property/site (including summary of site investigations and data on contaminant concentrations in environmental media)
- Problem formulation
- Data collection methodology, results and discussion and conclusions
- National Contaminated Sites Score
- Uncertainties and data gaps
- Conclusion and Discussion
- Recommendations
- Liability Estimate
- References

The report should undergo an internal senior technical peer review to ensure all data from the environmental site investigation(s) are correct, the appropriate screening guidelines are used, and calculations are correct.

The report should include a summary of site conditions, and sufficient documentation for all assumptions and calculations to enable an independent technical review. The final report will address all comments provided during the Project Authority's review of the draft. The draft report shall be submitted in editable digital format (MS-Word and Excel spreadsheets).

Two complete hard copies of the final environmental report should be provided. Each copy of the report should be accompanied with a CD or memory stick containing the unlocked full digital copy of the report and its corresponding report files (i.e., MS Excel, MS Word, PDF documents), as well as any data files as received from the analytical laboratories in MS Excel format.

2.2 Specifications and Standards

The Environmental Site Assessment work will be conducted using the following protocols and guidance documents:

- Federal Guidance for Estimating Remediation Liabilities at Federal Contaminated Sites
- FCSAP Site Closure Tool and Guidance
- FCSAP Remediation Conceptual Cost Estimation Tool
- DFO Phase I ESA Report Template Guide
- DFO Phase II ESA Report Template.doc (generic or specific to Small Craft Harbours work)
 - Terms of Reference for Environmental Sampling
- These Terms of Reference are intended to be used in conjunction with the following MS Excel files:
 - DFO Phase II Property Attribute Data Template.xls
 - CCME NCSCS Scoring Template.xls
 - FCSAP ASCS Scoring Template.xls (if applicable)
 - DFO Phase II TOR Appendix F Checklist.xls

2.3 Method and Source of Acceptance



Final reports produced under each call up will be deemed complete upon review and acceptance by the Departmental Representative. The Phase II checklist should be submitted by the report author to ensure they will meet the F&OC requirements. The above listed templates and specifications must be followed to ensure satisfactory completion of the project.

2.4 Reporting Requirements

Two complete hard copies of the final environmental report must be provided. Each copy of the report should be accompanied with a CD or memory stick in the sleeve page of the report containing the unlocked full digital copy of the report and its corresponding report files (i.e., MS Excel, MS Word, PDF documents).

Due to the large portfolio of sites and the need to manage these sites over a long period of time, detailed terms of reference for environmental reports and sampling are required for all reports submitted unless otherwise specified by F&OC on a per-site basis. These terms of reference may be changed at any time and will be provided at the time a call-up is issued.

2.5 Project Management Control Procedures

Consultants may invoice on a monthly basis, provided the following terms are met:

- A maximum of 60% of the total project budget may be invoiced before the consultant submits the draft deliverables.
- A maximum of 80% of the total project budget may be invoiced before the consultant submits the final deliverables

Any deliverables that do not meet the terms and specifications as outlined in the conditions of the contract (e.g., Work Plan or Terms of Reference) will not be considered final.

Professional fees must be invoiced at the hourly rate quoted for F&OC Regional Standing Offer for "Phase I, II and III Assessment Services".

The individual identified in the proposal as the Project Coordinator or Technical Authority shall work with the Departmental representative to ensure that the figures and tables and the conceptual site model is received within 4 weeks of field work completion.

A draft report should be completed within 6 weeks of review of the Conceptual Site Model (CSM) and figures and tables by the Departmental Representative.

All final reports must be received no later than March 31 of that fiscal year (note: a fiscal year runs from April 1st to March 31st of the next year) unless otherwise specified in the call-up.

A minimum of monthly updates on progress reports should be submitted by the Project manager to the Departmental Representative.

2.6 Change Management Procedures

A request for a change in scope of the call-ups can be initiated by the Departmental Representative based on field conditions, sampling protocols or other situations such as custodian requirements. Both parties must agree on the scope change and have a record of both parties agreement. In the event the scope change requires a budget change, an amending call-up will be put in place by the Departmental Representative.



Changes in scope, financial limitation, period of time, named resources, terms and conditions to the Standing Offer agreement(s) must be authorized in writing by the Contracting Authority

2.7 Ownership of Intellectual Property

The Department of Fisheries and Oceans has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: where material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

3.0 Other Terms and Conditions of the SOW

3.1 Communications/Meetings

A kick-off meeting will be held upon call-up award in a manner and venue (e.g., face-to-face, teleconference) to be determined by the project authority. Travel costs for meetings, if necessary, will be negotiated as separate scope/cost items and should not be included in this proposal.

Progress meetings will be held upon submission of the problem formulation report and the draft report to discuss the direction of the project and the findings.

The contractor shall remain in regular contact with the project authority either by telephone or e-mail to ensure that the project is progressing according to schedule and that any required information is made available.

3.2 Departmental Support

Departmental Representative will:

- Allow and coordinate access to facilities and transportation with CCG (the Canadian Coast Guard) if required
- access to a staff member who will be available to coordinate activities including F&OC health and safety requirements
- provide comments on draft reports within two weeks
- provide other assistance or support
- provide access to any publications, reports, studies or historical information related to the work

3.3 Contractor's Obligations

Title to the equipment/furnishings charged against this Standing Offer shall vest in Canada upon payment of invoiced amounts and shall remain so vested at all times.

For each item of equipment/furnishings that is purchased, the Contractor is to record the name, manufacturer, model number, serial number, optional equipment, supplier and price and forward this information to the Project Authority.

The Contractor shall label all equipment/furnishings as being the property of Canada.

Notwithstanding the fact that the equipment/furnishings under this Contract become vested in Canada, the equipment/furnishings shall remain within the custody and control of the Contractor until such time as the Project Authority provides instructions for its delivery. During this period of time, the Contractor shall take reasonable and proper care of the equipment/furnishings.

List of Excluded Equipment Rental and Subcontractor Markup Costs

In the process of conducting work on behalf of F&OC several items cannot be billed as separate line



items in invoice, but must be included in the hourly rate of professional staff. Other items not listed below are to be determined on a project-specific basis and will be negotiated when an individual call-up against the standing offer is issued.

Costs to be included in hourly rate of professional staff:

- Cell Phone
- Digital Camera
- Gloves
- Personal Protective Equipment (unless specific requirements for F&OC - i.e., flight suits- whereby F&OC will provide or pay for)
- First Aid Kit and Supplies
- Computer software or hardware (e.g., removable hard drives)
- Training (unless agreed to on a specific basis)

When it is necessary for the consultant to subcontract for a service, the markup charged by the consultant cannot exceed 2.5%. F&OC will pay invoices net 30 days from when we receive the correctly formatted invoice covering the subcontractors.

Consultants may invoice on a monthly basis, provided the following terms are met:

Professional fees must be invoiced at the hourly rate quoted for F&OC Regional Standing Offer for "Phase I, II and III Environmental Site Assessment Services".

3.4 Location of Work, Work site and Delivery Point

Due to existing workload and deadlines, all personnel assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel.

F&OC will provide at least four weeks' notice to the consultants of any field visits or other fixed commitments for personnel listed in this standing offer. If F&OC cannot provide four weeks' advance notice of the requirement for personnel specified on the consultants proposal, then F&OC and the consultant may agree on a mutually suitable date. As a last resort, F&OC may consider alternate personnel proposed by the company for that specific project; however, this must be approved prior to the issuing of a call-up against the standing offer. If the company proposes replacement resources for a project, the replacement resources need to be evaluated and their score must meet or exceed the named resources in order to be considered. Not having an equivalent or better resource could affect the company's overall ranking.

3.5 Language of Work

The language of work will be in English.

3.6 Travel and Accommodation

All travel and accommodation must be pre-approved by the Project Authority. Expenses are to be reimbursed upon submission and approval of the travel claim(s) to the Project Authority in accordance with the Treasury Board of Canada Travel Directive.

Receipts must be submitted for invoiced travel expenses, except meals and incidentals can be invoiced at the current rates defined by the Treasury Board of Canada Travel Directive Appendix C (<http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en>).



Vehicle kilometres can be invoiced at the current rates defined by the Treasury Board of Canada Travel Directive Appendix B (<http://www.njc-cnm.gc.ca/directive/d10/v238/s658/en>).

Guidelines for allowable accommodation and rental vehicle costs are defined by the Treasury Board of Canada Travel Directive (<http://www.njc-cnm.gc.ca/directive/d10/en>) and current government rates are listed on the Accommodation and Car Rental Directory (<http://rehelv-acrd.tpsgc-pwgsc.gc.ca/acrds/index-eng.aspx>).

Invoices for accommodation or car rentals must include receipts.

4.0 Project Schedule

4.1 Expected Start and Completion Dates

The period for placing call-ups against any resulting Standing Offer will be a maximum of three (3) years from the date a Standing Offer is authorized by F&OC. The Standing Offer will initially be awarded for a one-year period and may be extended for two more years (in one-year increments). Call-ups will not be made for services beyond the three year period. A maximum of five companies will be accepted on the Standing Offer.

4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)

Listed below are the minimum milestones to be included in the proposal for each individual call-up.

- [insert date] – project kickoff meeting.
- [insert date] – all relevant reports and data to be forwarded to contractor.
- [insert date] – draft problem formulation report to be submitted to ROEC for review.
- [insert date] – draft sampling plan report to be submitted to ROEC for review.
- [insert date] – draft report to be submitted to ROEC for review.
- [insert date] – comments on the draft report to be forwarded to the contractor.
- [insert date] – final report to be submitted to ROEC.

5.0 Required Resources or Types of Roles to Be Performed

The personnel submitted on this proposal must be available for work for the full period of the Standing Offer. In 2020-2021 and up to 2022-2023 should the standing offer be renewed for its two option years. In the event any of the key personnel listed in the proposal are no longer employed at the company that was awarded the standing offer, the company must submit potential replacement personnel in writing to the contracting authority within 3 months of the key personnel leaving. The replacement personnel will be evaluated using the same technical criteria as the personnel that they are replacing. In the event a suitable replacement is not identified a new call-up may not be issued for that company for that particular service until appropriate replacement personnel are approved.

6.0 Glossary

6.1 Relevant Terms, Acronyms and Glossaries

ACM	Asbestos Containing Materials
AEC	Areas of Environmental Concern
AIA	Archaeological Impact Assessment
AOA	Archaeological Overview Assessment
APEC	Area of Potential Environmental Concern
ASCS	Aquatic Sites Classification System



ASTM	American Society for Testing and Materials
AVS & SEM	Acid Volatile Sulphides and Simultaneously Extracted Metals
BC	British Columbia
BC MOE	BC Ministry of the Environment
BC CDC	BC Conservation Data Centre
BETX	Benzene, Ethylbenzene, Toluene & Xylenes
CCA	Chromated copper arsenate
CCG	Canadian Coast Guard
CCME	Canadian Council of Ministers of the Environment
COD	Chemical Oxygen Demand
CSA	Canadian Standards Association
CSM	Conceptual Site Model
CSR	Contaminated Sites Regulation
DFRP	Directory of Federal Real Property
DNAPL	Dense Non-Aqueous Phase Liquids
dpi	Dots per inch
EHP	Environmental Health Perspectives
EMP	Environmental Management Plan
EPH	Extractable Petroleum Hydrocarbons
ERIS	Eco Log Environmental Risk Information System
ESA	Environmental Site Assessment
FCSAP	Federal Contaminated Sites Action Plan
FCSI	Federal Contaminated Sites Inventory
F&OC	Fisheries and Oceans Canada
DGPS	Differential Global Positioning System
GPS	Global Positioning System
HBM	Hazardous Building Materials
HWR	Hazardous Waste Regulation
ISQG	Interim Sediment Quality Guideline
JHA	Job Hazard Analyses
LNAPL	Light Non-Aqueous Phase Liquids
LTSA	Land Title and Survey Authority of British Columbia
MCFR	Management of Contaminated Fisheries Regulations
NAPL	Non-Aqueous Phase Liquids
NCSCS	National Classification System for Contaminated Sites
PAHs	Polycyclic Aromatic Hydrocarbons
PCBs	Polychlorinated Biphenyls
PCOC	Potential Contaminant of Concern
PHCs	Petroleum Hydrocarbons
PID	Parcel Identifier
PIN	Parcel Identifier Number
PPE	Personal Protective Equipment
PSI	Preliminary Site Investigation
RBS	Risk-based Strategy
ROEC	Regional Office of Environmental Coordination
ROW	Right-of-Way
RPD	Relative Percent Differences
RPSS	Real Property Safety and Security
SAP	Sampling and Analysis Plans
SARA	Species at Risk Act
TDGR	Transportation of Dangerous Goods Regulation
TOC	Total Organic Carbon
TOR	Terms of Reference
UFFI	Urea Formaldehyde Foam Insulation
VOCs	Volatile Organic Compounds
XRF	X-ray Fluorescence



ANNEX "B", BASIS OF PAYMENT

INSTRUCTIONS

1. The hourly rates identified will be for the duration of the Standing Offer.
2. Travel and Living Expenses: Firms are advised that any travel time and travel-related expenses associated with the delivery of services will be paid (with prior approval of the Project Authority) in accordance with current National Joint Council Travel Directive.
3. A maximum of 60% of the total project budget may be invoiced before the consultant submits the draft deliverables.
4. A maximum of 80% of the total project budget may be invoiced before the consultant submits the final deliverables
5. Any deliverables that do not meet the terms and specifications as outlined in the conditions of the Standing Offer (e.g., Work Plan or Terms of Reference) will not be considered final.
6. For field equipment, certain items (specified in "List of Excluded Equipment Rental and Subcontractor Markup Costs" below) cannot be charged as separate line items because it is assumed that these costs are covered in the hourly rate.

Table A:

Initial Period: Contract Award to March 31, 2021			
CATEGORY OF PERSONNEL		Name of Consultant	Fixed Hourly Rates
1.	Project Manager		\$
2.	Senior Engineer or Scientist 1		\$
3.	Senior Engineer or Scientist 2		\$
4.	Hydrogeologist		\$
5.	Intermediate Engineer/Scientist		\$
6.	Phase 1 Specialist		\$
7.	Field Staff 1		\$
8.	Field Staff 2		\$
9.	Intermediate Biologist or Scientist (CEAA Specialist)		\$
10.	Draftsperson		\$



11.	GIS Analyst		\$
Total combined price of all of the fixed hourly rates (for evaluation purposes)			

Table B:

1 st Optional Period: April 1, 2021 to March 31, 2022		
CATEGORY OF PERSONNEL	Name of Consultant	Fixed Hourly Rates
Project Manager		\$
Senior Engineer or Scientist 1		\$
Senior Engineer or Scientist 2		\$
Hydrogeologist		\$
Intermediate Engineer/Scientist		\$
Phase 1 Specialist		\$
Field Staff 1		\$
Field Staff 2		\$
Intermediate Biologist or Scientist (CEAA Specialist)		\$
Draftsperson		\$
GIS Analyst		\$
Total combined price of all of the fixed hourly rates (for evaluation purposes)		



Table C:

2nd Optional Period: April 1, 2022 to March 31, 2023		
CATEGORY OF PERSONNEL	Name of Consultant	Fixed Hourly Rates
Project Manager		\$
Senior Engineer or Scientist 1		\$
Senior Engineer or Scientist 2		\$
Hydrogeologist		\$
Intermediate Engineer/Scientist		\$
Phase 1 Specialist		\$
Field Staff 1		\$
Field Staff 2		\$
Intermediate Biologist or Scientist (CEAA Specialist)		\$
Draftsperson		\$
GIS Analyst		\$
Total combined price of all of the fixed hourly rates (for evaluation purposes)		

Total combined price of Table A, Table B, and Table C (for evaluation purposes only)	
Table A \$_____ + Table B \$_____ + Table C \$_____ =	\$_____



ANNEX “A” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- Direct Deposit (Domestic and International);



Annex “C”, Evaluation Criteria

Mandatory Criteria

Mandatory Requirement:

Bidders' proposals must clearly demonstrate that they meet the following Mandatory Requirement for the proposal to be considered for further evaluation.

Proposals not meeting the mandatory criterion will be excluded from further consideration

	Mandatory Criterion	Meets? Yes/No	Cross-Reference to Proposal
M1	<p>The bidder must propose one (1) Contaminated Sites Approved Professional.</p> <p>The bidder must provide a copy of the resources' certification through the Society of Contaminated Sites Professionals of British Columbia with their bid.</p>		



Point-rated Criteria:

Proposals meeting the Mandatory Criterion will be evaluated and rated against the following Point-rated Criteria, using the evaluation factors specified for each criterion. It is imperative that these criteria be addressed in sufficient depth in the proposal to fully describe the Bidder's response and to permit the Evaluation Team to rate the proposals.

Bids MUST achieve a minimum score of 90/180 (50%) of the total score of the Rated Requirements, the minimum score per rated item and the minimum score per table in order to be considered technically responsive. Proposals which fail to attain at least 50% of a total score of the Rated Requirements will be considered technically non-responsive and no further evaluation will be conducted.

Note that partial scores will be awarded for technical criteria as appropriate for all categories except for auxiliary personnel. Each applicant proposed must attain the minimum score for that particular position or they will receive a total score of 0 for that position.

Separate individuals should be proposed for each of the positions so that firms can maintain a high level of capacity. For auxiliary personnel, replacement personnel are to meet the minimum requirements as set out in the proposal and pass technical evaluation; billing rates remain the same.



Point-rated Technical Criteria

Point Rated Criteria (R)				
Proposals submitted for this requirement should clearly demonstrate that the Bidder meets all of the Point Rated Criteria.				
*For the Bidder's examples and for each of the proposed resources, experience must be used to demonstrate compliancy and should include at a minimum the following information:				
<ul style="list-style-type: none"> • The client organization; • The dates/duration of the project; • A description of the project, including the scope and elements of the framework, and the results/outcomes of the work undertaken by the proposed resources; • A description of the activities performed by the proposed resources; and The name and contact information of the client Project Authority.				
Key Personnel for Environmental Assessment Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-reference to Proposal
R1	Project Manager		11/20	
R1.1	The bidder's proposed resource should demonstrate a minimum of 8 years experience within the last 10 years managing contaminated sites projects (federal and provincial).	<ul style="list-style-type: none"> - 2 points for 8 years experience - 1 point for each year after that to a maximum of 5 total points 	2/5	
R1.2	The bidder's proposed resource(s) should be, or be working toward, a Certified Project Management Professional (PMP) certification through the Project Management Institute (PMI) The bidder should provide a copy of the certification or courses taken for in training	<ul style="list-style-type: none"> - 5 points for PMP - 3 points for PMP in training 	3/5	
R1.3	The bidder's proposed resource should have demonstrated experience with overall project management (budget, supervision of technical personnel, coordinating a multidisciplinary team) at remote sites (no road access)	<ul style="list-style-type: none"> - 10 points for complex project reference with 3 teams and budget >100K - -or- - 8 points for complex project >20K - 7 points for non-complex (only one contaminated media) - 6 points non-remote, non-complex site 	6/10	
R1 Total		20 points maximum		



Point Rated Criteria (R)

Proposals submitted for this requirement should clearly demonstrate that the Bidder meets all of the Point Rated Criteria.

***For the Bidder's examples and for each of the proposed resources, experience must be used to demonstrate compliancy and should include at a minimum the following information:**

- The client organization;
 - The dates/duration of the project;
 - A description of the project, including the scope and elements of the framework, and the results/outcomes of the work undertaken by the proposed resources;
 - A description of the activities performed by the proposed resources; and
- The name and contact information of the client Project Authority.

Key Personnel for Environmental Assessment Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-Cross-reference to Proposal
R2	Senior Engineer or Scientist 1 (CSAP)		14/20	
R2.1	The proposed resource should have a minimum 10 years demonstrated experience within the last 17 years conducting contaminated sites work (a combination of federal and provincial)	10 years = 2 points 12 years = 3 points 14 years = 4 points ≥16 years= 5 points	2/5	
R2.2	The proposed resource should have a Professional Designation (British Columbia) relevant to contaminated sites *A copy must be provided with bidders' submission for evaluation purposes.	- 5 points for: Professional Engineer, Professional Geologist, Professional Agrologist, or Registered Professional Biologist	5/5	
R2.3	The proposed resource should be a Certified Approved Professional with the Society of Contaminated Sites Approved Professionals *A copy must be provided with bidders' submission for evaluation purposes.	- 5 points for certification	5/5	
R2.4	The proposed resource should have demonstrated experience preparing site assessments, completing senior technical reviews, working with a multidisciplinary team, preparing remedial option evaluations, and in remedial design and implementation for remote terrestrial or aquatic sites within the last 5 years in British Columbia for a Federal Client	- 1 point for senior technical review - 1 point for preparation of reports - 1 point for preparation of remedial options evaluation - 2 points for implementation of remedial design at a remote site (no road access)	2/5	
R2 Total		20 points maximum		



Point Rated Criteria (R)

Proposals submitted for this requirement should clearly demonstrate that the Bidder meets all of the Point Rated Criteria.

***For the Bidder's examples and for each of the proposed resources, experience must be used to demonstrate compliancy and should include at a minimum the following information:**

- The client organization;
- The dates/duration of the project;
- A description of the project, including the scope and elements of the framework, and the results/outcomes of the work undertaken by the proposed resources;
- A description of the activities performed by the proposed resources; and
The name and contact information of the client Project Authority.

Key Personnel for Environmental Assessment Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-Reference to Proposal
R3	Senior Engineer or Scientist 2 (if R2 is an aquatic-sites specialist, then R3 should be a terrestrial-sites specialist, and vice versa)		10/15	
R3.1	The proposed resource should have a minimum 10 years demonstrated experience within the last 15years conducting contaminated sites work (a combination of federal and provincial)	10 years = 2 points 12 years = 3 points 14 years = 4 points ≥16 years = 5 points	3/5	
R3.2	The proposed resource should have a Professional Designation relevant to contaminated sites * A copy must be provided with bidders' submission for evaluation purposes.	- 5 points for: Professional Engineer, Professional Geologist, Professional Agrologist, or Registered Professional Biologist	5/5	
R3.3	The proposed resource should have demonstrated experience preparing site assessments, completing senior technical reviews, working with a multidisciplinary team, preparing remedial option evaluations, an in remedial design and implementation for remote terrestrial <u>or</u> aquatic sites (note: if position R2 had an aquatic specialization, then the resource proposed for this position must have an terrestrial specialization, and vice versa).	- 1 point for senior technical review - 1 point for preparation of reports - 1 point for preparation of remedial options evaluation - 2 points for implementation of remedial designs at remote sites (no road access)	2/5	
R3 Total points		15 maximum		



Point Rated Criteria (R)

Proposals submitted for this requirement should clearly demonstrate that the Bidder meets all of the Point Rated Criteria.

***For the Bidder's examples and for each of the proposed resources, experience must be used to demonstrate compliancy and should include at a minimum the following information:**

- The client organization;
 - The dates/duration of the project;
 - A description of the project, including the scope and elements of the framework, and the results/outcomes of the work undertaken by the proposed resources;
 - A description of the activities performed by the proposed resources; and
- The name and contact information of the client Project Authority.

Key Personnel for Environmental Assessment Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-Reference to Proposal
R4	Hydrogeologist		9/20	
R4.1	The proposed resource should have a minimum of 10 years of demonstrated contaminated sites experience and knowledge of hydrogeological conditions in British Columbia	10 years = 2 points 12 years = 3 points 14 years = 4 points ≥16 years = 5 points	2/5	
R4.2	The proposed resource should have a graduate degree related to hydrogeology *A copy must be provided with bidders' submission for evaluation purposes.	- 3 points Masters of Science - 5 points Doctoral Degree	3/5	



<p>R4.3</p>	<p>The proposed resource should have a demonstrated knowledge of modeling, providing input on plume mapping, contaminant fate and transport, degradation potential, overall understanding of hydrogeological site conditions and how they affect site characterization</p>	<ul style="list-style-type: none"> - 10 points for primary author for major project (budget >20K for hydrogeology work including modelling) within 5 years for federal or British Columbia client - 8 points for primary author for minor hydrogeology work (<20K including modelling) for federal or British Columbia client - 6 points for primary author for minor hydrogeology work (<20K including modelling) for non-federal client - 4 points for non-primary author of hydrogeological assessment 	<p>4/10</p>	
<p>R4 Total points</p>		<p>20 maximum</p>		

<p>Point Rated Criteria (R)</p> <p>Proposals submitted for this requirement should clearly demonstrate that the Bidder meets all of the Point Rated Criteria.</p> <p>*For the Bidder's examples and for each of the proposed resources, experience must be used to demonstrate compliancy and should include at a minimum the following information:</p> <ul style="list-style-type: none"> • The client organization; • The dates/duration of the project; • A description of the project, including the scope and elements of the framework, and the results/outcomes of the work undertaken by the proposed resources; • A description of the activities performed by the proposed resources; and <p>The name and contact information of the client Project Authority.</p>			
<p>Key Personnel for Environmental Assessment Services</p>	<p>Scoring Grid</p>	<p>Minimum Required Points/Maximum Points</p>	<p>Cross-Reference to Proposal</p>



R5	Intermediate Engineer or Scientist		10/20	
R5.1	The proposed resource should have a minimum of 8 years of demonstrated experience within the last 15 years in conducting site assessment work (a combination of federal and provincial)	8 years = 2 points 9 years = 3 points 10 years = 4 points >10 years = 5 points	2/5	
R5.2	The proposed resource should have, or be working toward, a Professional Designation (British Columbia) relevant to contaminated sites *A copy must be provided with bidders' submission for evaluation purposes.	- 5 points for: Professional Engineer, Professional Geologist, Professional Agrologist, or Registered Professional Biologist - 2 points for in training	2/5	
R5.3	The proposed resource should have demonstrated experience within the last 5 years conducting intrusive assessments at sites with multiple operations with environmental concerns, sites with water lots, sites requiring various drilling methods, sites requiring hydrogeological testing, working on remote sites (no road access)	- 4 points for 2 upland projects - 4 points for 2 aquatic projects - 2 points for remote-site experience	6/10	
R5 Total points		20 maximum		

Point Rated Criteria (R)

Proposals submitted for this requirement should clearly demonstrate that the Bidder meets all of the Point Rated



<p>Criteria.</p> <p>*For the Bidder's examples and for each of the proposed resources, experience must be used to demonstrate compliancy and should include at a minimum the following information:</p> <ul style="list-style-type: none"> • The client organization; • The dates/duration of the project; • A description of the project, including the scope and elements of the framework, and the results/outcomes of the work undertaken by the proposed resources; • A description of the activities performed by the proposed resources; and <p>The name and contact information of the client Project Authority.</p>				
Key Personnel for Environmental Assessment Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-Reference to Proposal
R6	Phase 1 Specialist		7/20	
R6.1	The proposed resource should have a minimum of 8 years of demonstrated experience in conducting a combination of Phase 1 Environmental Site Assessments for federal clients and Stage 1 Preliminary Site Investigations for provincial clients	8 years = 2 points 9 years = 3 points 10 years = 4 points >10 years = 5 points	2/5	
R6.2	The proposed resource should have a Professional Designation relevant to contaminated sites *A copy must be provided with bidders' submission for evaluation purposes.	- 5 points for: Professional Engineer, Professional Geologist, Professional Agrologist, or Registered Professional Biologist	0/5	
R6.3	The proposed resource should have demonstrated experience within the last 5 years working on remote sites (no road access) and at sites with an aquatic component (i.e., water lot)	- 8 points for 10 projects with remote site access - 6 points for 6-10 projects with remote site access - 3 points for 1-6 non-remote sites - 2 points for a water-lot site	5/10	
R6 Total score		20 maximum		



Point Rated Criteria (R)

Proposals submitted for this requirement should clearly demonstrate that the Bidder meets all of the Point Rated Criteria.

***For the Bidder's examples and for each of the proposed resources, experience must be used to demonstrate compliancy and should include at a minimum the following information:**

- The client organization;
- The dates/duration of the project;
- A description of the project, including the scope and elements of the framework, and the results/outcomes of the work undertaken by the proposed resources;
- A description of the activities performed by the proposed resources; and
The name and contact information of the client Project Authority.

Key Personnel for Environmental Assessment Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-Reference to Proposal
R7	Field Staff 1		10/20	
R7.1	The proposed resource should have a Diploma or Degree related to contaminated sites and a minimum of 5 years of demonstrated contaminated sites experience. *A copy must be provided with bidders' submission for evaluation purposes.	<ul style="list-style-type: none"> - 1 point for diploma or degree - 1 point for 5 years of experience - 1 point for each additional year of experience beyond 5 years up to a maximum of 6 points 	2/6	
R7.2	The proposed resource should have demonstrated experience within the last 5 years working on remote sites (no road access)	<ul style="list-style-type: none"> - 6 points for more than 6 projects with remote site access - 3 points for 3-6 projects with remote site access 	3/6	
R7.3	The proposed resource should have demonstrated experience (more than 20 samples collected) in sampling multiple media: soil, groundwater, surface water, pore water, indoor air, soil vapour, sediment, animal tissue, hazardous building materials	<ul style="list-style-type: none"> - 1 point for each medium up to a maximum of 8 points 	5/8	
R7 Total score		20 maximum		



Point Rated Criteria (R)

Proposals submitted for this requirement should clearly demonstrate that the Bidder meets all of the Point Rated Criteria.

***For the Bidder's examples and for each of the proposed resources, experience must be used to demonstrate compliancy and should include at a minimum the following information:**

- The client organization;
 - The dates/duration of the project;
 - A description of the project, including the scope and elements of the framework, and the results/outcomes of the work undertaken by the proposed resources;
 - A description of the activities performed by the proposed resources; and
- The name and contact information of the client Project Authority.

Key Personnel for Environmental Assessment Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-Reference to Proposal
R8	Field Staff 2		10/20	
R8.1	<p>The proposed resource should have a Diploma or Degree related to contaminated sites and a minimum of 5 years of demonstrated contaminated sites experience.</p> <p>*A copy must be provided with bidders' submission for evaluation purposes.</p>	<ul style="list-style-type: none"> - 1 point for diploma or degree - 1 point for 5 years of experience - 1 point for each additional year of experience beyond 5 years up to a maximum of 4 points 	2/6	
R8.2	<p>The proposed resource should have demonstrated experience within the last 5 years working on remote sites (no road access)</p>	<ul style="list-style-type: none"> - 6 points for more than 6 projects with remote site access - 3 points for 3-6 projects with remote site access 	3/6	



R8.3	The proposed resource should have demonstrated experience (more than 20 samples collected) in sampling multiple media: soil, groundwater, surface water, pore water, indoor air, soil vapour, sediment, animal tissue, hazardous building materials	- 1 point for each medium up to a maximum of 8 points	5/8	
R8 Total score		20 maximum		

Point Rated Criteria (R)			
Proposals submitted for this requirement should clearly demonstrate that the Bidder meets all of the Point Rated Criteria.			
*For the Bidder's examples and for each of the proposed resources, experience must be used to demonstrate compliancy and should include at a minimum the following information:			
<ul style="list-style-type: none"> • The client organization; • The dates/duration of the project; • A description of the project, including the scope and elements of the framework, and the results/outcomes of the work undertaken by the proposed resources; • A description of the activities performed by the proposed resources; and <p>The name and contact information of the client Project Authority.</p>			
Key Personnel for Environmental Assessment Services	Scoring Grid	Minimum Required Points/Maximum Points	Cross-Reference to Proposal
R9	Intermediate Biologist or Scientist (CEAA Specialist)	9/15	



R9.1	<p>The proposed resource should have a diploma or degree related to contaminated sites and a minimum of 4 years of demonstrated contaminated sites experience.</p> <p>*A copy must be provided with bidders' submission for evaluation purposes.</p>	<ul style="list-style-type: none"> - 1 point for diploma or degree - 1 point for 4 years of experience - 1 point for each additional year of experience to a maximum of 3 points 	2/5	
R9.2	<p>The proposed resource should have demonstrated experience completing screening type assessments and reviews under the CEAA 2012 framework and in developing mitigation plans for potential impacts and monitoring</p>	<ul style="list-style-type: none"> - 4 points for primary author of assessment - 3 points for primary author for mitigation plan - 3 points for development or implementation of environmental monitoring plan 	7/10	
R8 Total score		15 maximum		

Point Rated Criteria (R)

Proposals submitted for this requirement should clearly demonstrate that the Bidder meets all of the Point Rated Criteria.

***For the Bidder's examples and for each of the proposed resources, experience must be used to demonstrate compliancy and should include at a minimum the following information:**

- The client organization;
- The dates/duration of the project;
- A description of the project, including the scope and elements of the framework, and the results/outcomes of the



<p>work undertaken by the proposed resources; • A description of the activities performed by the proposed resources; and The name and contact information of the client Project Authority.</p>				
Key Personnel for Environmental Assessment Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-Reference to Proposal
R10	<p>Auxiliary Personnel These positions should meet minimum requirements. If minimum requirements given below are not met they will be evaluated on price only. The same person may be used to fill both positions. For example if you do not have a person qualified they will score a 0 but will still be included in the financial proposal.</p>			
R10.1	<p>Draftsperson: The proposed resource should have a diploma or degree and a minimum of 4 years of demonstrated contaminated sites experience</p>	- 5 points Meets the minimum requirements	5/5	
R10.2	<p>GIS Analyst: The proposed resource must have a diploma or degree and a minimum of 4 years of demonstrated contaminated sites experience</p>	- 5 points Meets the minimum requirements	5/5	
R10 Total score		10 maximum		
TOTAL TABLES R1 TO R10		180 maximum	90/180	



ANNEX “D”, TECHNICAL AND FINANCIAL EVALUATION SUBMISSION FORMS

The following forms should be used to prepare the submission for the technical and financial component. Only the forms provided should be submitted as the technical proposal and a maximum of two pages per team member is required (with the exception of auxiliary personnel). Space is limited in order to streamline the evaluation process. The technical proposal should be submitted in one file clearly labeled “Technical Proposal” Submitted by “ABC Consulting”. The financial proposal should be submitted in a second file clearly labeled “Financial Proposal” Submitted by “ABC Consulting”.

APPENDIX to Technical Proposal

Statement of Qualifications

Corporate Profile 1	
Name	
Address	
Business Number(s)	
If submitted as a joint venture or partnership, provide details on which person works for which company. And identify the company who will be listed on the Call-up.	
Corporate Summary	
Identify how your company meets the mandatory requirements M1 – One CSAP approved roster professional in good standing (include name and Roster link)	
Summary should include work completed for the Federal Government and also highlight work done under the BC Contaminated Sites Regulation.	
Submission Contact Name, Telephone, Email Address	
Signed by authorized personnel :	

1 This profile page will be used to provide general company information but will only be used to demonstrate the mandatory requirement M1. The rest of the information will not be formally used in the technical or financial proposal evaluation. It is requested that a submitters only highlight corporate experience in how it relates to Fisheries and Oceans Canada or to work done for other Federal Departments. A large statement of qualifications is not required as the emphasis of this



standing offer is on the individuals proposed not the company experience.



Position	Project Manager	
Name		
Credentials in		
1) Minimum 8 years experience within the last 10 years managing contaminated sites projects list company/agency and years		
2) Certification of PMP with the PMI		
3) Project Experience		
Project Name		
Project Summary and PM role		
Project Budget		
Client Reference	Name	Contact Information



Project 2 for Project Manager		
Project Name		
Project Summary and PM role		
Project Budget		
Client Reference	Name	Contact Information



Position	Senior Engineer or Scientist 1	
Name		
Credentials		
1) Minimum 10 years experience within the last 12 years managing contaminated sites projects list company/agency and years		
2) Professional Designation		
3) Certification with the Society of Contaminated Sites Approved Professionals of British Columbia		
4) Demonstrated preparing site assessment, completing senior technical review, working with a multidisciplinary team, remedial option evaluation, remedial design and implementation within the last five years within British Columbia for a Federal Client . (demonstrate in 2 projects listed below)		
Project 1 for Senior Site Assessment		
Project Name		
Project Summary and Senior Engineer or Scientist role		
Project Budget		
Client Reference	Name	Contact Information



Project 2 for Senior Site Assessment		
Project Name		
Project Summary and Senior Engineer or Scientist role		
Project Budget		
Client Reference	Name	Contact Information



Position	Senior Engineer or Scientist 2	
Name		
Credentials		
1) Minimum 10 years experience within the last 12 years managing contaminated sites projects list company/agency and Years		
2) Professional Designation		
3) Experience preparing site assessments, completing senior technical review, working with a multidisciplinary team, remedial option evaluation, remedial design and implementation for sites with an aquatic component (e.g. a waterlot or a site located on a foreshore).		
Project 1 for Senior Site Assessment		
Project Name		
Project Summary and Senior Engineer or Scientist role		
Project Budget		
Client Reference	Name	Contact Information



Project 2 for Senior Site Assessment		
Project Name		
Project Summary and Senior Engineer or Scientist role		
Project Budget		
Client Reference	Name	Contact Information



Position	Hydrogeologist	
Name		
Credentials		
1) Minimum 10 years of direct contaminated sites experience and knowledge of hydrogeological conditions in British Columbia		
2) Graduate degree related to hydrogeology		
3) Demonstrate knowledge in modeling, providing input on plume mapping, contaminant fate and transport, degradation potential, overall understanding of hydrogeological site conditions and how they affect site characterization		
Project 1 for Hydrogeologist		
Project Name		
Project Summary and Hydrogeologist role		
Project Budget		
Client Reference	Name	Contact Information



Project 2 for Hydrogeologist		
Project Name		
Project Summary and Hydrogeologist role		
Project Budget		
Client Reference	Name	Contact Information



Position	Intermediate Engineer or Scientist	
Name		
Credentials		
1) Minimum 8 years direct experience within the last 10 years conducting site assessment work (a combination of federal and provincial)		
2) Professional Designation (British Columbia) relevant to contaminated sites		
3) Demonstrated experience within the last 5 years conducting intrusive assessments at sites with multiple operations with environmental concerns, sites with waterlots, sites requiring various drilling methods, sites requiring hydrogeological testing, working on remote sites (including boat, helicopter and/or small plane travel)		
Project 1 for Intermediate Engineer or Scientist (should be a project with significant Site Assessment component)		
Project Name		
Project Summary and role		
Project Budget		
Client Reference	Name	Contact Information



Project 2 for Intermediate Engineer or Scientist		
Project Name		
Project Summary and role		
Project Budget		
Client Reference	Name	Contact Information



Position	Phase 1 Specialist	
Name		
Credentials		
1) Minimum 8 years direct experience conducting a combination of Phase 1 Environmental Site Assessment for federal clients and Stage 1 Preliminary Site Investigations for provincial clients		
2) Professional Designation (British Columbia) relevant to contaminated sites		
3) Demonstrated experience within the last 5 years working on remote sites (including boat, helicopter and/or small plane travel) and at sites with an aquatic component (i.e. waterlot)		
Project 1 for Phase 1 Specialist		
Project Name		
Project Summary and role		
Project Budget		
Client Reference	Name	Contact Information



Project 2 for Phase 1 Specialist (should include an aquatic component)		
Project Name		
Project Summary and role		
Project Budget		
Client Reference	Name	Contact Information

Position	Field Staff 2
Name	
Credentials	
1) Technical Diploma or Degree and years of conducting site assessment work	
2) Demonstrated experience within the last 5 years working on remote sites including boat, helicopter and/or small plane travel	
3) Field experience collecting: soil, groundwater, pore water, soil vapour, sediment, tissue, indoor air, surface water	
Provide details on how you meet the experience in criterion 3. General information regarding sample size/ location and dates is acceptable for example F&OC/2013/Egg Island Tissue Sampling N= ~10	
Client/Year/Location	Media Collected and approx.. Sample Size
	Soil N=
	Groundwater N=
	Porewater N=
	Soil vapour N=
	Sediment for chemistry N=
	Sediment for toxicity testing N=
	Tissue sampling N=
	Indoor air N=
	Surface water N=
	Other?

Position	Intermediate Biologist or Scientist (CEAA Specialist)	
Name		
Credentials		
1) Diploma or degree related to contaminated sites and a minimum 4 years demonstrated contaminated sites experience		
2) Demonstrated experience completing screening type assessments and reviews under CEAA 2012 framework and developing mitigation plans for potential impacts and monitoring		

Position	Auxillary staff	
Name	Position	Qualifications and brief experience
1)	Draftsperson Diploma or degree and minimum 4 years experience	
2)	GIS Analyst Diploma or degree and minimum 4 years experience	

***Note: References are requested to validate information provided and may be contacted.**