



**Royal Canadian Mounted Police**

**Gendarmerie royale du Canada**

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Procurement and Contracting Services

73 Leikin Drive,

Visitor Center - Building M1

Mailstop # 15

Ottawa, ON K1A 0R2

Attn: Megan McCoy (613) 843-3798

**AMENDMENT TO A REQUEST FOR STANDING  
OFFER**

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We hereby offer to sell to Her Majesty the Queen in right  
of Canada, in accordance with the terms and conditions set  
out herein, referred to herein or attached hereto, the goods,  
services and construction listed herein and on any attached  
sheets at the price(s) set out therefore.

**MODIFICATION À UNE DEMANDE D'OFFRE A  
COMMANDES**

**Gendarmerie royale du Canada**

Nous offrons par la présente de vendre à Sa Majesté l  
Reine du chef du Canada, aux conditions énoncées ou  
incluses par référence dans la présente et aux annexes ci-  
jointes, les biens, services et construction énumérés ici sur  
toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaries

**Vendor/Firm Name and Address**

<b>Title-Sujet</b> RFSO - Architectural and Engineering Services – Ontario, Quebec & National Capital (Ottawa ONLY)		
<b>Solicitation No. – No. de l'invitation</b> 201405579	<b>Amend. / Modification</b> 1	<b>Date</b> March 25, 2014
<b>Client Reference No. - No. de Référence du Client</b> 201405579		
<b>GETS Reference No. – No de Référence du SEAG</b> 201405579		
<b>Solicitation Closes – L'invitation prend fin</b> at – à 2:00 P.M. EDT on April 23 <sup>rd</sup> , 2014		
<b>F.O.B. - F.A.B.</b> Destination		
<b>Address Enquiries to: - Adresser toute questions à :</b> Eric Glynn – Manager		
<b>Telephone No. - No de téléphone</b> 613-843-5533	<b>Fax:</b> 613-825-0082	
<b>Destination of Goods - Destinations des biens:</b> See Herein / Voir aux présentes		
<b>Instructions :</b> See Herein / Voir aux présentes		
<b>Delivery Required – Livraison exigée:</b> See Herein / Voir aux présentes		
<b>Name and Title of person authorized to sign on behalf of Vendor/Firm.</b>  <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>		



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Amendment #1 to Solicitation 201405579 has been issued to respond to **Questions and Answers – Part 1** as follows:

**Questions and Answers – Part 1:**

**Q1:** Should we have an RCMP RELIABILITY status Security Clearance before submitting a proposal in response to this solicitation?

**A1:** No, you are not required to have an RCMP Reliability Status Security Clearance prior to the closing of RFSO 201405579. In order to carry out services under this solicitation, each resource will be required to adhere to the Security Provisions set out in RFSO 201405579.

**Q2:** We are uncertain if the RFSO proponents are to include only for their respective disciplines (Mechanical & Electrical or Structural & Civil) or if prime proponents are to also include engineering sub consultants (the forms in Annex “C” and “E” seem to suggest that all disciplines are to be included in the proposals).

**A2:** Each Proposal must identify all consultants, and sub-consultants as listed in both Annex “C” and Annex “E”. An hourly rate must correspond to each consultant, and sub-consultant listed in Annex “C”. All consultant, and sub-consultant names must be identified as per Annex “E”. Leaving a category blank will result in a non-compliant submission.

**Q3:** We would like to clarify the format of submission for Solicitation 201405579. If we are submitting on multiple disciplines, are we to submit our proposal in separate envelopes by discipline or may we include all disciplines in one envelope?

**A3:** As per **Part 2 – Section 5 – Limitation of Submission**, you may only submit one (1) proposal for each combination of Discipline/Region. Each proposal must be submitted in a separate envelope identifying which combination of Discipline/Region applies. As there are a total of nine (9) combinations of Discipline/Region, the maximum number of proposals which may be submitted by any one firm is also nine (9).

**Q4:** It is requested that offerors follow “Use a numbering system that corresponds to that of the Request for Standing Offers” (**Part 3 – Section 1(b)**). With multiple references to evaluation criteria included in Annex “D” and Mandatory/Rated Requirements, we are assuming that our submission should follow the numbering outlined?

**A4:** All numbering systems identified in RFSO 201405579 must be followed in your submission. For example, when responding to Mandatory Criteria “M1”, it is expected that the submission clearly references “M1”, and not an alternate form of numbering system.

**Q5:** Is the intent to submit with a full team inclusive of Mechanical, electrical and structural or do these individual disciplines submit on their own separate from us?

**A5:** The Offeror must identify their full team as per **Annex “C” – Financial Offer** and **Annex “E” – Team Identification Form**. Each submission needs to identify which “Offeror” Discipline (Either



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Architectural, Mechanical & Electrical Engineering, or Civil & Structural Engineering) is being proposed. The other two (2) remaining Disciplines would need to be identified as “Sub-Consultants”.

**Q6:** Can you please confirm that the SC-M1 through SC-M3 in Annex “F” are provided for information only and will only need to be completed at time of Call-up?

**A6:** Under Annex “F” – Availability Confirmation Form of Solicitation 201405579, criteria SC-M1, SC-M2, and SC-M3 will only be evaluated at time of Call-up issuance.

**Q7:** Is the only required information from our Sub-Consultants the completion of the Financial Offer bid form rates?

**A7:** The identified Sub-Consultants of each submission will **NOT** be evaluated against any criteria listed in Annex “D” – Evaluation Criteria, however, Consultant **AND** Sub-Consultant firm hourly rates must be identified to evaluate Price Proposals, as identified in Annex “C” – Financial Offer.

**Q8:** Are we able to bid on only the Structural Engineering services component?

**A8:** If you are submitting a proposal as an “Offeror” as a Civil and Structural Engineering firm, you must identify Sub-Consultants in both the Architectural, and Mechanical & Engineering Disciplines. It is the Offeror’s responsibility to identify a full team of resources in each of the three (3) Disciplines.

**Q9:** For Mandatory Requirement M2 of Annex “D” – Evaluation Criteria: The Offeror must have a minimum of five (5) years demonstrated project experience performing services with project teams (Consultants and Sub-Consultants) comprised of representatives from each of the three (3) RFSO Disciplines. By “representatives of each of the three RFSO Disciplines” do you mean “Architects and Structural, Civil, Mechanical and Electrical Engineers in general”, or are you referring to the specific individuals that we are listing in Annex “E” – Team Identification Form?

**A9:** “Representatives from each of the three (3) RFSO Disciplines” refers to project teams comprised of Architects, Structural & Civil Engineers, and Mechanical & Electrical Engineers.

**Q10:** You have provided a detailed list of services in Annex “A” – Statement of Work of the RFP. What additional information would you like from proponents to meet R6 of Annex “D” – Evaluation Criteria?

**A10:** Annex “A” – Statement of Work is a general expectation of each Offeror and their proposed team of Consultants/Sub-Consultants. R6 of Annex “D” – Evaluation Criteria is requesting substantial detail above and beyond what is contained within Annex “A” Statement of Work. Points will be awarded for R6 using the “Table” provided following the Rated Criteria of Annex “D” – Evaluation Criteria.

**Q11:** Annex “E” – Team Identification Form of the RFP has two (2) spaces indicated for each Resource. While not specific, M9 would suggest “resource” is singular and only one person is to be identified. It would appear to be practical to identify a Mechanical and Electrical Resource under each classification of the Mechanical and Electrical Engineering Discipline. Can the mandatory minimum number of resources to be identified for each of the three Disciplines be clarified?



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**A11:** Only the Offeror's proposed discipline's team will be evaluated under Annex "D" – Evaluation Criteria. The "Sub-Consultant" discipline's teams will only be evaluated at time of Call-up against a resulting Standing Offer.

**Q12:** In Annex "E" – Team Identification Form under Section "1. Offeror", sub-section "Cost Specialist" is listed as a "Key Individual". Can this cost specialist be a sub-consultant on the team of the "Offeror"? As well, can additional specialized sub-consultants be listed on this form to make up the team of the Offeror?

**A12:** Yes, the "Cost Specialist" can be a "sub-consultant"; but would be evaluated as a member of the Offeror's proposed discipline's team. The Offeror can propose a team for their discipline using consultants who fit the criteria of the solicitation. Only the resources of the Offeror's proposed discipline will be evaluated under Annex "D" – Evaluation Criteria. It is the Offeror's responsibility to ensure compliance with their proposed discipline's team, whether they be "employees" or "consultants".

**Q13:** In Annex "A" – Statement of Work under Section "Level of Resource: (Consultant and Sub-Consultant)", are the years indicated of "demonstrated experience" to include total work experience in the related discipline, or to include time in which a resource has been Licensed in the related discipline?

**A13:** The years of "demonstrated experience" refers to the total work experience in the discipline which they are being proposed. The levels (Senior, Intermediate, and Junior) refer to either Engineers or Architects in their respective proposed discipline. These levels do not refer to support staff, or other resources who are not directly involved with the services of the proposed discipline.

**Q14:** With regards to the R1 of Annex "D" – Evaluation Criteria, can the Offeror include the projects listed in Mandatory Requirements M1 and build on the duration of these projects to acquire the requisite 8 years (96 months) for the maximum 20 points?

**A14:** Yes. "Five (5) years demonstrated project experience" is mandatory. Any "demonstrated project experience" greater than five (5) years will merit points to be awarded.

**Q15:** With regards to R4 of Annex "D" – Evaluation Criteria, is it your intent that the Offeror would have \$1.5M for each of the disciplines offered (Civil, Structural, Mechanical, and Electrical Engineering) to receive the maximum 10 points?

**A15:** No. Points will be awarded if the "overall project value" is "greater than \$250K CAD". This would include all Disciplines that performed services, not just the Offeror's Discipline.

**Q16:** Can you clarify which scenario is accurate: a) submitting one (1) bid combining all three (3) Disciplines for each of the three (3) regions, or b) submitting three (3) separate bids (one for architecture, one for mechanical/electrical engineering, and one for civil/structural engineering), for each of the three (3) regions for a total of 9?

**A16:** b) submitting three (3) separate bids (one for architecture, one for mechanical/electrical engineering, and one for civil/structural engineering), for each of the three (3) regions for a total of 9.



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**Q17:** Under Section III: Certifications / Part 5 – Certifications: What are the specific documents you would like submitted for this section?

**A17:** Part 5 – Certifications of solicitation 201405579 must be completed in its entirety, and submitted with any offer.

**Q18:** Under Annex “D” – Evaluation Criteria – M9: Does “Administration Resource” refer to Construction Contract Administration Services or Office Administration Support Services?

**A18:** The “Administration Resource” identified in M9 simply requires “administrative support services” in general.

**Q19:** Under Annex “C” – Financial Offer, there is space to add a rate for “Principals or Partners” however there is no space for a Principal or Partner under Annex “E” – Team Identification Form. Should we add this as a line item under Annex “E”? Also, should we include the CV for this principal/partner with section M4?

**A19:** The Principal or Partner identified under Annex “C” – Financial Offer does not need to be listed under Annex “E” – Team Identification Form. A CV for the corresponding Principal or Partner does not need to be included under Annex “D” – Evaluation Criteria – M4.

**Q20:** Under Annex “C” – Financial Offer, and Section 4.1 – Basis of Payment of the RFSO, it has combined the Structural and Civil engineers into one form and the Mechanical and Electrical engineers on one form. The charge out rates may be different between structural and civil personnel and also between mechanical and electrical personnel. Will the RCMP put out an addendum with separate price forms for each discipline (Architectural, Civil, Structural, Mechanical, and Electrical) so each discipline then can respond with their particular discipline's personnel charge out rates?

**A20:** No, the RCMP will not alter the submission form. If the rates vary between Civil and Structural Engineers, and also, Mechanical and Electrical Engineers, we expect the Offeror to submit an average base rate to be used for both resources.

**Q21:** Under Annex “D” – Evaluation Criteria, M3 asks for two (2) projects where we have been the project lead and item R2 has a similar worded requirement. Can this be modified to delete the term “project lead”?

**A21:** No, for the purposes of this solicitation, it is necessary for the Offeror to provide demonstrated project experience which they were identified as “project leads”. For M3, it should be noted that the experience does not need to be comprised of all disciplines identified in this Solicitation.

**Q22:** In regards to the Offeror’s demonstrated project experience (NOT the Resource demonstrated project experience) may the timeframe of the overlapping projects be counted twice?

**A22:** No, corporate project experience may only be counted once, despite the number of concurrent projects being carried out in a specific timeframe.

**Q23:** In Annex “E” – Team Identification Form, the format suggest that only on Key Individual be listed for each level of Resource (Senior, Intermediate, Junior, etc.) – presumably with the Resource’s name on



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the left blank, and their professional licensing status on the right blank. Would it be possible to: (a); restructure the form provided by identifying multiple key individuals on a single level (ie: Senior Resource) when deemed appropriate for the correct representation of our team; or (b); provide us with a more complete definition of key individual by which to select an individual team member whom would best suit that position.

**A23:** The form will not be restructured, however, Offerors may add additional line items to identify more than one (1) resource under a “single level” (ie: Senior Resource).

**Q24:** In the Sub-Consultant section of Annex “E” – Team Identification Form; we require further clarification as to how to list our sub-consultants as we have separate sub-consultants for Mechanical Engineering, Electrical Engineering, Civil Engineering, and Structural Engineering. May we re-structure the form to reflect the nature of our sub-consultant structure as follows when we have two companies in each of the sub-consultant categories; 2) Mechanical and Electrical Engineering & 3) Civil and Structural Engineering?

2. Sub-Consultant #1:

Sub-Consultant #1 Firm or Joint Venture Name:: [redacted] (Mechanical Engineering)  
[redacted] (Electrical Engineering)

Sub-Consultant #1 Discipline: (CHECKMARK the correct one)

- (1) Architecture
- (2) Mechanical and Electrical Engineering
- (3) Civil and Structural Engineering

Key Individuals and applicable provincial professional licensing status:

[redacted]  
(Mechanical Engineering)  
Senior Resources:  
Name, PEng;  
Name, Senior Engineering  
Technologist

[redacted]  
(Electrical Engineering)  
Senior Resources:  
Name, PEng;  
Name (licensing status)

**A24:** Yes, you may re-structure the form to reflect multiple “sub-consultants” with the same Discipline identified in the Solicitation.

**Q25:** Is it intended to identify a nominated cost specialist for each discipline? Is it sufficient for the Architectural firm to carry one cost specialist and insert and repeat that name in the identified price proposal forms for sub-consultant disciplines?

**A25:** Under Annex “E” – Team Identification Form, it is sufficient to identify only one (1) Cost Specialist that may be utilized for any resulting project, despite the number of sub-consultants. Under Annex “C” – Financial Offer, it is mandatory to insert “Firm Hourly Rates” for each resource (blank) under each discipline (Consultant & Sub-consultants), in order to complete the Financial Evaluation. The identified price may be repeated if desired. The “name” of the proposed Cost Specialist is not required in Annex “C” – Financial Offer.