



Transport
Canada

Transports
Canada

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Services administratifs
Dorval (Québec)
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JULY 25TH, 2013

ADDENDUM # 5

**Subject: Request for Proposal T3003-130024
Standing Offer for the environmental audit of airports and ports sites in the Quebec region**

No consideration will be given for extras and/or changes because the tenderer was not familiar with the contents of this Addendum.

The purpose of this Addendum to the above mentioned Request for Proposals is to inform potential bidders of the following:

1. Following numerous questions about the Offers of services (Annex "A") submitted with the Request for Proposals, an update was made based on the answers provided and is attached to the addendum.
2. A number of questions have been received from potential tenderers. A summary of the questions and answers is provided below.

Question 1: How do we calculate a price per metre for drilling in all the regions combined?

Answer 1: Form 4.2 indicates unit costs that must not include travel, mobilization and demobilization expenses, etc. For the purposes of this call for tenders, do not include any fees pertaining to distance from the sites. These fees will be considered and presented to the Transport Canada project manager during call-ups. Only calculate the costs of the work onsite.

Question 2: Mobilization-demobilization fees and the subcontractors' living expenses are excluded from the unit costs in the table in Section 4.2. Round-trip transportation of the material, the required equipment and barrels of contaminated soil or wastewater are also excluded from the unit costs, as we understand it. Could you please confirm?

Answer 2: Form 4.2 indicates unit costs that must not include travel, mobilization and demobilization expenses, etc. For the purposes of this call for tenders, do not include any fees pertaining to distance from the sites. These fees will be considered and presented to the Transport Canada project manager during call-ups. Only calculate the costs of the work onsite.

Question 3: Can the mobilization and demobilization of the drill and the drill operators' travel expenses be excluded from the price per metre?

Answer 3: Section 4.2 does not include the technicians' living expenses. However, Section 4.5 concerns these expenses. As in Section 4.5 (Travel Expenses), the mobilization and demobilization fees are not calculated in Section 4.2 as they will not be considered set prices, given the scope of the geographic region covered by this standing offer. Consequently, these fees will not be considered in

the assessment of the tenders received in this call for tenders. However, these fees must be considered and presented to the Transport Canada project manager during call-ups.

Question 4: With regard to managing the drill cuttings, should these costs be included in the “Ground Drilling” item of the price schedule or only in the “Installation of Piezometres” item?

Answer 4: Section 4.2, Ground Drilling and Rock Drilling, specifies that this management must be included in the unit price.

Question 5: Must we include the filling of any boreholes not used as observation wells with bentonite and sand in the “Ground Drilling” item in Section 4.2?

Answer 5: Yes, if applicable, according to terrain conditions. Note that this also applies to rock drilling. These fees must be included in the ground drilling and rock drilling unit prices.

Boring in the soil item

Question 6: For soil management, do we include the cost of managing the drill cuttings for 160 m or simply managing the soil samples?

Answer 6: The soil management described in the GROUND DRILLING item refers to managing the cuttings generated by the drilling work.

Question 7: Does TC permit the reuse of excavated soil in boreholes not used as observation wells? In this case, must the boreholes be backfilled with bentonite and sand?

Answer 7: It must be understood that in the framework of this call for tenders, drilling could take place at any of the Transport Canada sites listed in the call for tenders documents. Since this standing offer will cover phase I and II mandates, the possibility of working on contaminated sites is high. In such a broad context, reuse of the soil generated by the drilling will not be considered, whether or not an observation well is installed. Consequently, all boreholes must be filled with bentonite cement slurry.

Question 8: What is the preferred procedure for filling boreholes?

Answer 8: The boreholes must be filled from the bottom, using bentonite cement slurry, according to trade practices.

Question 9: Do we include georeferenced surveying (x, y, z) of the drilling in this item or is chaining according to the structures onsite sufficient?

Answer 9: Georeferenced surveying since there are not always structures present.

“Installation of Piezometres” item

Question 10: Should we include the dismantling of the 6 wells in the unit price?

Answer 10: The dismantling of the piezometres is not included in the “INSTALLATION OF PIEZOMETRES” item in Section 4.2.

Question 11: Do we include the cost of disposing of the excavated material from the 6 boreholes (excluding transportation) in this item?

Answer 11: As mentioned in the previous questions concerning the management of material generated during the drilling (whether ground or rock drilling), the management of the drill cuttings, including the costs of their disposal and transportation, must be included in the “GROUND DRILLING” and “ROCK DRILLING” items.

“Trench” item

Question 12: Must we include georeferenced surveying (x, y, z) of the trenches or is chaining according to the structures onsite sufficient?

Answer 12: Georeferenced surveying since there are not always structures present.

Question 13: What is the reference system for geodetic monuments?

Answer 13: The geodetic system must be used as a reference.

Question 14: Is there another reference system you own?

Answer 14: No.

Question 15: Do we really need to calculate the soil management fees when making trenches and if so, can Transport Canada provide guidelines so that all of the tenderers are on equal footing?

Answer 15: Achieving the trenches must be consistent with the sampling MDDEFP guide. In the event that specific conditions do not allow to put the material in the excavation of the trench, the consultant will submit its costs for the management of these materials under a specific mandate and subsequent to this offer. Therefore, a correction has been made to section 4.2, item TRENCH order to remove soil management. Thus, in the context of this tender, the bidder must consider put the cuttings in the bottom of the excavation of the trench.

Question 16: Is it possible to indicate a price that does not include the cost of transporting the barrels or can Transport Canada provide guidelines so that all of the tenderers are on equal footing?

Answer 16: The mobilization and demobilization fees are not calculated in Section 4.2 as they will not be considered set prices, given the scope of the geographic region covered by this standing offer. Consequently, these fees will not be considered in the assessment of the tenders received for this call for tenders. However, these fees must be considered and be presented to the Transport Canada project manager during call-ups.

Question 17: *TotalN*: is this total Kjeldahl nitrogen?

Answer 17: Total nitrogen includes nitrates, nitrites, ammonia nitrogen and nitrogen bound to organic matter. For the analytical method must refer to the analytical method meets the requirements of a center of expertise in environmental analysis of Quebec (CEAEQ).

Question 18: Other metalloids, what is the list of parameters?

Answer 18: This item was removed from Section 4.2.

Question 19: Potable water analysis: there is no analysis indicated.

Answer 19: For tendering purposes, the analysis consists of the microbiological analysis of basic cleanliness as required by the *Règlement sur la qualité de l'eau potable du Québec* (Quebec's potable water quality regulations).

Tenderers are to acknowledge this Addendum by signing in the space provide below and enclosing a copy of this document with their proposal.

All other terms and conditions of the Request for Proposals remain unchanged.

Yours truly,

Olivier Vigneault
Regional Manager, Administrative Services
Materiel and Contracting Services

RECEIPT ACKNOWLEDGED

Name of Company _____

Signature _____

Canada

TRANSPORT CANADA

ANNEX « A »

OFFER OF SERVICES

OFFER FOR: Standing Offer for the environmental audit of airports and ports sites in the Quebec region.

OFFER SUBMITTED BY:

_____ (Name of Company)

_____ (Complete Address)

GST Number _____

PBN Number _____

Telephone Number: _____

Fax Number: _____

Contact Person: _____

Email Address: _____

1. The Undersigned (hereinafter referred to as “the Contractor”) hereby offers to Her Majesty the Queen in Right of Canada (hereinafter referred to as “Her Majesty”) as represented by the Minister of Transport (hereinafter referred to as “the Minister”) to furnish all necessary expertise, supervision, materials, equipment and all other things necessary to complete to the entire satisfaction of the Minister or his authorized representative, the work described in the Statement of work which are attached hereto as Annex “B”.

2. The Contractor hereby offers to perform and complete the work at the place and in the manner set out in accordance with the following documents:
 - (i) This Offer form marked Annex “A”, attached hereto and entitled “Offer of Services”;
 - (ii) Document marked Annex “B”, attached hereto and entitled “Statement of work”;
 - (iii) Document marked Annex “C”, attached hereto and entitled “General Conditions”;
 - (iv) Document marked Annex “D”, attached hereto and entitled “Supplemental Conditions - Intellectual Property - Crown Owns”.
 - (v) Document marked Annex “E”, attached hereto and entitled “Supplemental Conditions –“ Confidentiality”.

3. Standing Offer period

Any Standing Offer concluded by the acceptance of this current offer will be awarded for three years firm, on or about **August 1, 2013 to 31 July 2016**, with an option to extend the period of services for two additional periods of one year each, as follows:

First Option Year: **August 1, 2016 to 31 July 2017**

Second Option Year: **August 1, 2017 to 31 July 2018**

The option to extend the period of services for each additional year will be exercised at the sole discretion of the Minister by way of formal amendment to the Standing Offer.

4. Cost Proposal

The needs for this request are estimated at \$ 400,000 per year for the three firm years and \$ 300,000 for each of the 2 years of option. These amounts will be equally divided among the selected suppliers.

NOTE: These amounts are estimates only and do not constitute a guarantee to be paid under any Standing Offer concluded by the acceptance of this offer.

4.1 Professional Services and Associated Costs

The Contractor hereby offers to perform and complete the work for the following tendered rates.

The all-inclusive rates quoted below include all expenses that may be incurred in providing the services such as profit, overhead, administrative costs, equipment and materials.

They do not include authorized travel expenses which are addressed in Article 4.5.

Information with respect to Provincial Sales Tax and Federal Sales Tax/Harmonized Sales Tax is provided in Articles 4.6.

4.2 Initial period: August 1, 2013 to 31 July 2016

FIRM PRICE FOR THE FIRST 3 YEARS				
TITLE AND FUNCTION or Type of service	HOURLY RATE (per hour) or UNIT COST (per unit)	Estimated quantities	Units	Total
PROFESSIONAL FEES				
Project director		40	hour	
Project manager		100	hour	
Draftsperson		40	hour	
Clerical employee		40	hour	
Technician (excluding the time required to conduct the surveys and install the piezometres)		100	hour	
SAMPLING AND INSTALLATION OF PIEZOMETRES				
BORING IN THE SOIL (including the technician's time, the material, sampling and soil management)		160	metre	
BORING IN THE BEDROCK (including the technician's time, the material, sampling and drill core management)		30	metre	
INSTALLATION OF PIEZOMETRES-(6 piezometres, 5 m deep) (including the material, the technician's time, development and purge, sampling and water management)		30	metre	
TRENCH (each 3 metres deep an 2 metres long) (including the technician's time, the material, sampling)		30	trench	
CHEMICAL ANALYSES OF THE SOIL				
C ₁₀ -C ₅₀		50	sample	
Separate MAH		50	sample	
BTEX		50	sample	
Separate PAH		25	sample	
Petroleum hydrocarbon by fraction (CCME)		25	sample	
PCB		20	sample	
Base metals (Cr, Cu, Cd, NI, Pb and ZN)		30	sample	
Screening metals (13) (Ag, As, Ba, Cd, Cr, Mn, Al, Fe, Cu, Pb, Hg, Ni, Zn)		30	sample	
Particle-size distribution		10	sample	
ANALYSIS OF THE GROUNDWATER				
C ₁₀ -C ₅₀		50	sample	
Separate MAH		50	sample	
BTEX		50	sample	
Separate PAH		25	sample	
Petroleum hydrocarbon by fraction (CCME)		10	sample	
PCB		10	sample	
Base metals (Cr, Cu, Cd, Pb, Ni and Zn)		20	sample	

TITLE AND FUNCTION or Type of service	HOURLY RATE (per hour) or UNIT COST (per unit)	Estimated quantities	Units	Total
Screening metals (13) (Ag, As, Ba, Cd, Cr, Mn, Al, Fe, Cu, Pb, Hg, Ni, Zn)		20	sample	
P, Ca, No2, NO3, K		10	sample	
Total N		10	sample	
pH		10	sample	
Dissolved oxygen		5	sample	
Oxidation-reduction potential		10	sample	
Perchlorinated compounds		10	sample	
DRINKING WATER ANALYSIS				
Basic microbiological safety analysis		100	sample	
SEDIMENT ANALYSIS				
C ₁₀ -C ₅₀		30	sample	
PCB		20	sample	
BTEX		20	sample	
Separate PAH		15	sample	
Separate MAH		15	sample	
Base metals (Cr, Cu, Cd, Ni, Pb and Zn)		20	sample	
Screening metals (13) (Ag, As, Ba, Cd, Cr, Mn, Al, Fe, Cu, Pb, Hg, Ni, Zn)		20	sample	
Sedimentation analysis		4	sample	
Sediment particle-size distribution		5	sample	
TOC and K		10	sample	
TOTAL				

* Note: For the purposes of this tender, do not consider any costs associated with the mobilization or demobilization, these costs will be considered and presented to the Project manager of Transport Canada in a standing offer. Only consider the cost of work once on site.

4.3 TOTAL ESTIMATED TENDERED ANNUAL PRICE

(GST/HST Extra)

NOTE: The quantities indicated above are estimates only and are included solely for the purpose of cost evaluation. The estimates do not constitute a guarantee of the total quantities to be paid under any Standing Offer concluded by the acceptance of this offer.

NOTE: For Evaluation Purposes, **THE FIRST YEAR ONLY** will be considered.

4.4 YEARS OF OPTION

The rates and the unit costs of the years of option will be increased according to the Global Consumer Price Index (CPI) of the province of Quebec for the previous year:

- **Year of option 1** (August 1st, 2016 to July 31st, 2017): Global Consumer Price Index (CPI) of the province of Quebec for 2015.
- **Year of option 2** (August 1st, 2017 to July 31st, 2018): Global Consumer Price Index (CPI) of the province of Quebec for 2016.

4.5 Authorized Travel Expenses

In the event that travel is required during the course of any resulting Standing Offer, authorized travel expenses will be reimbursed without any allowance for overhead or profit in accordance with the Treasury Board Travel Directive in effect at the time the expenses are incurred (http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/index_e.asp).

4.6 Other related cost

All costs apart from those in section 4.2 and 4.5 will be considered and presented to the project manager of Transport Canada in a standing offer. These costs should be presented in the financial proposal. A detailed invoice may also be requested. Only the actual costs will be repaid.

4.7 Federal Goods and Services Tax (GST) and Harmonized Sales Tax (HST)

The prices and rates quoted herein are not to include any provision for the Goods and Services Tax or the Harmonized Sales Tax.

5. Call-ups Procedures

5.1 Standing Offer Choice

Proportional Distribution Method

The call-up will be equally distributed between the standing offers according to their values.

5.2 Call-ups Financial Proposal

Besides indicating the standing offer number, the contractor will have to supply a detailed table of costs with his proposal by using the standing offers rates and the quantities according to the workload and mandate tasks.

6. Method of payment

The Contractor will be paid in accordance with the method described in the call-up against the Standing Offer.

7. Appropriate Law

Any Standing Offer or call-up awarded as a result of this Request for Proposal shall be governed by and construed in accordance with the laws in force in the Province/Territory of Quebec, Canada.

8. Tender Validity

The Contractor agree(s) that this Offer of Services will remain firm for a period of 90 calendar days after the proposal closing date.

9. Proposal Documents

The Contractor herewith submits the following:

- (a) A proposal in **four (4)** copies to undertake the work in accordance with the requirements detailed in the Request for Proposal documents.
- (b) **Two (2)** copies of this Offer of Services, duly completed and signed.

OFFERS THAT DO NOT CONTAIN THE ABOVE-MENTIONED DOCUMENTATION OR DEVIATE FROM THE COSTING FORMAT MAY BE CONSIDERED INCOMPLETE AND NON-RESPONSIVE.

10. Signatures

The Contractor herewith submits this proposal in accordance with the requirements specified in the Request for Proposal documents.

SIGNED, SEALED AND DELIVERED this _____ day of _____, 2012
In the presence of

Per _____
Name of company

Per _____
(Signing Officer and Position)

(Signature of Witness)

Per _____
(Signing Officer and Position)

(Signature of Witness)