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Gatineau, Québec K1A 0S5

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## Revision to a Request for a Standing Offer

## Révision à une demande d'offre à commandes

Departmental Individual Standing Offer (DISO)

Offre à commandes individuelle du département(OCID)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

## Comments - Commentaires

## Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

## Issuing Office - Bureau de distribution

Consultant Services Division/Division des services  
d'experts-conseils

11 Laurier St./11 Rue Laurier

3C2, Place du Portage

Phase III

Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> Landscape Architectural Services	
<b>Solicitation No. - N° de l'invitation</b> EJ116-131316/A	<b>Date</b> 2013-02-27
<b>Client Reference No. - N° de référence du client</b> 20131316	<b>Amendment No. - N° modif.</b> 003
<b>File No. - N° de dossier</b> fe103.EJ116-131316	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FE-103-61937	
<b>Date of Original Request for Standing Offer</b> 2013-01-11	
<b>Date de la demande de l'offre à commandes originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-03-21</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Coulombe, Tina	<b>Buyer Id - Id de l'acheteur</b> fe103
<b>Telephone No. - N° de téléphone</b> (819) 956-6042 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> To be identified at time of call-up.	
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

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**This amendment will form part of the contract documents.**

1. Proponents are advised that the closing date has been extended from March 06, 2013 to **March 21, 2013**.
2. **DELETE** all reference to "Heritage Conservation Specialist" and **REPLACE** with "*Landscape Architect specializing in Heritage Conservation*".
3. Reference to Submission Requirements and Evaluation (SRE) 3.2.4 Past Experience - Sub-Consultants/Specialists, item 03: **DELETE** item "XV. A letter of client satisfaction".
4. **DELETE** SRE 3.2.4 Past Experience- Sub Consultants/Specialists, no.02 What the Proponent should provide, section A,B,C,D in its entirety and **REPLACE** with the following:
  - A. Architect
  - B. Civil/Municipal Engineer
  - C. Landscape Architect specializing in Heritage Conservation
  - D. Sustainability Specialist
5. Reference to Required Services (RS) 5.4 Consultant Project Team Composition:  
**DELETE** section in its entirety and **REPLACE** with the following:
  - A Landscape Architect;
  - An Architect;
  - A Civil/Municipal Engineer;
  - Landscape Architect specializing in Heritage Conservation\*;
  - Sustainability Specialist
6. The following is in response to inquiries received in relation to this solicitation.

**Question 12:** RS 5.4 includes a required list of disciplines, and a longer list of disciplines, which may be required. Shall the Proponent list proposed sub consultants for all disciplines or only the 5 disciplines that are required?

**Answer 12:** Please refer to SRE 3.2.4 or SRE 3.2.5.

**Question 13:** Referring to page 46 of 49, Section SR 5.4 or "composition of the project team of the consultant" disciplines and areas of competence of other sub-consultants and specialists are listed. Do we have to structure our team as per all the resources of the 22 disciplines and areas of expertise?

**Answer 13:** No it is not required. It would be of benefit to the Proponent's submission if it can be demonstrated such as through an organizational chart how a project team would work.

**Question 14:** With reference to page 3 of 58, point 3.1.3. It is written in French, "Proponents who are incorporated, including those bidding must provide with their bid or as soon as possible after the filing, the full list of names of all individuals who are currently directors of the applicant. "Now, in English on page 6 of 50, point 4, it says " Proponents who are incorporated, Including Those Submitting Proposals as a joint venture, must provide a full list of names of all Individuals who are currently directors of the Proponent. "Is it possible to clarify" officers or directors "?

**Answer 14:** the word "administrateur" in French does mean "director" in English.

**Question 15:** Referring to page 49 of 49, SR section 5.4, there is mention of a "landscape architect with experience in conservation related to heritage sites, buildings and designated landscape." On page 6 of 58, in paragraph 3.2.5, the term used is "heritage conservation specialist principal." Can we retain the specialist designation (point 3.2.5) rather than the appointment of landscape architect SR Section 5.4?

**Answer 15:** Refer to item 05 of this amendment. The Landscape Architect specializing in Heritage Conservation should demonstrate working experience at sites designated to have heritage value, or with sites associated with designated buildings.

**Question 16:** First, refer to page 4 of 58, point 3.2.3.1, it says "Demonstrate that during the five (5) years at least ...", leaving one to imply that these are projects before 2008. Secondly, point 3.2.3.2, it is written "brief description of no more than five (5) major projects completed in the past five (5) years by the applicant," which means projects completed between 2008 and, 2012. Is it possible to clarify this ambiguity?

**Answer 16:** The Proponent should demonstrate that in the last five (5) years that the Proponent has undertaken work of the types indicated in the Required Service (RS) Sections.

**Question 17:** The estimate has twice the "RS 5.4 Composition of the team's project consultant," one has a table (page 48 of 49) (which we do not know its value) and the other presents a flow chart (page 50 of 49) that is not clear. What section should we use? RS 5.3.

**Answer 17:** The table belongs to the previous section RS 5.3. The table is not relevant to the Project Team composition. The flow chart in Section 5.4 is an example only of what is expected when a call-up occurs. It is not relevant to the evaluation of the Proponent for the RFSO.

**Question 18:** Requirements listed for section 3.2 on page 6 of 58, indicate that a heritage conservation specialist principal is required. In addition, a "Conservation landscape architect" is mentioned in the SR section 5.4 (services rendered). In short, we understand that we need to include specialist heritage conservation. Is this correct?

**Answer 18:** Refer to item 05 of this amendment.

**Question 19:** Can we submit the tender with cardboard tabs?

**Answer 19:** Refer to SRE 2 Proposal Requirements.

**Question 20:** The response indicates that resumes are only required for the core team (Architect, Civil/Municipal Engineer, Conservation Landscape Architect and a Sustainability Specialist). Solicitation Section 3.2.5 Key Personnel Expertise and Experience indicates that curricula vitae are required for each of: a Partner or Principle Landscape Architect, a Senior Landscape Architect, a Senior Architect, a Senior Civil Engineer, a Senior Heritage Conservation Specialist and a Senior Sustainability Specialist. Could you clarify the CV requirements so we can be sure to include all as appropriate?

**Answer 20:** Refer to SRE 3.2.5., number 02, section i. Refer as well to item 04 of this amendment.

**Question 21 A:** Based on the response to this question, it appears that the role of Conservation Landscape Architect replaces that of Senior Heritage Conservation Specialist as originally outlined in the Solicitation document.

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Would this also extend to Item 3.2.4 Past Experience - Sub Consultants/Specialists item 2. C (past experience now to be demonstrated for a Conservation Landscape Architect vs. Senior Heritage Conservation Specialist)?

**Answer 21 A:** Refer to item 04 of this amendment.

**Question 21 B:** If the interpretations above are correct, will an amended Price Proposal form be issued identifying Conservation Landscape Architect vs. Heritage Conservation Specialist? If not, should we amend the heading to Conservation Landscape Architect in our submission?

**Answer 21B:** Refer to item 02 of this amendment.

**Question 22:** If the Proponent proposes to provide multi-disciplinary services that may otherwise be provided by a sub-consultant/specialist, is it still necessary to complete and remit each Price Proposal form?

**Answer 22:** Yes - The price proposal form (s) is an essential part of the evaluation process of the Proponent and the Proponent's key specialists/sub-consultants team.

**Question 23:** If we are a joint venture should we provide double the projects such as 10 projects in Section 3.2.3 earlier experiences?

**Answer 23:** No. Only what is requested in Section 3.2.3. The projects should be representative first and foremost of those indicated in the Required Services Section as per this Landscape Architecture Standing Offer.

**Question 24:** Concerning certification to practice in Ontario, if firms are entitled to practice in both provinces, is that all members in the offer presented in these firms are required to have the right to practice as person?

**Answer 24:** At least one member of each of the key specialists/sub-consultants disciplines should be certified to practice in both Ontario and Quebec.

**Question 25:** Does a Masters Degree in Landscape Architecture specializing in Urban Design qualify for the urban designers? This is to recognize that not all provinces offer a M.U.D. degree.

**Answer 25:** Yes. If it can be clearly shown that this person's major specialization was Urban Design. The other accepted discipline is Architecture where there exists a Master's degree of Urban Design.

**Question 26:** RS 5.4 "Consultation Project Team Composition indicates that an Industrial Designer is to be carried as a sub consultant/specialist. Can PWGSC provide in more detail in what capacity this discipline would serve? If it is primarily towards interpretive features, temporary displays etc, would an exhibit designer qualify for this role?

**Answer 26:** No, an exhibit designer would not qualify for this role. What industrial designer means is a person who is capable of custom product design of items that are not in a catalogue or 'on the shelf'. Product design may include items such as exhibits, site furnishings such as tables, seats, recyclable garbage containers, light standards, railings, fences, on-site signage such as media or way finding etc. This person must have the capability to not only design an object but understand the construction materials such as plastics, metals and the best finishes to apply to how to be able to produce the item (s) efficiently and cost effectively.

**Question 27:** Below other matters relating to the Service Offer in landscape architecture - No. of invitation EJ116-131316 / A response to Question 5 of the Addendum 001, the answer is not clear for us is that the projects presented by experts in basic 3.2.4 must have been made by key members of the core team presented to 3.2.5?

**Answer 27:** Section 3.2.4 is in reference to the key specialists/sub-consultants projects. Section 3.2.5 is in reference to the key specialists/sub-consultants c.v.s.

**Question 28:** 3.2.5 Key Personnel Expertise and Experience - Can CVs be attached as an Appendix - OR - are they part of the 40-page maximum?

**Answer 28:** The CVs are part of the 40 pages maximum.

**Question 29:** 3.2.6 Hypothetical Project provided in Section 3.2.6 - OR - can we choose between the supplied Hypothetical Sample Projects 1 & 2 in Appendix C: Other Samples of Project Types?

**Answer 29:** No: The Proponent should provide a response for the Hypothetical Project in Section 3.2.6.

**Question 30:** Appendix C: Other Samples of Project Types - Do we respond to the Hypothetical Sample Projects 1 & 2 in Appendix C under Section 3.2.6 - OR - are they "for reference only"?

**Answer 30:** No. These are other examples of project work that can be expected as part of a Consultant's Service to PWGSC.

**Question 31:** Could you please clarify how many hypothetical projects are expected to be analyzed in our proposal response? There is one hypothetical project in Section 3.2.6 and two additional hypothetical projects in Appendix C.

**Answer 31:** There is only one hypothetical project to respond to. Refer to Section 3.2.6 for more information.

**Question 32 A:** Urban Planning Services - Although Urban Planning is not identified as a Core/Specialist Discipline, it seems that urban planning expertise plays an important role in many of the required studies and deliverables. Would PWGSC consider adding Urban Planning as a Core Discipline?

**Answer 32 A:** No.

**Question 32 B:** If not, would we be allowed/beneficial to submit 2 project examples from our Urban Planning Specialist/Sub-consultant?

**Answer 32 B:** Proponents should submit whatever they deem helpful to their submission. There is no requirement to submit these types of projects. Some caution is suggested as to what is important such as an urban designer versus an urban planner to assist the Proponent's submission.

**Question 33:** RS 2.1.1 PLANNING TYPES AND DEFINITIONS -The numbering on Pages 13 & 14 of 43 indicates 1, 2, 3, 4 - skips 5, 6, 7 - and continues 8, 9, 10, 11. Is there information missing in this section OR is the numbering incorrect?

**Answer 33:** The numbering is not correct. It has been determined no information is missing other than the appropriate numbering.

**Question 34:** Can PWGSC please provide a definition of an "environmental designer" so that we may clearly understand that role and the services to be provided.

**Answer 34:** An Environmental Designer is a person who is able to provide designs and technical advice for erosion control, stormwater management, green roofs, riparian zone improvement etc. Professional degrees may be from the fields of engineering, landscape architecture and environmental design.

**Question 35:** Standing Offer Brief | Required Services (RS), Item RS 5.4: How will the hourly rates be determined for the 'other sub-consultant / specialists' as listed on pages 42-43 (i.e. list beginning with Urban Designer). Will the Proponent be able to identify these at the time of call-up response?

**Answer 35:** Refer to RS 5.4 Consultant Project Team Composition and Appendix "B", Price Proposal.

**Question 36:** Submission Requirements and Evaluation (SRE), Past Experience - Sub-Consultants / Specialists, Item 3.2.4.3 xv: Can you please confirm if the letters of client satisfaction form part of the forty (40) page limitation as further outlined in S2.2, or if these supporting letters are excluded from the page count and can be provided in an appendix?

**Answer 36:** The Letter of Client Satisfaction is no longer required. Refer to item # 03 of this amendment.

**Question 37:** Submission Requirements and Evaluation (SRE), Hypothetical Projects, Item 3.2.6 and Appendix C - Other Samples of Project Types: We note in Appendix C that the Required Services and Subspecialties are listed in the hypothetical projects. Can this information also be provided for the hypothetical project outlined in 3.2.6?

**Answer 37:** No. It is up to the Proponent to determine what types of subspecialties are required for the hypothetical project in Section 3.2.6.



Solicitation No. - N° de l'invitation

EJ116-131316/A

Amd. No. - N° de la modif.

003

Buyer ID - Id de l'acheteur

fe103

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

20131316

File No. - N° du dossier

fe103EJ116-131316

CCC No./N° CCC - FMS No/ N° VME

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**Question 38:** Amendment No. 001 Question/Answer 6: If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant/specialist, do we provide the information in accordance with Item 3.2.3 (Past Experience) or 3.2.4 (Past Experience - Sub-Consultants/Specialists). The requirements vary slightly between these two sections, so we want to be certain to respond.

**Answer 38:** The Proponent should demonstrate the ability to provide multi-disciplinary services and this cannot be by a sub-consultant specialist.