



# REQUEST FOR PROPOSAL

**RETURN BIDS TO:**

**Bids must be submitted by email and must be submitted ONLY to the following email address:**

[aadnc.soumissionbid.aandc@canada.ca](mailto:aadnc.soumissionbid.aandc@canada.ca)

**REQUEST FOR PROPOSALS**

**Proposal to DIAND:**

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

<b>Bidder</b>
Name
Address
Telephone Number
GST/HST Number
QST Number

Title <b>Environmental and Geotechnical Monitoring</b>	
Solicitation Number <b>1000218997A</b>	
Date (YYYYMMDD) <b>2020-04-09</b>	
Solicitation Closes At <b>1400</b>	Time Zone  <b>Pacific Standard Time (PST)</b>
On (YYYYMMDD) <b>2020-05-19</b>	
<b>Contracting Authority</b>	
Name <b>Kim Fletcher</b>	
Telephone Number <b>(604) 616-4341</b>	
Facsimile Number	
Email Address <b>kim.fletcher@canada.ca</b>	
Destination(s) of Services <b>Carcross, Yukon</b>	
Security <b>THIS REQUEST DOES NOT INCLUDE SECURITY PROVISIONS</b>	
<b>Instructions:</b>	
See Herein	
<b>Delivery Required</b>	
See Herein	
<b>Person Authorized to sign on behalf of Bidder</b>	
Name	
Title	

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

No security requirement for this Contract.

### **1.2 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses

### **1.3 Comprehensive Land Claims Agreement(s)**

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- Carcross/Tagish First Nation Final Agreement.

### **1.4 Debriefings**

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

### **1.5 Trade Agreements**

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), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

### 2.2 Submission of Bids

Bids must be submitted only to Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by any other means to CIRNAC will not be accepted.

### 2.3 Former Public Servant

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

#### Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

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

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

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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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.

## **2.4 Enquiries - Bid Solicitation**

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

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

## **2.5 Applicable Laws**

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

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

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**PART 3 - BID PREPARATION INSTRUCTIONS.****3.1 Bid Preparation Instructions**

- When submitting its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The total size of the email, including all attachments, must not exceed 10 megabytes (MB). It is solely the Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

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

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

**Section I: Technical Bid**

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

**Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Attachment 2 to Part 4.

**3.1.1 Electronic Payment of Invoices – Bid**

The method of invoice payment by Crown-Indigenous Relations and Northern Affairs Canada is by direct deposit to the Contractor's financial institution of choice.

**3.1.2 Exchange Rate Fluctuation**

C3011T ( 2013-11-06) Exchange Rate Fluctuation

**3.1.3 SACC Manual Clauses****Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

See Attachment 1 to Part 4.

##### **4.1.1.2 Point Rated Technical Criteria**

See Attachment 1 to Part 4.

#### **4.1.2 Financial Evaluation**

See Attachment 2 to Part 4.

##### **4.1.2.1 Evaluation of Price – Bid**

*SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price - Bid

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price**

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 78 points overall for the technical evaluation criteria which are subject to point rating.  
The rating is performed on a scale of 111 points.
2. Bids not meeting (choose "(a) or (b) or (c)" OR "(a) or (b) or (c) and (d)") 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 a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)**

	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>			
<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>	83.84	75.56	80.89
<b>Overall Rating</b>	1st	3rd	2nd

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

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

#### 5.1.2 Additional Certifications Required with the Bid

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 Additional Certifications Precedent to Contract Award

##### 5.2.2.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16), Status and Availability of Resources.

##### 5.2.2.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16), Education and Experience.

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

### 6.2 Statement of Work

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

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

[2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

- a) References to Public Works and Government Services Canada (PWGSC) are replaced by Crown-Indigenous Relations and Northern Affairs Canada(CIRNAC); and
- b) Section 10, Subsection 1 is amended as follows:

Delete: "Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery."

Insert: "Invoices must be submitted by Email to the Project Authority in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery."

- c) Section 10, Subsection 2, paragraph a. is amended as follows:

Delete: "the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s)"

Insert: "the contract title and number, the date, deliverable/description of the Work and financial code(s)"

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to April 30, 2022 inclusive.

#### 6.4.2 Option to Extend the Contract

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

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

#### **6.4.3 Comprehensive Land Claims Agreement(s)**

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

- Carcross/Tagish First Nation Final Agreement.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Kim Fletcher  
Title: Procurement Team Leader  
Indigenous Services Canada

Telephone: 604-616-4341  
E-mail address: [kim.fletcher@canada.ca](mailto:kim.fletcher@canada.ca)

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

#### **6.5.2 Project Authority**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative

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

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

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

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

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

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

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

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

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

### 6.7 Payment

#### 6.7.1 Basis of Payment

See Annex B.

#### 6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. 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.

#### 6.7.3 Monthly Payment

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

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

- c. the Work performed has been accepted by Canada.

#### **6.7.4 Electronic Payment of Invoices – Contract**

The method of invoice payment by Crown-Indigenous Relations and Northern Affairs Canada is by direct deposit to the Contractor's financial institution of choice.

If not registered for direct deposit payments, to enable payment, the Contractor must complete the Crown-Indigenous Relations and Northern Affairs Canada Electronic Payment Request form ([http://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ/STAGING/texte-text/20545\\_1362495227097\\_eng.pdf](http://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ/STAGING/texte-text/20545_1362495227097_eng.pdf)), and submit the form to the address provided.

#### **6.8 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;
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

#### **6.9 Certifications and Additional Information**

##### **6.9.1 Compliance**

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

##### **6.10 Applicable Laws**

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

##### **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ .

## **ANNEX A**

### **STATEMENT OF WORK**

#### **1. Title:**

##### **1.1. Environmental and Geotechnical Monitoring at Arctic Gold and Silver and Venus Mine**

#### **2. Background:**

- 2.1.** Arctic Gold and Silver (AGS) and Venus Mine are abandoned mines located in the vicinity of Carcross, Yukon. AGS site is located approximately 4 km south of Carcross, Yukon part way up Montana Mountain. Venus Mine is located approximately 22 km south of Carcross, Yukon on the east side of the South Klondike Highway and adjacent to the edge of Windy Arm (Tagish Lake).
- 2.2.** A current program to perform monthly surface and groundwater monitoring has been ongoing in 2019 and will end in March 2020. In September and October 2019 new drive points and additional monitoring wells were installed at both sites. In November 2019, three geotechnical boreholes equipped with vibrating wire piezometers from RST Instruments were installed at the Venus Mine site.

#### **3. Objective:**

- 3.1.** Crown Indigenous Relations and Northern Affairs Canada (CIRNAC) is seeking a qualified environmental consultant to perform surface and groundwater monitoring at monitoring locations at AGS and Venus mine. The monitoring locations include the wells and drive points installed in 2019. In addition, to monitor the vibrating wire piezometers located at the Venus Mine site.

#### **4. Scope of Work**

##### **4.1.** The monitoring must include the following:

- 4.1.1.** Measuring groundwater level in each well prior to sampling using a water level sounder
- 4.1.2.** For drive points installed through surface water in lakes or creeks, also measure the depth to surface water on the outside of the drive point
- 4.1.3.** Purging and sampling of monitoring wells.
- 4.1.4.** For monitoring wells where a stable drawdown can be achieved using a low pump rate, use a low flow sampling method. For wells with slow recovery, use a conventional purge and sampling technique
- 4.1.5.** Measure field parameters (water temp, pH, specific conductance, oxidation-reduction potential, and dissolved oxygen) at all monitoring wells and drive points.
- 4.1.6.** Measure field parameters (water temp, pH, specific conductance, oxidation-reduction potential, dissolved oxygen and turbidity) at all surface water stations.
- 4.1.7.** Download all dataloggers and process data for plotting of groundwater levels. Processing data will involve organizing the data into graphical format.
- 4.1.8.** Conduct a seep survey in the groundwater discharge area along Windy Arm (Venus Mine site) and Unnamed Lake (AGS Mine site) shoreline and record field parameters, visually estimate flow rate, GPS coordinates and photographs
- 4.1.9.** Conduct flow gauging at the diversion pipe outlet to Ditch Creek (Venus Mine site) and inlet/outlet of Unnamed Lake (AGS Mine site). Record flow rate, GPS coordinates and photographs.



- 4.1.10.** Collect air quality data to determine the need for an enhanced Personal Protective Equipment (PPE) program. Establish two air monitoring stations within the breathing zone and record data during suitable weather.
- 4.1.11.** Utilizing an RST VW2106 Vibrating wire readout device, record the vibrating wire piezometers at Venus Mine. The consultant will be responsible for obtaining the readout device.
- 4.1.12.** Record staff gauge readings on unnamed lake, Tank Creek and Windy Arm.

## 4.2. Sampling

- 4.2.1.** Consultant must submit samples to a Canadian Association for Laboratory Accreditation (CALA)-accredited laboratory for chemical analysis of the suite of parameters detailed in the monitoring plan. The analysis must include:

### **Surface Water Samples**

- pH, total dissolved solids (TDS), total suspended solids (TSS), electrical conductivity, alkalinity, hardness, major cations and anions.
- Nutrients: nitrate, nitrite, ammonia, total nitrogen, total/dissolved organic carbon, total phosphorus
- Total and dissolved metal
- Total and dissolved mercury
- Cyanide (weak acid dissociable (WAD))

### **Groundwater (Monitoring Well and Drive Point) Samples**

- pH, total dissolved solids (TDS), electrical conductivity, alkalinity, hardness, major cations and anions.
- Nutrients: nitrate, nitrite, ammonia, total nitrogen, total/dissolved organic carbon, total phosphorus
- Dissolved metal
- Dissolved mercury
- Cyanide (weak acid dissociable (WAD))

- 4.2.2.** The sampling protocol must include measures to minimize risk of sample cross-contamination.
- 4.2.3.** The sampling methodology must include a quality assurance/quality control (QA/QC) program in accordance with generally accepted industry standards.
- The QA/QC program must include the collection of blind duplicate samples (one duplicate of every 10 samples) as well as a field blank and a trip blank.
- 4.2.4.** The QA/QC samples must be submitted with the other samples for analysis of the same suite of parameters.
- 4.2.5.** The trip blank must be analyzed only if the field blank indicates potential sample contamination.
- 4.2.6.** The Consultant must download data from all data loggers present on each site during each monitoring event.
- 4.3.** The Consultant while at each mine site must also conduct visual geohazard/geotechnical inspections as part of the regular monitoring. These visual inspections must include:
- 4.3.1.** Visual inspection of the tailing storage facility, tailings berm, drainage channels and diversion ditches.
- 4.3.2.** The inspections must comment on cracks, slumping, sinkholes, surface depressions, ponded water in the tailings storage facility, sediment laden seepage from berm, soft zones and sand boils along berm toe, erosion, gulleying, blockage of drainage channels.

- 4.3.3.** State of vegetation and signs of erosion on all re-seeded areas, natural slopes and embankments.
- 4.3.4.** The Consultant must document any critical observations and the results of the visual inspections must be provided as part of the semi-annual and final summary report.
- 4.3.5.** If an observation is suspected to being critical to the safety of the facility, it must be reported immediately to the Project Authority.
- 4.4.** The consultant must notify Carcross and Tagish Energy Corporation (C/TEC) of the dates to perform the work on each site prior to their arrival and to conduct themselves in accordance to an agreed upon code of conduct.
- 4.4.1.** A meeting must be held with C/TEC before work begins to discuss code of conduct when working on Carcross and Tagish First Nations land and to outline expectations in working with C/TEC Land Stewards.
- 4.5.** The Consultant may be assisted by C/TEC Land Stewards while performing the work .
- 4.5.1.** The land stewards are directly employed by C/TEC and not by the Consultant.
- 4.5.2.** C/TEC has a Land Stewardship program that provides citizens of the Carcross and Tagish First Nation job training and skill building by working alongside contractors/consultants working on Carcross and Tagish First Nation Traditional Territories.
- 4.5.3.** The consultant must not build in support from the land stewards but be entirely self-sufficient in performing the work as it is not known prior to the field monitoring event how many or if any C/TEC land stewards will be provided.
- 4.5.4.** If C/TEC provides one or more land stewards for some or all of the work, the Consultant must orient the land steward to work required and find suitable tasks for them, while providing training when required.
- 5. Equipment**
- 5.1.** The following or more than one may be required for each monitoring event:
- 5.1.1.** Peristaltic low flow pump
- 5.1.2.** Swoffer Flow meter
- 5.1.3.** Water level indicator
- 5.1.4.** Water sampling kit
- 5.1.5.** YSI Multprobe
- 5.1.6.** Snowmobile rental - in the event road is not accessible by truck
- 6. Locations of Work**
- 6.1.** Refer to Appendix 2 to Annex A for maps of the monitoring locations
- 6.2.** AGS Monitoring Locations:
- 6.2.1.** Groundwater Monitoring Wells: MW-1D, MW-2, MW-4, MW-5, MW-6, MW-7, MW-8, MW-9, MW-10, 18MWAGS-12, 18MWAGS-13, 18MWAGS-14, 18MWAGS-15, 18MWAGS-16, 18MWAGS-17, 18MWAGS-18, 18MWAGS-19, 18MWAGS-20, 19MWAGS-04D, 19MWAGS-05D, 19MWAGS-21S/D, 19MWAGS-22S/D, 19MWAGS-21S/D23, MWAGS-24S/D
- 6.2.2.** Drive Points: 19DPAGS-01, 19DPAGS-02, 19DPAGS-03S/D, 19DPAGS-04S/D, 19DPAGS-05S/D, 19DPAGS-06, 19DPAGS-07, 19DPAGS-08, 19DPAGS-09S/D, 19DPAGS-10, 19DPAGS-11
- 6.2.3.** Surface Water: AGS-0, AGS-1, AGS-2C, AGS-3, AGS-4, T/B
- 6.3.** Venus Monitoring Locations:
- 6.3.1.** Groundwater Monitoring Wells: MW-5, MW-6, MW-7, ML-1, ML-2, ML-3, MU-S, MU-D, 19MWVNS-07D, 19MWVNS-08S/D, 19MWVNS-09S/D, 19MWVNS-10S/D, 19MWVNS-11, 19MWVNS-12

**6.3.2.** Drive Points: 19DPVNS-01S/D, 19DPVNS-02, 19DPVNS-03, 19DPVNS-04, 19DPVNS-05, 19DPVNS-06S/D, 19DPVNS-07

**6.3.3.** Surface Water: VS-1, VS-2, VI, VC, VP, VL, VB, WN, WNN, WS, WSS

**6.3.4.** Geotechnical boreholes: BH19-01B, BH19-06, BH19-07 (Note: Site Plan Showing Proposed Drilling and CPT Locations by Tetra Tech indicates 7 boreholes, however, only 3 were completed)

**6.4.** Apply to 6.2 and 6.3: S = shallow, D = deep

## **7. Field Monitoring Must be Performed on the Following Schedule of Events:**

### **7.1. Year One**

- June 2020
- July 2020
- August 2020
- September 2020
- October 2020
- November 2020
- December 2020
- January 2021
- February 2021
- March 2021

### **7.2. Year Two**

- April 2021
- May 2021
- June 2021
- July 2021
- August 2021
- September 2021
- October 2021
- November 2021
- January 2022
- March 2022

### **7.3. Option Year 1**

- April 2022
- May 2022
- June 2022
- July 2022
- August 2022
- September 2022
- October 2022
- November 2022
- January 2023
- March 2023

**7.4.** Estimated time required to complete a single monitoring event is 4 days at AGS and 3 days at Venus

## **8. Deliverables**

## Year One

### Monitoring Plan

**8.1.** Prior to beginning work, submit an updated monitoring plan for AGS and Venus mine with all monitoring locations and adjusted sampling methods for changing site conditions as required.

**8.1.1.** Monitoring plan must include:

- Locations to be monitored
- Monitoring procedures
- Laboratory Analysis
- Quality Assurance/Quality Control
- Monitoring Schedule

**8.1.2.** Monitoring plan for 2020/21 will be provided to the Consultant by the Project Authority prior to the Consultant submitting updated monitoring plan.

### Health and Safety Plan

**8.2.** Submit a Health and Safety Plan for review by the Project Authority that will be finalized prior to the start of the work. Minimum two personal aerosol monitors to measure the concentration of dust in the air in real time. The instruments must have data logging and real time alarming.

### Fieldwork Completion Email

**8.3.** Draft a "Fieldwork Completion Email" and send to the Project Authority following each monitoring event. The Fieldwork Completion Email must be received prior to payment of the corresponding monthly invoice.

**8.3.1.** The Fieldwork Completion Email will note the following:

- Confirmation that the monitoring event was completed;
- Whether any scheduled samples or measurements were not completed, including rationale;
- A brief description of site conditions and a discussion of any challenges or issues that arose during the sampling event, including observations at each monitoring point which may impact data quality;
- Any issues that were encountered (i.e. health and safety, road access), with a brief description;
- The geohazard/geotechnical inspection form and relevant site photos;
- The digital laboratory analytical results files.

### Interim Summary Report

**8.4.** An interim Summary Report for Venus Mine and AGS. A separate report must be submitted for each site.

**8.4.1.** Report must include the monitoring events from April 2020 to August 2020. The monitoring report must provide a summary of the monitoring program and observations. The report must be delivered to Project Authority for review by September 30, 2020. The interim report must include:

- Summary of monitoring program and methods;
- Presentation and analysis of all monitoring results;
- Comparison with historical water quality data and trend analysis.

### Summary Report

**8.5.** Upon completion of the 10 monitoring events, the Consultant must deliver to the Project Authority a separate monitoring summary report for Venus Mine and AGS by April 30, 2021. Both reports must include:

- Summary of monitoring program and methods;
- Presentation and analysis of all monitoring results;

- Comparison with historical water quality data and trend analysis; and
- Conclusions and recommendations for future monitoring at each site.
- Table of Contents as per Appendix 1.

## Year Two

### Monitoring Plan

**8.6.** Prior to beginning work, submit an updated monitoring plan for AGS and Venus mine with all monitoring locations and adjusted sampling methods for changing site conditions as required.

**8.6.1.** Monitoring plan must include:

- Locations to be monitored
- Monitoring procedures
- Laboratory Analysis
- Quality Assurance/Quality Control
- Monitoring Schedule

### Health and Safety Plan

**8.7.** Submit a Health and Safety Plan for review by the Project Authority that will be finalized prior to the start of the work.

### Fieldwork Completion Email

**8.8.** Draft a "Fieldwork Completion Email" and send to the Project Authority following each monitoring event. The Fieldwork Completion Email must be received prior to payment of the corresponding monthly invoice.

**8.8.1.** The Fieldwork Completion Email will note the following:

- Confirmation that the monitoring event was completed;
- Whether any scheduled samples or measurements were not completed, including rationale;
- A brief description of site conditions and a discussion of any challenges or issues that arose during the sampling event, including observations at each monitoring point which may impact data quality;
- Any issues that were encountered (i.e. health and safety, road access), with a brief description;
- The geohazard/geotechnical inspection form and relevant site photos;
- The digital laboratory analytical results files.

### Interim Summary Report

**8.9.** An interim Summary Report for Venus Mine and AGS. A separate report must be submitted for each site.

**8.9.1.** Report must include the monitoring events from April 2021 to August 2021. The monitoring report must provide a summary of the monitoring program and observations. The report must be delivered to Project Authority for review by September 30, 2021. The interim report must include:

- Summary of monitoring program and methods;
- Presentation and analysis of all monitoring results;
- Comparison with historical water quality data and trend analysis.

### Summary Report

**8.10.** Upon completion of the 10 monitoring events, the Consultant must deliver to the Project Authority a separate monitoring summary report for Venus Mine and AGS by April 30, 2022.

Both reports must include:

- Summary of monitoring program and methods;
- Presentation and analysis of all monitoring results;

- Comparison with historical water quality data and trend analysis; and
- Conclusions and recommendations for future monitoring at each site.
- Table of Contents as per Appendix 1.

## Optional Year 1

### Monitoring Plan

**8.11.** Prior to beginning work, submit an updated monitoring plan for AGS and Venus mine with all monitoring locations and adjusted sampling methods for changing site conditions as required.

**8.11.1.** Monitoring plan must include:

- Locations to be monitored
- Monitoring procedures
- Laboratory Analysis
- Quality Assurance/Quality Control
- Monitoring Schedule

### Health and Safety Plan

**8.12.** Submit a Health and Safety Plan for review by the Project Authority that will be finalized prior to the start of the work.

### Fieldwork Completion Email

**8.13.** Draft a "Fieldwork Completion Email" and send to the Project Authority following each monitoring event. The Fieldwork Completion Email must be received prior to payment of the corresponding monthly invoice.

**8.13.1.** The Fieldwork Completion Email will note the following:

- Confirmation that the monitoring event was completed;
- Whether any scheduled samples or measurements were not completed, including rationale;
- A brief description of site conditions and a discussion of any challenges or issues that arose during the sampling event, including observations at each monitoring point which may impact data quality;
- Any issues that were encountered (i.e. health and safety, road access), with a brief description;
- The geohazard/geotechnical inspection form and relevant site photos;
- The digital laboratory analytical results files.

### Interim Summary Report

**8.14.** An interim Summary Report for Venus Mine and AGS. A separate report must be submitted for each site.

**8.14.1.** Report must include the monitoring events from April 2022 to August 2022. The monitoring report must provide a summary of the monitoring program and observations. The report must be delivered to Project Authority for review by September 30, 2022. The interim report must include:

- Summary of monitoring program and methods;
- Presentation and analysis of all monitoring results;
- Comparison with historical water quality data and trend analysis.

### Summary Report

**8.15.** Upon completion of the 10 monitoring events, the Consultant must deliver to the Project Authority a separate monitoring summary report for Venus Mine and AGS by April 30, 2023. Both reports must include:

- Summary of monitoring program and methods;
- Presentation and analysis of all monitoring results;

- Comparison with historical water quality data and trend analysis; and
- Conclusions and recommendations for future monitoring at each site.
- Table of Contents as per Appendix 1.

## 9. Optional Period

9.1. If the option to extend the Contract for an additional one year period is exercised, then Consultant must complete deliverables of 8.11 – 8.15.

## 10. Departmental Support

10.1. Monitoring Summary for 2019 will be provided to the successful Consultant by Project Authority for reference.

## 11. Resources Required

11.1. The Consultant must provide a resource team to carry out the services described within the Statement of Work. The team must be comprised of the following resource categories:

- Senior Project Manager;
- Project Professional
- Senior Field Technician;
- Field Support Staff;
- Office Support Staff;
- Technical Support Staff.

11.2. The Consultant's *Senior Project Manager(s)* **MUST** each have:

- a) A minimum of 10 years demonstrated experience in environmental or engineering fields; and
- b) 5 years of project management experience and a Professional accreditation in a related field, such as, but not limited to: Engineering, Biology, Chemistry, or Geology;  
OR 7 years of project management experience and a Masters or Ph.D. in a scientific discipline;  
OR 10 years of project management experience and a bachelor's degree in an applicable engineering or scientific discipline.

11.3. The Consultant's *Project Professional(s)* **MUST** each have:

- a) A minimum of 7 years demonstrated experience in environmental or engineering fields; and
- b) Professional accreditation in, but limited to, Engineering, Biology, Chemistry, or Geology;  
OR a Bachelor's degree in an applicable scientific or engineering discipline.

11.4. The Consultant's *Senior Field Technician(s)* **MUST** each have:

- a) A minimum of 7 years demonstrated experience in environmental or engineering fields; and
- b) Professional accreditation in, but limited to, Engineering, Biology, Chemistry, or Geology;  
OR a Bachelor's degree in an applicable scientific or engineering discipline.  
OR Certified Technician or Technologist  
OR College Diploma in an applicable scientific or engineering discipline  
OR High school graduate with at least 15 years of demonstrated experience in environmental or engineering field

- 11.5.** The Consultant's *Field Support Staff* will assist the Senior Field Technician, under their direct supervision, in the completion of the monitoring and sampling duties. There are no minimum education or experience requirements for this resource.
- 11.6.** The Consultant's *Office Support Staff* will assist with data entry of the monitoring results or other administrative duties, under the direct supervision of the Project Professional or the Project Manager. There are no minimum education or experience requirements for this resource.
- 11.7.** The Consultant's *Technical Support Staff* will assist with technical interpretation of the scientific data or drafting/GIS duties, under the direct supervision of the Project Professional or Project Manager. Each **MUST** each have:
- a) A minimum of 2 years of demonstrated experience in environment or engineering fields; and
  - b) Professional accreditation in, but limited to, Engineering, Biology, Chemistry, or Geology; or a Bachelor's degree in an applicable scientific discipline;  
OR Bachelor's degree in an applicable scientific or engineering discipline  
OR Certified Technician or Technologist  
OR College Diploma in an applicable scientific or engineering discipline  
OR High school graduate with at least 7 years of demonstrated experience in environmental or engineering field.

## 12. Constraints

- 12.1.** Distance from Whitehorse to site is approximately 90km one way.
- 12.2.** During some of the winter monitoring events, snow conditions may not allow a truck access to site from the South Klondike Highway. In these cases, it may require that field personnel to use snowmobiles to go from the South Klondike Highway to the mine site.
- 12.3.** The Consultant's *Senior Project Manager, Project Professional, or Senior Field Technician* **MUST** be present during all field work.



**ANNEX B****BASIS OF PAYMENT**

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

<b>RESOURCE CATEGORY</b>	<b>YEAR 1 PER HOUR RATES  AWARD to April 30, 2021</b>	<b>YEAR 2 PER HOUR RATES  May 1, 2021 to April 30, 2022</b>	<b>OPTION YR 1 PER HOUR RATES  May 1, 2022 to April 30, 2023</b>
Senior Project Manager	\$	\$	\$
Project Professional	\$	\$	\$
Senior Field Technician	\$	\$	\$
Field Support Staff	\$	\$	\$
Office Support Staff	\$	\$	\$
Technical Support Staff Staff	\$	\$	\$

Maximum Authorized Fees: \$ \_\_\_\_\_

**Travel and Living Expenses**

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Maximum Travel and Living Expenses: \$ \_\_\_\_\_ (To be identified at Contract Award)

**Other Direct Expenses**

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

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The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Maximum Other Direct Expenses: \$ \_\_\_\_\_ (To be identified at Contract Award)

Total Estimated Cost - Limitation of Expenditure: \_\_\_\_\_ (Applicable Taxes extra.)

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## **ANNEX C**

### **Security Requirement Checklist**

## APPENDIX 1 to ANNEX A

### Example - Summary Report Table of Contents

- 1.0 Introduction
- 1.1 Objectives
- 1.2 Scope of Services
- 2.0 Monitoring Stations
- 3.0 Methods
- 3.1 Health and Safety
- 3.2 Field Schedules and Staff
- 3.3 Groundwater and Surface Water Monitoring
  - 3.3.1 Guidelines and Standards
  - 3.3.2 Field Measurements
  - 3.3.3 Ground Monitoring
  - 3.3.4 Surface Water Monitoring
  - 3.3.5 Staff Gauge Readings
  - 3.3.6 Stream Flow Gauging
  - 3.3.7 Seep Survey
  - 3.3.8 Quality Assurance/ Quality (QA/QC) Sampling
  - 3.3.9 Deviations to Sampling Program
- 3.4 Geotechnical Visual Inspection
- 3.5 Geotechnical Vibrating Wire Piezometers
- 3.6 Air Monitoring
- 4.0 Results
  - 4.1 Water Quality Results
    - 4.1.1 Exceedances
  - 4.2 Quality Assurance / Quality Control
  - 4.3 Stream Flow Gauging
  - 4.4 Staff Gauge Readings
  - 4.5 Seep Survey
  - 4.6 Groundwater Elevations and Groundwater Flow
    - 4.6.1 Elevation Survey
    - 4.6.2 Groundwater Level Monitoring
    - 4.6.3 Groundwater Elevation
    - 4.6.4 Groundwater Flow Direction and Gradient
  - 4.7 Review of Visible Geotechnical Parameters
  - 4.8 Vibrating Wire Piezometer Readings
  - 4.9 Air Monitoring

Solicitation No. - N° de l'invitation

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## **APPENDIX 2 to ANNEX A**

### **Maps - Locations of Work**

**ATTACHMENT 1 to PART 4****TECHNICAL EVALUATION****Mandatory Technical Criteria**

Failure to meet any of the mandatory technical evaluation criteria will result in the Bidder's bid being declared non responsive and given no further consideration.

**\*Definitions:**

**Remote** is defined as having no all-season road access connected to major centers.

**Northern** is defined as north of 60 degrees latitude (Yukon, NWT, Nunavut).

ITEM	CATEGORY	Criteria
<b>M1</b>	<b>Corporate Profile</b>	
	<p>The Bidder <b>MUST</b> provide a corporate profile that indicates the Bidder's capabilities as a firm and experience in the provision of services relevant to, and similar to those described within the Statement of Work (SOW). At a minimum, the Bidder <b>MUST</b> include within the corporate profile:</p> <ul style="list-style-type: none"> <li>a) The full legal name of the firm submitting the Bid (including, as applicable, all joint venture)</li> <li>b) Evidence that the Bidder's firm has been in business for a minimum of five (5) years, by providing the date of incorporation of the firm. If the bid is being submitted as a joint venture, at least one of the parties must have been in business for a minimum of five years.</li> <li>c) The extent of the Bidder's experience in the provision of services specifically relating to environmental and geotechnical monitoring in northern environments.</li> </ul>	<b>Meets/Does Not Meet</b>
<b>M2</b>	<b>Proposed Resources</b>	
	<p>The Bidder <b>MUST</b> propose a resource team to provide services under the resulting Contract. The Bidder's proposed resource team must include members of the below resource categories as described within the <b>Statement of Work (Section 11. Resources Required)</b>. Each proposed resource must demonstrate the minimum education and experience requirements, stated below in <b>M2.1</b>, to be eligible to perform work under the resulting Contract.</p> <p>The Bidder <b>MUST</b> include résumés for the following resource categories and number of personnel. Note that one named resource can be included for both the Senior Project Manager and Project Professional, <b>OR</b> the Project Professional and Senior Field Technician</p>	<b>Meets/Does Not Meet</b>

resource categories; however one named resource cannot be included for all three of the below resource categories.

- **Senior Project Manager (2);**
- **Project Professional (2); and**
- **Senior Field Technician (2).**

If more than the required resources above are proposed for any one resource category, the Evaluation Committee will only consider the required named resources listed in the order in which they are presented in the Bidder's Proposal.

Résumés for the Senior Project Manager and Project Professional categories **SHOULD** not exceed five (5) pages in length. If résumés for the Senior Project Manager or Project Professional are longer than the requested length, only the **first five** pages will be considered. **The proposed Senior resources will also be evaluated further in Section R2.1 under the Rated Requirements.**

Résumés for the Senior Field Technician category **SHOULD** not exceed two (2) pages in length. If résumés for Senior Field Technician Personnel are longer than the requested length, only the **first two** pages will be considered. **The Proposed Senior Field Technician will also be evaluated further in Section R2.1 under the Rated Requirements.**

All résumés should include relevant work experience, projects, professional designations, evidence of relevant skill and ability application, and a chronological listing of any relevant training completed or certification received. Résumés which include certifications should include the year the training was taken and/or the validity period for the training. Résumés should also include experience on similar projects, experience working in remote northern environments, and experience in the proposed project role. Graduate work will **NOT** be considered as experience in the field.

The Bidder **MUST** include a copy of the degree(s)/accreditation(s) received by each proposed resource category.

Accreditation for professional resources can be in any jurisdiction in Canada. It should be noted, however, that to actually perform work in Yukon, engineers and geoscientists are required to become licensed with Engineers Yukon .

Where education and qualifications are confirmed prior to acceptance by a professional organization, copies of the degree(s)/certification(s) will not be required (e.g. P. Eng., P. Geo, RPBio, PAg etc.). Copies of valid professional accreditation or certification will be sufficient to satisfy this requirement and must be provided.

<b>M2.1</b>	<p>The Consultant's <i>Senior Project Manager(s)</i> <b>MUST</b> each have:</p> <ol style="list-style-type: none"> <li>a) A minimum of 10 years demonstrated experience in environmental or engineering fields; and</li> <li>b) 5 years of project management experience and a Professional accreditation in a related field, such as, but not limited to: Engineering, Biology, Chemistry, or Geology; OR 7 years of project management experience and a Masters or Ph.D. in a scientific discipline; OR 10 years of project management experience and a bachelor's degree in an applicable engineering or scientific discipline.</li> </ol> <p>The Consultant's <i>Project Professional(s)</i> <b>MUST</b> each have:</p> <ol style="list-style-type: none"> <li>a) A minimum of 7 years demonstrated experience in environmental or engineering fields; and</li> <li>b) Professional accreditation in, but limited to, Engineering, Biology, Chemistry, or Geology; OR a Bachelor's degree in an applicable scientific or engineering discipline.</li> </ol>
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	<p>The Consultant's <i>Senior Field Technician(s)</i> <b>MUST</b> each have:</p> <ul style="list-style-type: none"> <li>a) A minimum of 7 years demonstrated experience in environmental or engineering fields; and</li> <li>b) Professional accreditation in, but limited to, Engineering, Biology, Chemistry, or Geology; OR a Bachelor's degree in an applicable scientific or engineering discipline. OR Certified Technician or Technologist OR College Diploma in an applicable scientific or engineering discipline OR High school graduate with at least 15 years of demonstrated experience in environmental or engineering field</li> </ul>	
<b>M3</b>	<b>Project Summaries</b>	
	<p>The Bidder <b>MUST</b> provide three (3) written project summaries describing in detail the Bidder's experience in successfully providing surface and groundwater monitoring and sampling services relevant to, and similar to services as defined in the Statement of Work. The summaries should detail the Bidder's experience in successfully providing services in remote northern environments where possible.</p> <p>If more than three (3) project summaries are included within the bid, the Evaluation Committee will only consider the first three (3) listed, in the order in which they are presented in the bid.</p> <p>Each project summary <b>should</b> be no longer than 3 pages in length. If longer than 3 pages, only the first three pages will be evaluated.</p> <p>Projects <b>MUST</b> have taken place during the past ten (10) years. Projects <b>MUST</b> be completed. Only completed projects will be evaluated.</p> <p>Written project summaries <b>should</b> include the following information (a-g):</p> <ul style="list-style-type: none"> <li>a) The name of the client organization project authority including a contact name and telephone number;</li> <li>b) Clearly identify the project team and their roles;</li> <li>c) A description of the clients requirements and the type and scope of services provided to the client by the Bidder;</li> <li>d) The dates/ duration of the project;</li> <li>e) The dollar value of the project (to the bidder);</li> <li>f) Deliverables;</li> <li>g) In each example, identify if there was Indigenous involvement in the project. Describe details as stakeholders, consultations, employment opportunities, etc.</li> </ul> <p><i>CIRNAC reserves the right to contact the named client project authorities. Should CIRNAC choose to contact the project authorities, the following series of standardized questions will be posed to the authority. Should one (1) or more named client project authorities provide a negative reference regarding the accuracy or validity of information provided in the bid regarding the Bidder's previous work performance, CIRNAC reserves the right to deem the bid noncompliant, and give it no further consideration.</i></p> <p>1)Your name was provided as a reference for <b>&lt;INSERT NAME OF BIDDER/RESOURCE &gt;</b>, with regard to a sample of a project that this <b>&lt;BIDDER/RESOURCE&gt;</b>, has performed for you, in relation to a Request for Proposals from Crown-Indigenous Relations and Northern Affairs Canada, a department of the Government of Canada.</p> <p><b>&lt;INSERT NAME OF PROJECT/WORK&gt;</b> was the project/work which was submitted to the</p>	<b>Meets/Does Not Meet</b>



Crown-Indigenous Relations and Northern Affairs Canada.

Were you aware that **<INSERT NAME OF BIDDER/RESOURCE>** had provided your name as a reference in relation to their Bid?

Can you confirm that **<INSERT NAME OF BIDDER/RESOURCE>** completed this work for your organization **<INSERT NAME OF PROJECT/WORK>** during this time period **<INSERT PROJECT/WORK MONTH/YEAR>** **<INSERT PROJECT/WORK END MONTH/YEAR>**?

2)The services in relation to this bid involve the provision of environment and geotechnical monitoring for Crown-Indigenous Relations and Northern Affairs Canada.

Do you feel that you are capable of providing a fair, unbiased and informed reference for **<INSERT NAME OF BIDDER/RESOURCE >**, given your direct knowledge of this previous experience in providing these types of Services?

3)Was the scope of the project similar to **<INSERT SCOPE OF PROJECT FROM SUMMARY>**?

4)With specific regard to **<INSERT NAME OF BIDDER/RESOURCE >**, to the best of your knowledge, was **<INSERT NAME OF BIDDER/RESOURCE >** successful in fulfilling its project deliverables / work:

- a. Within the agreed time frame or agreed (revised) time frame?
- b. Within the established budget?
- c. Within the established project goals?

### Point-Rated Criteria

Bids meeting **ALL** mandatory requirements will be evaluated and point-rated against the following point-rated criteria, using the evaluation factors and weighting indicators specified for each criterion.

#### a) Technical Criteria

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

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

#### b) Management and Organization

Bidders should describe their capabilities and experience; the project team; project management approach; Indigenous employment opportunities and provide project summaries. This section should clearly demonstrate that you have the capacity to manage projects effectively and efficiently. The Bid should contain information in sufficient detail to outline the qualifications of your team relative to water monitoring/sampling in northern or remote locations. Include details of

your proposed management approach and team members available to provide services described within the Statement of Work.

### c) Indigenous Opportunity Considerations

The Bidder should clearly demonstrate that it has the capacity to and will maximize Indigenous opportunities when possible. Opportunities may include employment, training, sub-contracting, or the involvement of Indigenous citizens and businesses in the completion of the work. The Indigenous opportunities initiative is in accordance with CIRNAC's mandate to support and provide opportunities to the local Indigenous communities under Federal Government contracts within a land claims area.

ITEM	CATEGORY	SCORING
<b>R1</b>	<b>TECHNICAL</b>	
<b>R1.1</b>	<b>Clear, Concise and Complete Proposal</b>	<b>10 Points Maximum</b>
	<p>Bidders are to provide a clear, concise and complete bid that is well organized. The bid will be evaluated on the readability of the document with respect to grammar, flow and overall clarity. The information should be presented in a logical manner and based on the information requested.</p> <p>The Bid:</p> <ul style="list-style-type: none"> <li>• is presented in a format that is well-structured, logical and easy to use;</li> <li>• matches the sequence of the Mandatory and Point-Rated Criteria;</li> <li>• includes table of contents</li> <li>• has good grammar and spelling</li> <li>• contains sentences and paragraphs that are clear and concise</li> </ul>	
	<p>The Bid will be evaluated based on the following scoring.</p> <p><b>2 points</b> – Complete or mostly complete, item matches and satisfies requirements.</p> <p><b>1 points</b> – Item is sufficient and partially satisfies requirements.</p> <p><b>0 points</b> - Insufficient or poor coverage, room for improvement.</p>	<p><b>2 points per item</b></p> <p><b>Up to 10 points</b></p>
<b>R1.2</b>	<b>Understanding of Scope of Work</b>	<b>10 Points Maximum</b>
	<p>Bidders are to provide a written summary to present evidence of their understanding of the unique nature of the type of work requested in the SOW, relative but not limited to the constraints of working in remote northern environments.</p> <p>The Bidder should clearly demonstrate an understanding of:</p> <ol style="list-style-type: none"> <li>a) compliance with applicable regulatory requirements, legislation, management plans and standard operating procedures as they relate to performing work in the Yukon</li> <li>b) the health, safety, and environmental risks and mitigation measures associated with tasks described in the SOW and activities specifically related to northern projects. Health and safety risks may include chemical, physical and environmental risks; and</li> <li>c) major technical risks and mitigation measures associated with conducting work in</li> </ol>	

	<p>remote northern environments. Technical risks may include but are not limited to risks related to schedule, logistics or execution.</p> <p>d) methodology in approaching the services</p> <p>e) that the Bidder possesses the necessary qualifications and technical background to successfully complete the tasks as described in the SOW</p>
	<p>The following rating scale will be used to evaluate the Bidder's project understanding with points for demonstrating evidence as follows:</p> <p>10 points - Provides complete and extensive details and demonstrates a complete and thorough project understanding; complexity of experience described is exceptional.</p> <p>8 points - Provides most details and demonstrates a good project understanding; complexity of experience described is good.</p> <p>6 points - Provides incomplete and partial details and demonstrates marginal project understanding; complexity of experience described is typical.</p> <p>4 points - Provides limited details and has a poor project understanding; complexity of experience is marginal.</p> <p>2 points - Provides insufficient details and has a poor project understanding and lacks requirements in this area; complexity of experience described is insignificant.</p> <p>0 points - no information provided</p>

<b>R1.3</b>	<b>Project Management Approach</b>	<b>16 Points Maximum</b>
	<p>Bidders are to provide their proposed approach for the management of projects, roles and responsibilities, health and safety, human resources allocation, work plans, communication, scheduling, cost control, quality assurance, and reporting.</p> <p>The Bidder should demonstrate:</p> <ul style="list-style-type: none"> <li>• the firm's project management approach in relation to remote northern locations;</li> <li>• a clear structure and effective management of the Bidder's proposed resource team;</li> <li>• extent to which the Bidder's approach to resource deployment and management will ensure the availability of back-up resources to replace deployed resources, should the need arise.</li> <li>• effective measures to be implemented to maintain and control performance (such as project schedule , project scope, communications with CIRNAC);</li> <li>• methodology to achieve and ensure high quality, reliable, effective services and deliverable;</li> <li>• an effective means of identifying and successfully countering risks and constraints anticipated in the work;</li> <li>• details of company's health and safety management system; and</li> <li>• innovative or value added ideas presented.</li> </ul>	

	<p>The Bidder's approach will be evaluated on the basis of sound project and managerial structures with respect to experience on remote northern locations.</p> <p><b>2 points</b> - The Bid addresses the Criterion completely</p> <p><b>1 points</b> - The Bid partially address the aspects of the Criterion</p> <p><b>0 points</b> - The Bid does not address the aspects of the Criterion</p>	<p><b>2 points per item</b></p> <p><b>Up to 16 points</b></p>
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<b>R2.1</b>	<b>Proposed Resources</b>	<b>60 Points Maximum</b>
	<p>Resumes of the Bidder's proposed resources for the Senior Project Manager and Project Professional Personnel categories as submitted in response to <b>Mandatory Requirement R1.2</b> will be evaluated. One example/project may be used to demonstrate more than one key area.</p>	<p>The following rating scale will be used to evaluate the resources' skills and experience with points for demonstrating evidence as follows below:</p>
	<p>For the <b>Senior Project Manager</b> the extent of experience and skills relating to the following key areas:</p> <ol style="list-style-type: none"> <li>i. Experience on similar projects and in the proposed project role;</li> <li>ii. Experience working in remote Northern environments;</li> <li>iii. Experience providing client service, working with various levels of government and managing multidisciplinary teams;</li> <li>iv. Experience in working with Indigenous/Inuit organizations or communities; and</li> <li>v. Evidence of commitment to health and safety.</li> </ol>	<p>20 points maximum for Senior Project Manager</p> <p><b>Up to 10 points per individual resource</b>  <b>2 points if demonstrated (v)</b>  <b>2 points per item (i-iv) as per scale below:</b></p> <ul style="list-style-type: none"> <li>• 2 points - Demonstrates extensive (greater than 10 years) and relevant skills and experience in this area;</li> <li>• 1 points - Demonstrates adequate (between 7 and 10 years) relevant skills and experience in this area;</li> <li>• 0 points - Demonstrates limited relevant skills and experience (less than 5 years) in this area.</li> </ul>
	<p>For the <b>Project Professional</b> the extent of experience and skills relating to the following key areas:</p> <ol style="list-style-type: none"> <li>i. Experience on similar projects and in the proposed project role;</li> <li>ii. Experience working in remote Northern</li> </ol>	<p>20 points maximum for Project Professional</p> <p><b>Up to 10 points per individual resource</b>  <b>2 points if demonstrated (v)</b></p>

	<p>environments;</p> <p>iii. Experience providing client service and managing multidisciplinary teams;</p> <p>iv. Experience in working with Indigenous/Inuit organizations or communities; and</p> <p>v. Evidence of commitment to health and safety.</p>	<p><b>2 points per item (i-iv) as per scale below:</b></p> <ul style="list-style-type: none"> <li>• 2 points - Demonstrates extensive (greater than 10 years) and relevant skills and experience in this area;</li> <li>• 1 points - Demonstrates adequate (between 7 and 10 years) relevant skills and experience in this area;</li> <li>• 0 points - Demonstrates limited relevant skills and experience (less than 5 years) in this area.</li> </ul>
	<p>For the <b>Senior Field Technician</b> the extent of experience and skills relating to the following key areas:</p> <p>i. Experience on similar projects and in the proposed project role;</p> <p>ii. Experience working in remote Northern environments;</p> <p>iii. Experience providing client service and site supervisory roles;</p> <p>iv. Experience in working <u>directly</u> with Indigenous/Inuit organizations or communities;</p> <p>v. Evidence of adequate health and safety training for the proposed role; and</p> <p>vi. Any demonstrated specialized experience and/or training that is uniquely suited for water monitoring/sampling</p>	<p>20 points maximum for Senior Field Tech</p> <p><b>Up to 10 points per individual resource</b></p> <p><b>1 point per item if demonstrated (v-vi)</b></p> <p><b>2 points per item (i-vi) as per scale below:</b></p> <ul style="list-style-type: none"> <li>• 2 points - Demonstrates extensive (greater than 10 years) and relevant skills and experience in this area;</li> <li>• 1 points - Demonstrates adequate (between 7 and 10 years) relevant skills and experience in this area;</li> <li>• 0 points - Demonstrates limited relevant skills and experience (less than 7 years) in this area.</li> </ul>

<b>R3.0</b>	<b>INDIGENOUS OPPORTUNITY CONSIDERATIONS</b>	<b>15 Points Maximum</b>
<p>The Bidder should indicate its specific approach to enhancing participation of Indigenous peoples in the work resulting from this Contract through any of: employment, skills development, subcontracting, capacity building, use of suppliers/services, etc. or other related measures it proposes to employ in the course of its work. In addition, the Bidder should indicate any partners, agencies, organizations or suppliers with which it proposes to work to achieve these results.</p>		

	<p>The approach should indicate:</p> <p>a) any portion(s) of the Services it proposes to provide with support from Indigenous peoples or suppliers;</p> <p>b) the nature of the participation proposed such as: professional, technical, support services, supplies or goods, etc. (please specify type); and a description of the extent of the participation as a percentage.</p>	
<b>R3.1</b>	The existence of head offices, administrative office or other facilities in Yukon	<b>5 points if demonstrated</b>
<b>R3.2</b>	The employment of Indigenous labour, use of Indigenous professional services, or use of supplies that are purchased from Indigenous firms in carrying out the contract in Yukon	<b>Up to 5 points</b>
	<p>5 points – Extensive use of Indigenous labour, services and suppliers (i.e. &gt; 50% labour, services and suppliers)</p> <p>4 points – Good use of Indigenous labour, services or suppliers (i.e. &gt; 30% labour, or services or suppliers)</p> <p>3 points – Average use of Indigenous labour, services or suppliers (i.e. &gt; 10% labour, or services or suppliers)</p> <p>2 points – Minimal use of Indigenous labour, services or suppliers</p> <p>1 points – Insufficient use of Indigenous labour, services or suppliers</p> <p>0 points – No information provided.</p>	
<b>R3.3</b>	Demonstrated commitment to on-the-job training or skills development, training and apprenticeship programs for the Indigenous staff.	<b>Up to 5 points</b>
	<p>5 points – Detailed plans for Indigenous training and skills development (i.e. Examples of previous training programs with Indigenous staff, evidence of training documentation, outline of training topics throughout the year, objectives and evaluation criteria)</p> <p>4 points – Good plans for Indigenous training and skills development (i.e. Examples of previous training programs with Indigenous staff, minimal training documentation and an outline of training topics throughout the year)</p> <p>3 points – Average plans for Indigenous training and skills development (i.e. Examples of previous training programs with Indigenous staff and an outline of training topics throughout the year)</p> <p>2 points – Minimal plans for Indigenous training and skills development (i.e. an outline of training topics throughout the year)</p> <p>1 points – Insufficient plans for Indigenous training and skills development</p> <p>0 points – No information provided.</p>	

### **Points Summary**

The following summary indicates the point breakdown structure for the Point-Rated Criteria.

Bids obtaining a score below **78 out of 111** will be declared non responsive and will be given no further consideration.

<b>Evaluation Criteria</b>	<b>Weight</b>
R1.1 Clear, Concise, and Complete Proposal	10
R1.2 Project Understanding	10
R1.3. Project Management Approach	16
R2.1 Proposed Resources	60
R3 Indigenous Opportunity Considerations	15
<b>Total Available Points (R1-R3)</b>	<b>111</b>
<b>Minimum Required Pass Mark:</b>	<b>78/111 (70%)</b>

**ATTACHMENT 2 to PART 4 OF THE BID SOLICITATION****FINANCIAL EVALUATION**

Bidders **MUST** indicate the applicable All-inclusive fixed per hour rate for **each Resource Category**.

Pricing offered must be in Canadian dollars, Applicable Taxes excluded.

Bidders must submit their financial bid using the financial evaluation table provided below.

The inclusion of volumetric data (estimated hours of usage per year) in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

If the bidder is awarded the Contract, the pricing submitted within the table below will formulate the basis of payment for the duration of the Contract.

Failure to comply with any of the instructions provided in this section will render the bid non-responsive.

<b>Proposed Resource Category</b>	<b>Year 1 Per Hour Rates Award to April 30, 2021</b>	<b>Year 2 Per Hour Rates May 1, 2021 to April 30, 2022</b>	<b>Option Year 1 Per Hour Rates May 1, 2022 to April 31, 2023</b>	<b>Estimated Hours of Usage per year</b>	<b>Sub-Total</b>
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Senior Project Manager</b>	A1 \$ _____	B1 \$ _____	C1 \$ _____	D1 160 hours	F1 (A1+B1+C1)xD1= \$ _____
<b>Project Professional</b>	A2 \$ _____	B2 \$ _____	C2 \$ _____	D2 220 hours	F2 (A2+B2+C2)xD2= \$ _____
<b>Senior Field Technician</b>	A3 \$ _____	B3 \$ _____	C3 \$ _____	D3 1100 hours	F3 (A3+B3+C3)xD3= \$ _____
<b>Field Support Staff</b>	A4 \$ _____	B4 \$ _____	C4 \$ _____	D4 1000 hours	F4 (A4+B4+C4)xD4= \$ _____
<b>Office Support Staff</b>	A5 \$ _____	B5 \$ _____	C5 \$ _____	D5 25 hours	F5 (A5+B5+C5)xD5= \$ _____



<b>Technical Support Staff</b>	A6 \$ _____	B6 \$ _____	C6 \$ _____	D6 20 hours	F6 (A6+B6+C6)xD6= \$ _____
<b>F1+F2+F3+F4+F5+F6= Total Evaluated Bid Price</b>					\$ _____