

**RETURN BIDS TO:  
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**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**Revision to a Request for a Standing Offer  
Révision à une demande d'offre à commandes**

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

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**  
Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> Environmental Services-	
<b>Solicitation No. - N° de l'invitation</b> EQ447-141642/A	<b>Date</b> 2014-05-21
<b>Client Reference No. - N° de référence du client</b> EQ447-141642	<b>Amendment No. - N° modif.</b> 004
<b>File No. - N° de dossier</b> TOR-3-36209 (304)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-304-6589	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale	
2014-04-24	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-05-28</b>	
<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Shaw, Marian	<b>Buyer Id - Id de l'acheteur</b> tor304
<b>Telephone No. - N° de téléphone</b> (905) 615-2065 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<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>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<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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004

File No. - N° du dossier

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Buyer ID - Id de l'acheteur

tor304

CCC No./N° CCC - FMS No/ N° VME

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See attached document

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Amendment No. 004 is being issued to extend the solicitation closing date, make the following revisions to the RFSO and provide answers to bidders' questions received to date.

**At Page 1, under Solicitation Closes:**

Delete: 2014-05-23  
Insert: 2014-05-28

**At TABLE OF CONTENTS, List of Annexes:**

ADD: ANNEX G – EVALUATION CRITERIA.

**At Annexes:**

ADD: ANNEX G – EVALUATION CRITERIA, attached.

**QUESTIONS AND ANSWERS**

- Q1. Re Form4, AnnexD:  
If the maximum number of pages per form is 2 per person, is the total number of pages per stream 8 (and not 4 as stated in the Request)?
- A1. Yes. See RFSO Amendment 002, A8.
- Q2. For evaluation of Form 3B, Annex D - Qualifications of Personnel, what weighting will be assigned to accreditation vs. education and experience? For example, if we propose an individual for the Intermediate Professional category who has a B.Sc. degree and more than 5 years relevant experience, but no professional accreditation, how would this affect our scoring?
- A2. Education 33.3%; Accreditation 16.7%; Experience 50%.
- Q3. On Annex D, Form 1C "Team Approach and Management of Services", reference is made to "RSI. 4 of the Required Services". This RS 1.4 is not in the RFP package. Please provide same, or otherwise clarify.
- A3. See RFSO Amendment 003, A7.
- Q4. Re Form 4, Annex D:  
"Experience - 5 Relevant Projects" - Could you please clarify what information is to be provided for employer's name, dates employed and responsibilities. Is employer meant to be the key person's employer at the time of the project? Are responsibilities the key person's responsibilities with the company or responsibilities on the project?
- A4. For the experience related to the **5 relevant projects** the employer's name refers to the key person's employer at the time of the project. The responsibilities refers to the key person's responsibilities specifically on that project.
- Q5. On page 8 of the PDF version of the RFP, item 1. Offer Preparation Instructions, sub-item 2) requests printing in duplex format however in some locations in the RFP it is specified that forms are to be completed in a single-sided format. Please confirm that single-sided printing when specified in the RFP will not result in a deduction or disqualification, and that inadvertently printing in duplex when single-sided printing has been requested will not result in a deduction or disqualification.

- A5. References to “single-sided” on the RFSO Annex D forms means the information requested must be limited to one side of an 8.5”x11” piece of paper. For printing of the RFSO Annex “D” forms all forms must be single-sided. As per the RFSO Part 4 - 1.1.1, 1. “Consequences of non compliance: any pages which extend beyond the page limitation as specified and any other attachments will be extracted from the offer and will not be forwarded to the PWGSC Evaluation Team members for evaluation.”
- Q6. Please advise on the following page limits and formats:
- a) Form 1B – specifies “PROVIDE (on one sheet of paper, single-sided 8.5” x 11”)”. This appears to be a requirement for the proponent to detail: the roles and responsibilities of all four key personnel; the firm’s capability of providing required services including a description of the management plan to address roles and responsibilities, and quality, schedule, and budget control if subcontractors are used; and the assignment of the resources and availability of back-up personnel on one side of one (1) 8.5” x 11” sheet of paper. We respectfully point out that the amount of detailed information requested in Form 1B cannot be properly presented in the confines of one-side of one sheet of 8.5” x 11” paper. Please confirm that we are allowed as much space as reasonably required to present all of the detailed information requested in Form 1B.
  - b) Form 1C – specifies “PROVIDE (on one sheet of paper, single-sided 8.5” x 11”)”. This appears to be a requirement for the proponent to detail: the firm’s approach to responding to the individual call-ups; the firm’s depth of resources; quality assurance and quality control techniques; budget control techniques; schedule control techniques; and how the team intends to meet the ‘Project Response Time Requirements’ defined in RS 1.4 of the Required Services on one side of one 8.5” x 11” sheet of paper. We respectfully point out that the detailed information requested in Form 1C cannot be properly presented in the confines of one-side of one sheet of 8.5” x 11” paper. Please confirm that we are allowed as much space as reasonably required to present all of the detailed information requested in Form 1C.
  - c) Form 2 – specifies one (1) page per project for a total of 10 sheets of paper, single-sided. We respectfully request permission to present each project on 2 pages which will be one sheet of 8.5” x 11” paper per project, printed on both sides of that sheet of paper (duplex).
- A6. a) Information requested on Form 1B must be limited to one side of an 8.5”x11” piece of paper. Please refer to A5 above.
- b) Information requested on Form 1C must be limited to one side of an 8.5”x11” piece of paper. Please refer to A5 above.
- c) Information requested on Form 2 must be limited to one side of an 8.5”x11” piece of paper for each project. Please refer to A5 above.
- Q7. In Form 3B which is completed for each person named in the Corporate Capability Matrix, we understand that we are to provide a complete resume and relevant work history in a specified format for all of the named personnel, excluding the 4 key personnel that will be evaluated under Form 4. Please confirm our understanding that there is no limit to the length of each Form 3B.
- A7. Information requested on Form 3B must be limited to one side of an 8.5”x11” piece of paper for each person named. Please refer to A5 above and RFSO Amendment No. 002, A7.

Q8. On Form 4, it states "One form per person/specialization. Maximum 2 pages (8.5" x 11") one side of page. 4 pages total per stream." We understand that one Form 4 is required for each of the key personnel identified for the stream being bid on. Please clarify the page limit. Is it:

- (a) 1 page per key person for a maximum of 4 sheets of 8.5" x 11" paper printed single-sided  
OR
- (b) 2 pages per key person for a maximum of 8 sheets of 8.5" x 11" paper printed single-sided  
OR
- (c) ½ page per person for a maximum of 2 sheets of 8.5" x 11" paper printed single-sided?

Keeping in mind that we are to provide a full resume with all relevant work history plus details on roles and responsibilities for five (5) relevant projects for each of the four (4) key personnel, we respectfully request an allowance of two (2) sheets of 8.5" x 11" paper per person printed on both sides of each sheet for a maximum of 8 pieces of paper printed duplex.

A8. Information requested on Form 4 is limited to a total of two pages for each person named (i.e. 8 sheets of 8.5"x11" paper printed single-sided.) Please refer to A5 above and RFSO Amendment No. 002, A8.

Q9. Can PWGSC confirm the page limits for Form 4. The RFP states "One form per person/specialization. Maximum 2 pages (8.5" x 11") one side of page. 4 pages total per stream." Does this mean 2 pages per resume, maximum 4 two-sided pages?

A9. No. Please see RFSO Amendment No 002, A8 as well as A5 and A8 above. Page limits for Form 4 are two pages for each person named, maximum 8 single-sided pages.

Q10. Given that RSW or CSP Certification is uncommon (24 and 5 individuals in Ontario respectively) and not a regulatory or licensure requirement, can PWGSC please provide guidance on the equivalent experience that will be accepted in place of this certification for the Specification Writer?

A10. It is not mandatory that the Specification Writer be RSW or CSP certified. See RFSO Annex "A" 8. Federal Reporting requirements and RFSO Part 4 – 3.(d). Experience will not be accepted in place of certification. Individuals with certification may receive additional points.

Q11. Form 3B – Can PWGSC advise if there is a page limit for this form?

A11. See RFSO Amendment 002, A7 as well as A5 above and A7 above.

Q12. Form 3B – Form 4 includes a requirement for listing of 5 relevant projects. However, this requirement is not evident in Form 3B. Can PWGSC confirm whether a listing of relevant projects is or is not required in Form 3B?

A12. A listing of relevant projects is not required in Form 3B.

Q13. Form 4 – In the last paragraph under "Experience", there is a requirement to provide the "employer's name" for each relevant project. Can PWGSC confirm that this requirement is for the "employer's name" versus the "client's name"?

A13. Employer's name. Please also refer to A4 above.

Q14. In the submission package for RFSO #EQ447-141528/A there are six (6) different streams for required works, one of which is titled "Environmental Site Assessments, Risk Assessments and Site Remediation/Risk Management Measures" (Stream 3).

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The second RFSO (RFSO# EQ447-141642/A) however appears to be very similar in terms of both sharing and only focusing on Stream 3 (Environmental Site Assessments, Risk Assessments and Site Remediation/Risk Management Measures). A review of the Stream 3 criteria, expected expenditure and # of RFSOs for each RFSO shows the information for Stream 3 is identical in both packages. The closing dates for each are different however, hence the confusion.

- RFSO #EQ447-141528/A closing date – June 4, 2014
- RFSO #EQ447-141642/A closing date – May 23, 2014

I just want to confirm that these two RFSOs are separate entities, rather than RFSO #EQ447-141642/A only focusing on Stream 3 and therefore being a more concise version of RFSO #EQ447-141528/A.

A14. The 2 RFSO's are separate with separate closing dates.

RFSO #EQ447-141528/A. This procurement covers Streams 1 through 6.

RFSO #EQ447-141642/A. This procurement has been set aside under the federal government's Set-Aside Program for Aboriginal Business (SPAB) as stated in the Notice and RFSO documents. This procurement covers Stream 3 only.

All other terms and conditions remain unchanged.

## RISO EVALUATION CRITERIA - 2014

## STREAM 3: ENVIRONMENTAL SITE ASSESSMENTS, RISK ASSESSMENTS &amp; SITE REMEDIATION/RISK MANAGEMENT MEASURES

Firm's Name:

1. TEAM APPROACH AND MANAGEMENT SERVICES	Point
<b>Organization Chart (Form 1A)</b>	
Identifies Key and backup personnel	5
Identifies roles assigned to each Team member	5
Identifies office location of Team member	5
Identifies relationships and integration	5
	/20
<b>Capacity and Resource Management (Form 1B)</b>	
Assigned roles and responsibilities (including Principle Contact)	10
Roles and responsibilities described for each Team member	10
Provisional Service In-house and backup Plan	10
Capacity to complete numerous projects simultaneously	10
	/40
<b>Approach to Call-up (Form 1C)</b>	
<b>i) Call-ups</b>	
Demonstrate understanding of the Call-up contracting process	10
Response to Call-up	
Able to provide services where required	
Project execution- <i>able to provide types of services required</i>	
<b>ii) QA/QC</b>	
Protocol is identified (ISO 9000)	10
Deliverables appropriate to the requirements of the project	
Manage workload for this project within proponent's overall forecasted workload	
<b>iii) Budget &amp; Time</b>	
Management and coordination of Project Team to ensure tasks completed on time	20
Management and coordination of Project Team to ensure tasks completed on budget	
	/40
Maximum Points	/100
<b>2. PAST RELEVANT EXPERIENCE OF THE FIRM (Form 2)</b>	
<b>Relevant projects</b>	
Typical PWGSC / federal type projects	9
- Brownfields / contaminates sites	
- Real property transactions	
- Records of Site Conditions	
- Other	
Projects with stakeholder involvement (federal and provincial agencies, public and First Nations)	3
Projects with multi-jurisdictional aspects	3
	/15
<b>Range of services</b>	
Phase I ESA	2
Phase II ESA	3
Phase III ESA with remedial options analysis	4
Risk Assessments (Preliminary and Site Specific Human Health and	4
Developing Risk Management or Remediation Projects including preparing tender documentation with NMS Specifications	4
Supervision of Remediation projects	4
Long Term Monitoring	4
	/25
<b>Location of experience</b>	
Experience working on projects in Ontario	9
Experience working on projects in rural, northern and urban areas	6
	/15
<b>Provision of Service</b>	
Experience working on federal government projects	4
Experience working on projects with Ontario regulations	4
Variety of federal clients	3
\$ values	4
Recent work: last 5 years (2009-2013)	5
Relevant to PWGSC work	3
Familiarity with federal guidance, criteria and methods (e.g. CCME, NCSCS, Health Canada Guidance, Site Closure Tool etc.)	2
	/25
<b>References</b>	
<i>based on reference check (random selection of 2 from projects submitted)</i>	20
	/20
Maximum Points	/100

<b>3. CORPORATE CAPABILITY (Form 3A)</b>	
<b>Evaluation for Senior Contact representing the Firm, Senior Professional, Intermediate Professional, Junior Professional</b>	<b>Point</b>
<b>Education</b>	(not additive)
Graduate degree	2
Undergraduate degree	1
No degree	0
	/2
<b>Accreditation</b>	( not additive)
recognized accreditation or certification	1
<i>Full Accreditation is expected for Senior and Intermediate Professionals.</i>	
<i>"In Training" will be accepted for Junior Professional and Technologist categories only.</i>	
	/1
<b>Experience related to the stream</b>	(not additive)
minimum + 3 years or more	3
= minimum	2
< minimum	0
	/3
Max Each Personnel	/6
<b>Evaluation for Senior Technologist, Technologist</b>	<b>Point</b>
<b>Education</b>	(not additive)
Degree	2
Diploma	1
No Diploma	0
	/2
<b>Accreditation</b>	( not additive)
recognized accreditation or certification	1
<i>Full Accreditation is expected for Senior and Intermediate Professionals.</i>	
<i>"In Training" will be accepted for Junior Professional and Technologist categories only.</i>	
	/1
<b>Experience related to the stream</b>	(not additive)
minimum + 3 years or more	3
= minimum	2
< minimum	0
	/3
Max Each Personnel	/6
Total Maximum Points (6 x 21)	/126

<b>4. DETAILED QUALIFICATIONS OF KEY PERSONNEL* (Form 4)</b>	
<b>Personnel #1 (evaluation for Senior Project Manager)</b>	<b>Point</b>
<b>Education</b>	(not additive)
Graduate degree	2
Undergraduate degree	1
No degree	0
<b>Accreditation</b>	
recognized accreditation or certification	1
	/3
<b>Experience related to the stream</b>	(not additive)
13+	3
10	2
<10	0
	/3
<b>Relevant projects</b>	
Typical PWGSC type projects & degree of involvement	4
Other federal projects & degree of involvement	3
Other level of jurisdiction in Ontario/ private sector experience	3
	/10
<b>Program Management Responsibilities or Technical Expertise (role &amp; involvement)</b>	
Integration	1
Scope of Work	2
Time	2
Cost	2
Human Resources	2
Communications	2
Project risk	2
Environmental Protection	2
	/15
Max Each Personnel	/31

<b>Personnel #2 (evaluation for a Senior Risk Assessor or Toxicologist)</b>	<b>Point</b>
<b>Education</b>	(not additive)
Graduate degree	2
Undergraduate degree	1
No degree	0
<b>Accreditation</b>	
recognized accreditation or certification	1
	/3
<b>Experience related to the stream</b>	(not additive)
13+	3
10	2
<10	0
	/3
<b>Relevant projects</b>	
Typical PWGSC type projects & degree of involvement	4
Other federal projects & degree of involvement	3
Other level of jurisdiction in Ontario/ private sector experience	3
	/10
<b>Technical Expertise (role &amp; involvement)</b>	
Problem Formulation	2
Risk Identification	2
Exposure Assessment	3
Hazard assessment including toxicity and dose response assessment	3
Uncertainty Analysis	3
Risk Management planning	2
	/15
Max Each Personnel	/31
<b>Personnel #3 (evaluation for Senior Environmental Engineer/ Scientist)</b>	<b>Point</b>
<b>Education</b>	(not additive)
Graduate degree	2
Undergraduate degree	1
No degree	0
<b>Accreditation</b>	
recognized accreditation or certification	1
	/3
<b>Experience related to the stream</b>	(not additive)
13+	3
10	2
<10	0
	/3
<b>Relevant projects</b>	
Typical PWGSC type projects & degree of involvement	4
Other federal projects & degree of involvement	3
Other level of jurisdiction in Ontario/ private sector experience	3
	/10
<b>Technical Expertise (role &amp; involvement)</b>	
Planning	3
Design	3
Implementation	3
Reporting	3
Assessment and Remediation techniques	3
	/15
Max each Personnel	/31
<b>Personnel #4 (evaluation for Intermediate Project Manager)</b>	<b>Point</b>
<b>Education</b>	(not additive)
Graduate degree	2
Undergraduate degree	1
No degree	0
<b>Accreditation</b>	
recognized accreditation or certification	1
	/3
<b>Experience related to the stream</b>	(not additive)
8+	3
5	2
<5	0
	/3
<b>Relevant projects</b>	
Typical PWGSC type projects & degree of involvement	4
Other federal projects & degree of involvement	3
Other level of jurisdiction in Ontario/ private sector experience	3
	/10
<b>Program Management Responsibilities or Technical Expertise (role &amp; involvement)</b>	
Integration	1
Scope of Work	2
Time	2
Cost	2
Human Resources	2
Communications	2
Project risk	2
Environmental Protection	2
	/15

Annex G

Max Each Personnel	/31
Total Maximum Points (31 x 4)	/124
*Key personnel must be four unique individuals and cannot be repeated in this section	
Total Maximum Points (Parts 1,2,3 & 4)	/450