



SOLICITATION AMENDMENT

RETURN BIDS TO:

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

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

Comments:

Signed copy of this amendment is to accompany each tender.

Title: Nature Centre and Red Deer Trail Exhibit Design Development for Prince Albert National Park, SK		
Solicitation No.: 5P420-13-5138/A	Amendment No.: 01	Date: February 21, 2014
GETS Reference No.: PW-14-00611385		
Solicitation Closes:		
At: 02:00 PM	On: March 13, 2014	Time Zone: Mountain Standard Time (MST)
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 one (01) is raised extend the solicitation closing date and to distribute meeting minutes from the bidders' teleconference held on February 14, 2014 and to amend the Request for Proposal accordingly.

Solicitation Closing:

The closing date for tender 5P420-13-5138/A, titled *Nature Centre and Red Deer Trail Exhibit Design Development for Prince Albert National Park, SK*, is extended from March 04, 2014 until March 13, 2014 at 2:00PM Mountain Standard Time (MST).

1. Opening Remarks/ Introductions

2. Attendance

3. Requirement / Project Review

- Prince Albert National Park is developing exhibits for its Nature Centre, the grounds around the Nature Centre, and approximately a 0.5 Km trail that leads up to the Centre.
- The work required will involve revising the concept design for the Nature Centre Courtyard and Red Deer Trail for Prince Albert National Park in Saskatchewan and developing a detailed design package for the exhibits.
- As part of the resulting contract there are also two optional services: 1) Optional Research, Content Development and Writing Services; and 2) Optional Contract Administration and Design Support During Fabrication and Installation Phases

4. Questions and Answers

4.1. Question 1:

Do the interior exhibits have to withstand -40 C to +40 C temperatures? This would impact design of the computer-based exhibits.

Answer:

Yes, the building is not heated or cooled. That said there is opportunity to move some smaller elements out each fall however we would want to limit the number of exhibits that required us to do this.

4.2. Question 2:

Does the budget of \$860,000 for fabrication, installation, shipping and fit-up also include the price for design services required by this RFP or is there a separate and additional budget for design services? Does Parks Canada have an upper limit for the total cost of this project?

Answer:

The budget of \$860,000 does not include the design services required by this RFP. There is a separate design budget that we are not disclosing.

4.3. Question 3:

Does the design fee include the development of exhibit software and video or is the development of exhibit software and video part of the \$860,000 fabrication budget?

Answer:

The design fee should include the following elements associated with digital media:

- Concept wireframes
- Content development and final text (as part of 5.2 Optional Research, Content Development and Writing Services)
- Screen shots of the program which provide a sense of the program's purpose, look and feel an overall visitor experience
- Technical specifications for hardware and software requirements
- Images, videos, illustrations and sound effects required to complete the program
- Working drawings/specifications on millwork required to house the digital media



All programming costs will be part of the fabrication budget.

Resulting Amendment to the Work:

Under 5.5. *New Media/Audio-Visuals of Annex A – Statement of Work:*

Delete:

The Contractor is responsible for developing the graphics and programming for all audio-visual components (this includes sourcing all sound and videos that may be required). The Project Authority will have access to a small collection of amateur video and will make it available to the Contractor. The Contractor may be responsible for developing storyline, content development, final text, and research for all audio-visual components as indicated under 5.2. *Optional Research, Content Development and Writing Services*.

Insert:

The Contractor is responsible for developing the following elements for all digital media:

- Concept wireframes
- Content development and final text (as part of 5.2 *Optional Research, Content Development and Writing Services*)
- Screen shots of the program which provide a sense of the program's purpose, look and feel an overall visitor experience
- Technical specifications for hardware and software requirements
- Images, videos, illustrations and sound effects required to complete the program
- Working drawings/specifications on millwork required to house the digital media

The Project Authority will have access to a small collection of amateur video and will make it available to the Contractor.

Under 8.4. *Detailed Design Package of Annex A – Statement of Work:*

Delete:

(g) Final graphic design files for all graphic elements of the exhibits and digital media will include all required illustration, photography, scanning, programming and other graphic production;

Insert:

(g) Final graphic design files for all graphic elements of the exhibits and digital media which includes all required illustration, photography, scanning, and other graphic production (for additional details on digital media requirements see 5.5. *New Media/Audio-Visuals*);

4.4. Question 4:

In section 5.1. *Resource and Research Material of Annex A – Statement of Work*, the RFP mentions research to be done by the Contractor. Does Parks Canada have any estimate of how much research (number of days) will be required? Is this research part of the \$860,000 fabrication budget, or does it fall under the design budget? Please give examples of the sort of research that Parks Canada requires, for instance, cultural and human history research, natural history, ecology, etc.

Answer:

Research is part of section 5.2. *Optional Research, Content Development and Writing Services*. The amount of research required will depend on the writer's familiarity with the exhibit themes and content which are listed in *Appendix A4: Concept Design for the Nature Centre, the Courtyard and Red Deer Trail for Prince Albert National Park Saskatchewan*. For example for the bear den exhibit the researcher will have to learn about black bears and work with us to determine the most important message about bears to include in the exhibit. The researcher will



also be required to determine whether there is any Park specific information about an exhibit that should be shared. For example, there are a few exhibits that reference bison. There are several studies going on in the Park about bison. The researcher will have to familiarise themselves with these studies to determine how the content can be effectively integrated into the exhibits.

While the majority of the exhibits focus on natural history, there are some that are dedicated to First Nations and Métis culture and history. In addition, wherever possible we would like to weave messages of cultural and history into nature based exhibits (i.e. is there a cultural message that could be integrated into the bear exhibit?). Research associated with these exhibits will involve working with the Nature Centre and Red Deer Trail Advisory Group and may involve contacting other individuals in the region.

As stated in section 5.1 *Resources and Research Material* of the RFP, the park will provide the contractor with a resource package for use in research and the development of content.

4.5. Question 5:

Should section 8.5. *Optional Contract Administration and Design Support During Fabrication and Installation of Annex A – Statement of Work* be priced separately from 1. *Firm Price of Annex B – Basis of Payment*? How many days does Parks Canada anticipate will be needed to be allocated for the optional contract administration and design support? If the amount of support needed for contract administration and design support during fabrication and installation is unknown, is it sufficient to give a per diem rate?

Answer:

The *Optional Contract Administration and Design Support During Fabrication and Installation* should not be priced in *Annex B – Basis of Payment*. An estimate of how many days required cannot be provided at this time. The *Optional Contract Administration and Design Support During Fabrication and Installation* will be negotiated as an amendment to the contract which will not exceed per diem rates indicated.

Resulting Amendment to the Work:

Under 8.5. *Optional Contract Administration and Design Support During Fabrication and Installation Phases of Annex A – Statement of Work*:

Delete:

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described below:

Insert:

The Contractor grants to Canada the option to acquire the goods, services or both described below which will be negotiated as an amendment to the Contract and shall not exceed the per diem rates identified at *Annex B – Basis of Payment*:

4.6. Question 6:

For section 5.2. *Optional Research, Content Development and Writing Services*, should this be priced separately from the fixed price for the proposal? How many days do you anticipate will be needed to be allocated for *Optional Research, Content Development and Writing Services*? If the amount of research, content development and writing is unknown, is it sufficient to give a per diem rate?

Answer:

The *Optional Research, Content Development and Writing Services* should be priced as a firm price under item 3. *Optional Content Package of Annex B – Basis of Payment*. The amount of research, content development, and writing services will depend on the writer's familiarity with the exhibit themes and content. See previous response above at question 4. A firm price for the optional content package must be submitted.

Resulting Amendment to the Basis of Payment:



Under 3. *Optional Content Package of Annex B – Basis of Payment:*

Delete:

In consideration of the Contractor completing the optional content package, which includes storyline, final text, image and illustration captions, scripts and text for videos and other digital media and other related content (this also includes any associated research to necessary to create the above) the Contractor will be paid a firm price, including but not limited to all professional, technical, and administrative fees and costs. This price does not include travel and living expenses, required goods and/or services as indicated in *Annex A – Statement of Work*, or any other optional goods and/or services.

Insert:

In consideration of the Contractor completing the optional content package identified at both 5.2. *Optional Research, Content Development and Writing Services* and 8.2. *Content Package of Annex A – Statement of Work*, which includes storyline, final text, image and illustration captions, scripts and text for videos and other digital media and other related content (this also includes any associated research to necessary to create the above) the Contractor will be paid a firm price, including but not limited to all professional, technical, and administrative fees and costs. This price does not include travel and living expenses, required goods and/or services as indicated in *Annex A – Statement of Work*, or any other optional goods and/or services.

4.7. Question 7:

Does the scope of work for the exhibit designer include design of the unisex washroom, dividing wall and staircase for the owl nest exhibit and other required building fit-ups? If the above items are in the scope of work for the exhibit designer do they include application for a building permit for these items?

Answer:

The scope of work for the designer will include all building fit-ups related to the exhibits including the theatre. The unisex washroom will have to be accounted for spatially however the Contractor will not have to create a design for it. On page 13 of *Appendix A4: Concept Design for the Nature Centre, the Courtyard and Red Deer Trail for Prince Albert National Park Saskatchewan* there is a floor plan and also a storage room near the washroom which will also be considered part of the washroom design and will not be included as part of this Scope of Work. As this is the design phase, building permits will not be part of this Contract.

Resulting Amendment to the Work:

Under (d) A detailed design package which includes: at 3. *Scope of Work of Annex A – Statement of Work:*

Delete:

iv. Building fit-up and renovation requirements related to the proposed exhibits and facilities (including the addition of a unisex washroom and a dividing wall and staircase for the owl nest exhibit);

Insert:

iv. Building fit-up and renovation requirements related to the proposed exhibits (including the theatre and a dividing wall and staircase for the owl nest exhibit). This does not include the unisex washroom and adjacent storage area;

Resulting Amendment to the Work:

Under at 4.4. *Target Exhibit Budget of Annex A – Statement of Work:*

Delete:

It also includes all costs associated with the required fit-up to the building (including the installation of a unisex washroom, and a dividing wall and staircase for the owl nest exhibit) for the effective delivery and appearance of all exhibits and visitor service facilities in the public areas of the Nature Centre, its grounds and along the section of the Red Deer Trail outlined in this plan.

Insert:

It also includes all costs associated with the required fit-up to the building for the effective delivery and



appearance of all exhibits and visitor service facilities in the public areas of the Nature Centre, its grounds and along the section of the Red Deer Trail outlined in this plan.

Resulting Amendment to the Work:

Under at 8.3. Revised Conceptual Design Package of Annex A – Statement of Work:

Delete:

(b) Adjusting design concept so that the total cost of fabrication, installation, shipping, building fit-up/renovations (including the addition of a unisex washroom and a dividing wall with staircase for the owl nest exhibit), and audio visual production does not exceed 4.4. *Target Exhibit Budget.*

Insert:

(b) Adjusting design concept so that the total cost of fabrication, installation, shipping, building fit-up, and audio visual production does not exceed 4.4. *Target Exhibit Budget.*

Resulting Amendment to the Work:

Under at 8.4. Detailed Design Package of Annex A – Statement of Work:

Delete:

(d) Building fit-up and renovation requirements related to the proposed exhibits and facilities (including the addition of a unisex washroom and a dividing wall and staircase for the owl nest exhibit). This includes an exhibit lighting plan, flooring, window treatment, technical support items etc.;

Insert:

(d) Building fit-up and renovation requirements related to the proposed exhibits and facilities (including the theatre and a dividing wall and staircase for the owl nest exhibit). This includes an exhibit lighting plan, flooring, window treatment, technical support items etc.;

4.8. Question 8:

Regarding the submission of the required two (2) soft copies of the technical bid, can these be placed on the same media (e.g. 1 USB drive)?

Answer:

Yes.

4.9. Question 9:

Can the soft copies include enhanced versions of the information submitted on the hard copy (e.g. touch screen animations on the soft copy and compared to screen views of the same component on the hard copy)?

Answer:

Yes, soft copies can include enhanced versions of the hard copies. The soft copy is what we will be using for evaluation purposes. Please ensure soft copies are PC compatible.

4.10. Question 10:

Will the Interpretive Plan, Preliminary Concept, and Concept Design for the Nature Centre, the Courtyard and Red Deer Trail for Prince Albert National Park, Saskatchewan will be available to proponents?

Answer:

Parks Canada will provide the Nature Centre Interpretive Plan and Preliminary Concept. The Concept Design for the Nature Centre, Red Deer Trail for Prince Albert National Park has already been provided as *Appendix A4.*

Resulting Amendment to the Work:

Under 4.1. Applicable Documents of Annex A – Statement of Work:



Insert:

(g) **Appendix A7:** Nature Centre Interpretive Plan and Preliminary Concept (under separate attachment: *AppendixA7_13-5138A.pdf*)

4.11. Question 11:

Regarding the requirement for functioning demos of digital interactive work: is it absolutely necessary to include functioning demos? Can screen shots or videos of the interactives be substituted? We ask this question because many digital interactive kiosks/presentations involve networked computers and cannot function outside of their original context. Also, you require that these demos function on a Windows-based computer and some of our examples were developed for other operating systems (Mac/Linux).

Answer:

No, it is not necessary to include functioning demos. When using screen shots or video please ensure they are sufficient enough to evaluate based on the criteria listed in the Request for Proposal.

4.12. Question 12:

Is the Contractor required to produce permit-ready working drawings for mechanical (plumbing), electrical, and structural (framed wall) elements within the base building as defined in the concept design? If yes, does the client require the Contractor to provide architectural or engineering certification for the drawings in question?

Answer:

The Contractor is required to provide permit-ready working drawings for any building fit-up related to the exhibits. The Contractor must provide engineering or journeyman certification for any lighting plans, exhibits with stairs, crawl through or climbing elements and water features associated with exhibits. The bathroom and adjacent storage area will not be part of this Contract. Plans for the washroom will be available to the Contractor at a later date.

4.13. Question 13:

Concept Design Revisions: We understand that only some of the exhibits in the Concept Design package require revision. In the existing package these drawings are all hand-drawn, however our designers produce computer-based drawings. Is it acceptable to have two different styles of drawing in the revised package, or do you require that they all be the same and therefore our team would either have to redraw the existing exhibits using computer software, or provide any revisions as hand-drawn designs ourselves?

Answer:

It is acceptable to have two styles of drawings in the revised Conceptual Design Package. I would assume that in the Detailed Design Package, since more detail is required, all designs would have the same look and feel.

4.14. Question 14:

Building Renovations and Fit-Up: The RFP indicates that the successful Contractor would be responsible for some building fit-up design, including the addition of a unisex washroom, dividing wall, and staircase for one exhibit. Are there other renovations planned for the building? There is a theatre shown in one of the photographs in the Appendix - is this part of the scope of work? Is there an architect or building contractor already on board that we would work with, or would this all fall under this contract?

Answer:

There are no other renovations planned for the building other than what is outlined in the concept document. *Appendix A1* shows a theatre and projection room. Page 13 of the *Concept Design for the Nature Centre, the Courtyard and the Red Deer Trail for Prince Albert National Park* indicates all proposed renovations to the building. In this drawing you will see that the theatre shown in *Appendix A1* has been significantly reduced in size and the remainder of the room is used to house the Wetland Exhibit. Also there is a moveable half wall (which doubles as an exhibit) which divides the theatre from the remainder of the exhibit space. The projection room from *Appendix A1* has been converted to a washroom and a storage area. A Parks Canada architect will be designing the washroom and storage area but all building fit up associated with exhibits is part of this Contract (this includes the dividing wall, staircase, electrical etc).



Note the design of the bathroom and storage area have been removed from the Statement of Work.

4.15. Question 15:

Optional Content Development: At what point would Parks Canada decide if they will be contracting the Optional Content Development work? Would any costs associated with acquisition of images, media, or objects not available from Parks Canada be taken from the design fee budget or will this come out of the fabrication budget? Does Parks Canada have in its possession, or is it able to get, any taxidermy or other natural specimens that would be required for the exhibits? We understand from Appendix A6 that no new video footage will be captured for this project. Can you confirm this?

Answer:

Parks Canada will decide after contract award if we will contracting for the *Optional Research, Content Development and Writing Services*.

Parks Canada has a fairly extensive photo collection and a limited amateur video collection. Any additional video, imagery or sound effects that are required will be part of the design costs. Any physical objects required for exhibits will be part of the fabrication budget. For example, if the Contractor is required to produce skulls for the skull matching activity that would be part of the fabrication budget.

Parks Canada does have access to some taxidermy and natural specimens that could be included in the exhibits. Many of these elements would require remounting and/or refurbishing.

No new video footage will be captured as part of this project however Parks Canada would consider obtaining usage rights for video footage obtained by others in order to enhance the visitor experience of the exhibit.

4.16. Question 16:

Fabrication Budget: Based on the cost estimate provided in the Concept Design package compared with the target exhibit budget provided in the RFP, there is approximately \$894,815 that needs to be cut, which is significant. Has Parks Canada started to prioritize which exhibits it would like to keep versus which should be cut, or does this process begin once the project starts-up?

Answer:

Parks Canada has had some discussion about needs to be cut but no final decisions have been made. Parks Canada will work closely with the contractor to make these decisions and in some cases will look to the contractor to make suggestions on lower cost alternatives. For example, there is currently a three dimensional bison piece included in the exhibit concept design with pull out drawers, perhaps we would look at that and determine that it is too large or too expensive to produce, and streamline it down to a two dimensional piece. As Parks Canada looks to the designer for advice on how to reduce the budget, that is why final decisions have not yet been made for exhibits that Parks Canada wishes to remove.

4.17. Question 17:

Under item (c) of 3. *Scope of Work of Annex A – Statement of Work*, the RFP states:

The revised concept document must include the following:

- i. A conceptual drawing of any of the **revised exhibits** and **revised visitor service facilities** proposed;

Under item (d) of 3. *Scope of Work of Annex A – Statement of Work*, the RFP states:

A **detailed design package** which includes:

- ii. Illustrations or 3D rendering of each exhibit;

What distinguishes the concept drawing from the design package illustrations?

Answer:

As the exhibits are developed, more detail will be added to the drawings. Parks Canada will also require working drawings that can be sent for fabrication.



4.18. Question 18:

Under item (d) of 3. *Scope of Work of Annex A – Statement of Work*, the RFP states:

A **detailed design package** which includes:

- vi. A “Class A” budget for costs of fabrication and installation of the designed exhibits and facilities. This includes building fit-up and renovations; (referring to concept document revisions)

Under item (c) of 3. *Scope of Work of Annex A – Statement of Work*, the RFP states:

The revised concept document must include the following:

- vii. A revised detailed “Class B” cost estimate for fabrication, installation, and building fit-up/renovations.

What is Parks Canada’s definition of Class A and Class B estimates?

Answer:

A Class B estimate is within 20% plus or minus. A Class A estimate is within 10% plus or minus.

4.19. Question 19:

Under 5.5. *New Media/Audio-Visuals of Annex A – Statement of Work*, the RFP states:

The Contractor is responsible for developing the graphics and programming for all audio-visual components (this includes sourcing all sound and videos that may be required). The Project Authority will have access to a small collection of amateur video and will make it available to the Contractor...

Under 5.4. *Images of Annex A – Statement of Work*, the RFP states:

The Project Authority shall provide a collection of images (historical and contemporary) to be used in the exhibits based on requirements outlined by the Contractor. Any additional images required will have to be sourced and acquired by the Contractor...

From the statements above it appears that Parks Canada is asking for a fixed price commitment from the Contractor to provide an unknown number of video and still images or illustrations. Given that the only the client knows what they have on hand is there any way to give an indication of what material is missing so it can be budgeted in the proposals?

Answer:

Parks Canada has a fairly extensive photo collection and a limited amateur video collection. It is difficult for us to provide information about what gaps exists given where we are at in the design phase of the project.

4.20. Question 20:

On page 98 of *Appendix A4: Concept Design for the Nature Centre, the Courtyard and Red Deer Trail for Prince Albert National Park, Saskatchewan*, it states:

Estimates of expenses not factored into unit costs: Electrical contractor for power in building = \$50,000.00.

While other building modifications are identified in the RFP there is no mention of the building power line item from the Concept document – is this to be included and what is the scope of the requirement with respect to the expertise required?

Answer:

This cost estimate is referencing power requirements associated with exhibits within the building not to the building.

4.20.1. Follow-up Question 1:

Will the cost for that be part of the fabrication budget?

Answer:

Yes. However, the Contractor will be required to provide the plan (i.e. for lighting and electrical) and determine what power is required for each exhibit .If any changes are required to the building fit-up, this



must be approved by the appropriate authorities.

4.21. Question 21:

Under 4.4. *Target Exhibit Budget of Annex A – Statement of Work*, the RFP states:

The amount of **\$860,000** is the project budget available for all costs associated with the fabrication, installation, and shipping of all exhibits and visitor service facilities (interior and exterior). It also includes all costs associated with the required fit-up to the building (including the installation of a unisex washroom, and a dividing wall and staircase for the owl nest exhibit)...

Is an Architectural stamp required for the design of building renovations?

Answer:

The Contractor is responsible for designing the building fit up associated with the exhibits (including lighting). The Contractor must provide engineering/architectural/journeyman certification for any building fit-up related to exhibits. This includes lighting plans, as well as exhibits with stairs, crawl through or climbing elements and water features associated with exhibits. The bathroom and adjacent storage area will not be part of this Contract. Plans for the washroom will be available to the Contractor at a later date.

5. Round Table / Additional Questions

5.1. Question 1:

In terms of additional research work and content development, is there already a framework for consulting with Métis and First Nations Groups or can Parks provide comment on what that scope of work might include in order to get approval on any new content?

Answer:

7. *First Nations and Métis Participation of Annex A – Statement of Work* discusses this to some degree. There is a Nature Centre and Red Deer Trail Advisory Group which includes First Nations and Métis communities from around the Park as well as some First Nations and Métis organizations from the region. The group was formed in October of 2013 and has met three (3) times with the Park to discuss the current concept document. Once the Contract is in place there will be an opportunity for the Contractor and that group to meet. This group will provide input on content, the revised concept and the final design. The group can also act as a resource for the Contractor for example if an exhibit on hunting and trapping were to be included the Contractor could work with the representative from the Northern Saskatchewan Trapper's Association to find resource people to work with to produce content. This content would then go back to the Advisory Group for review and approval. Additionally, there are published materials available that the researcher(s) could access to support the development of exhibits, for example the ethnobotany exhibit (i.e. matching modern medicines with plants used traditionally for those purposes).

5.2. Question 2:

If a firm is awarded this design contract, does that preclude them from bidding on the subsequent fabrication contract?

Answer:

Yes.

5.3. Question 3:

If the Contractor for the design contract has a sub-contractor who they are working, would the sub-contractor then be precluded from bidding on the subsequent fabrication contract?

Answer:

No. Both this design contract and the subsequent fabrication contract will be with a Prime Contractor only and Parks Canada cannot impose any restrictions on who the Prime Contractor chooses to sub-contract.



5.4. Question 3:

Regarding the outdoor exhibits, there is a requirement to adjust the grounds and the 0.5 Km trail, does Parks Canada have a landscape architect that the Contractor would work with?

Answer:

No. There is not a landscape architect available through Parks Canada nor is it required as part of the Bidder's team. The Contractor will be required to place exhibits in appropriate locations so it will be up to the Bidder to determine who they want their team to consist of. One of the things that Parks Canada does not want is to have a situation where extensive maintenance is required for the outdoor exhibits so the amount of landscaping that would require maintenance for those exhibits should be limited.

5.5. Question 4:

What is the rationale regarding excluding the Contractor for this contract from bidding on the subsequent fabrication contract?

Answer:

Part of the rationale is that this contract includes optional services for assisting with the call for tenders for the fabrication contract and assisting with the evaluation of proposals for that contract, in addition to other support services in respect to the fabrication contract. Parks Canada has determined that the Contractor would have an unfair advantage in the bidding process for the subsequent fabrication contract.

6. Closing

All other terms and conditions remain the same.