



SOLICITATION AMENDMENT

RETURN BIDS TO:

Parks Canada Agency
 Suite 1300, 635 – 8 Avenue S.W.
 Calgary, Alberta T2P 3M3
 Bid Fax No.: (403) 292-4475

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.

Issuing Office:

Parks Canada Agency
 Suite 1300, 635 – 8 Avenue S.W.
 Calgary, AB T2P 3M3

Comments:

Signed copy of this amendment is to accompany each tender.

Title: Research, Design & Development of Audio Tours for Fort Langley National Historic Site of Canada, and Fort Rodd Hill and Fisgard Lighthouse National Historic Sites of Canada, BC		
Solicitation No.: 5P420-13-5049/A	Amendment No.: 02	Date: September 27, 2013
GETS Reference No.: PW-13-00495320		
Solicitation Closes:		
At: 02:00 PM	On: October 22, 2013	Time Zone: Mountain Daylight Time (MDT)
Address Inquiries to: Adam Krisch		
Telephone No.: (403) 292-4560	Fax No.: (403) 292-4475	Email Address: adam.krisch@pc.gc.ca

TO BE COMPLETED BY THE BIDDER (type or print)	
We hereby acknowledge receipt of the amended instructions and confirm that provisions therefore have been made in our bid.	

Vendor/Firm Name	

Address	

Name of person authorized to sign on behalf of the Vendor/Firm	

Title	

Signature	Date
_____	_____



This amendment number two (02) is raised to respond to bidder questions received and to amend tour completion dates:

1. Questions and Answers

1.1. Question:

What is the historical data for visitors per season for the past five (5) years? This is to help provide and an adequate estimate for high season.

Answer:

Fort Rodd Hill/ Fisgard Lighthouse National Historic Sites									
Totals (fiscal year: April to Mar)	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
	46,632	46,450	42,107	40,486	42,547	44,221	58,198	55,357	50,473

Busiest month is July with approximately 12,000 visitors

Fort Langley National Historic Site													
Year	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
2008-2009	4572	9000	7419	13440	18116	4811	4577	8672	1964	1255	3714	4147	81687
2009-2010	5478	11651	8084	14318	12886	4025	4173	2621	2173	2578	12992	3587	84566
2010-2011	4167	8336	6969	13979	10288	3946	6021	3007	2099	3178	5000	3975	70965
2011-2012	5079	14109	7616	15711	11064	4586	7528	3375	2310	1997	4589	3671	81635
2012-2013	4988	8517	7245	13152	10716	4249	5059	2468	1513	1880	5879	5618	71284

Busiest month is typically July with approximately 14,000 visitors

1.2. Question:

How many audio wands will be needed to meet the needs of these sites? What is the hardware quantity needed?

Answer:

On preliminary discussions it was suggested that Parks Canada plan for one (1) audio wand unit for every 1200 visitors, based on the yearly totals. If proponents have reason to suggest otherwise, Parks Canada would welcome the suggestion and associated rationale in the proponent's proposal.

1.3. Question:

The Request for Proposal (RFP) indicates that all the equipment and tours must be completed and installed by February 28, 2014. This amount of time would be considered very short for a 60 minute tour in one language but for this project, the requirement is two (2) tours in two (2) languages. Additionally, it is not certain that the tours would be 60 minutes in length as the range provided in the RFP document is 60-90 minutes. Can the installation requirement be extended to March 31, 2014? Can Parks Canada provide a timeline with respect to when a decision will be made on the award of this project?

Answer:

Fort Rodd Hill/ Fisgard Lighthouse tour deadline remains at February 28, 2014; however the Fort Langley tour deadline is extended until March 21, 2013. The RFP asks for a 60 to 90 minute tour and proponents should bid on what they can deliver given the timeframes. Parks Canada cannot commit to a date by which a resulting contract will be awarded; however, it is anticipated that a resulting contract will be awarded within two (2) weeks of the solicitation deadline.



1.4. Question:
Music and SFX are usually licensed but how they are licensed has huge implications for project costs. Do you have any licensing requirements?

Answer:

The use of the material is for the audio tour platforms only, as outlined in the proposal. The audio tour will not be distributed on the web or made available for sale.

1.5. Question:
Does a visitor to Fort Rodd have to exit the Fort and then proceed to the Lighthouse? If so, will each have a separate supply of audio wands? If so, a bidder would need to know the number of wands per location as it will affect the costs as each wand requires a charger pocket and the chargers are configured in specific wand quantities. Additionally, three (3) installations instead of two (2) will require additional installation time as well as potentially additional staff training time.

Answer:

There is one (1) common entry point for these two (2) sites. They are administered as one (1); however, technically they are two (2) separate National Historic Sites, each with their own messaging.

1.6. Question:
In reviewing the RFP I noticed that there did not appear to be anything included on equipment warranties or on service protocols/expectations. There are widely varying guarantees associated with different companies in the self-guided tour business and I would recommend that Parks give some thought to this aspect of the project as not addressing it could end up being costly down the road.

Answer:

Warranty is addressed under 3.2. *Supplemental General Conditions of 3. Standard Clauses and Conditions of Part 6 – Resulting Contract Clauses* which indicates “2010A 09 (2010-01-11) Warranty of the General Conditions – Goods (Medium Complexity) apply to and form part of the Contract”. 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.

2. Amendments to the Request for Proposal

2.1. Under 4.1. *Period of the Contract of Part 6 – Resulting Contract Clauses:*

Delete:

The period of the Contract is from date of Contract to February 28, 2014 inclusive.

Insert:

The period of the Contract is from date of Contract to March 21, 2014 inclusive.

2.2. Under 4. *Requirements of the Statement of Work at Annex A:*

Delete:

Two (2) audio tours will be produced by the Contractor and ready for public use by February 28, 2014. As well as providing the tour, the Contractor will provide all associated hardware, including but not limited to the audio wands and charging stations, and will provide staff with training. One (1) audio tour will be for Fort Langley National Historic Site, the other for Fort Rodd Hill/ Fisgard Lighthouse National Historic Sites. Both audio tours researched, designed and developed by the Contractor must also have a French version ready for public use by February 28, 2014.

Insert:

One (1) audio tour will be produced by the Contractor for Fort Langley National Historic Site and ready for public use by March 21, 2014. One (1) audio tour will be produced by the Contractor for Fort Rodd Hill/ Fisgard Lighthouse National



Historic Sites and ready for public use by February 28, 2014. As well as providing the tour, the Contractor will provide all associated hardware, including but not limited to the audio wands and charging stations, and will provide staff with training. Both audio tours researched, designed and developed by the Contractor must also have a French version ready for public use by the respective completion date.

2.3. Under 5. Deliverables of the Statement of Work at Annex A:

Delete:

The content, production of the tour, and all hardware are all part of this Contract. All deliverables must be ready for public use at each Site on or before February 28, 2014.

Insert:

The content, production of the tour, and all hardware are all part of this Contract. All deliverables must be ready for public use at Fort Langley National Historic Site on or before March 21, 2014. All deliverables must be ready for public use at Fort Rodd Hill/ Fisgard Lighthouse National Historic Sites on or before March 21, 2014.

2.4. Under 2.2. Proposed Approach, Methodology and Project Schedule of 2. Point Rated Technical Criteria at Annex D – Technical Evaluation:

Delete:

Included with this should be a detailed project schedule that outlines the significant activities, milestones and deliverables in this project, the expected points of Client input, review and approval, and required meetings. The schedule should identify who is responsible for each of the significant activities. The schedule should reflect key dates of delivery and meet Client expectations on delivery dates. The completion deadline for both audio tours is February 28, 2014.

Insert:

Included with this should be a detailed project schedule that outlines the significant activities, milestones and deliverables in this project, the expected points of Client input, review and approval, and required meetings. The schedule should identify who is responsible for each of the significant activities. The schedule should reflect key dates of delivery and meet Client expectations on delivery dates. The completion deadline for the Fort Langley National Historic Site audio tour is March 21, 2014 and the completion deadline for the Fort Rodd Hill/ Fisgard Lighthouse National Historic Sites audio tour is February 28, 2014.

All other terms and conditions remain the same.