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G1J 0C7

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution  
TPSGC - PWGSC  
601 - 1550 Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

Title - Sujet Archéologie site Leber	
Solicitation No. - N° de l'invitation EE520-142901/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client EE520-14-2901	Date 2014-05-22
GETS Reference No. - N° de référence de SEAG PW-\$QCW-024-15919	
File No. - N° de dossier QCW-4-37002 (024)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-06-09	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Jean, Serge	
Buyer Id - Id de l'acheteur qcw024	
Telephone No. - N° de téléphone (418) 649-2882 ( )	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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## AMENDMENT AND QUESTIONS/ANSWERS

### ARCHAEOLOGICAL SURVEY PROJECT, H-7 ZONE, NUN'S ISLAND (QUEBEC)

#### APPLY THE FOLLOWING AMENDMENTS TO THE REQUEST FOR PROPOSAL MENTIONED ABOVE:

Included in the present amendment:

1. Amendment No. 001. The objective of amendment 001 is to:
  - Replace article 8.7 "Official languages"
  - Replace article 1, part 4 in order to rectify numbering
  - Replace article 9.4.2 "Moving of the existing bicycle path"
  - Replace article 9.4.3 "Felling of trees"
2. Questions and Answers 1 to 5

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#### 1. AMENDMENT NO 001:

1) At Annex 1 "Statement of work", article 8.7 "Official Languages":

**Delete:** Entire article 8.7 "Official Languages"

**Insert:** Article 8.7 "Official languages" below:

#### 8.7 OFFICIAL LANGUAGES

Communications with Canada could be done in the consultants' official language choice. Direct communications with the other stakeholders and partners (town of Montreal, MCCQ and Mohawk de Kahnawake) will have to be done in the official language of choice of these stakeholders.

Communications within the consultant's team can be in the official language of its choice. All documents shall be produced in French, including the forms required to record field data, the technical corpus, the survey and cataloguing of artefacts, the progress reports, the meeting minutes and the archaeological activity report.

The selected Consultant shall provide an executive summary in both official languages, French and English.

The report shall be written in good French and a draft submitted for review and approval by the Departmental Representative.

The English version of the intervention summary shall also be written in good English and drafted in French and translated by a qualified person.

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2) At part 4 "Evaluation Procedures and Basis of selection", article 1 "Evaluation procedures":

**Delete:** Part 4, article 1 "Evaluation procedure".

**Insert:** Part 4, article 1 "Evaluation procedure" below:

## **1. Evaluation Procedures**

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada and Montreal City will evaluate the bids.

### **1.1 Mandatory Criteria**

Failure to meet the mandatory requirements will render the proposal as non-responsive and no further evaluation will be carried out.

#### **1.1.1 Licensing, Certification or Authorization**

The bidder shall be a professional services firm specializing in archaeology in the field of Euro Canadian historical archeology and paleohistory in the province of Québec.

The archaeologist in charge of the project must be eligible to receive the archaeological research permit issued by the Minister of Culture and Communications of Québec (MCCQ).

### **1.2 Technical Evaluation**

#### **1.2.1 Basic Information**

Please note that no weight is granted to basic information required below in the technical criteria evaluation.

##### **1.2.1.1 Presentation and Identification of bidder**

Please describe bidder please describe the profile of the bidder according to his staff, the services it offers and its fields of activity. Specifically, please provide the following information (and, for each of the members of the joint venture, if applicable):

- 1. Social denomination
- 2. Name social member of a joint venture (yes/no)
- 3. Address and coordinates of the place (s) of business where is prepared the submission (including the city, country, postal code, telephone and fax numbers, and electronic mail)
- 4. Name and function of the representative
- 5. A description of the profile of the bidder or of each of the members of the joint venture based on its staff, the services it offers and its fields of activity (Awards, patents, awards, accreditations and associations)

##### **1.2.1.2 Identification and presentation of the members of the consultant team**

Consultant to identify team members are the following:

- 
- a. bidder (senior consultant) - Archaeology
  - b. major sub-consultants / specialists - archaeologist in paleoanthropology (physical anthropology), specialist in zooarchaeology, specialist in archaeobotany and specialist in 3D scanning.

If the bidder proposes to provide multidisciplinary services that would normally be provided by a Sub-Consultant, this should be indicated here.

Required information: name of the company and the key individuals to be assigned to the project. With regard to the senior consultant, indicate accreditations, certifications, or existing authorisations and/or means that it intends to take to comply with the licensing and permit the province or territory where the project will be carried out.

### 1.2.1.3 Bidder Organisation

Submit an organization chart of the organization functional and hierarchical of the bidder.

Describe the administrative structure overall and sectoral of the bidder.

## 1.2.2 Technical Evaluation Criteria

### 1.2.2.1 Achievements of Bidder on Projects

Describe the Bidder's accomplishments, achievements and experience as prime consultant on projects.

Select a maximum of three (3) projects undertaken within the last six (6) years preceding the closing date of the RFP. Joint venture submissions are not to exceed the maximum number of projects. Only the first 3 projects listed in sequence will receive consideration and any others will receive none as though not included.

Information that should be supplied:

- Clearly indicate how this project is comparable/relevant to the requested project.
- Brief project description and intent; narratives should include a discussion of design philosophy/approach to meet the intent, design challenges, and resolutions.
- Budget control and management, i.e., contract price and final construction cost-explain variation
- Project schedule control and management, i.e., initial schedule and revised schedule-explain variation.
- Client references-name, address, phone and fax of client contact at working level; references may be checked.
- Names of key personnel responsible for project delivery.

The Bidder must possess the knowledge on the above projects. Past project experience from entities other than the Bidder will not be considered in the evaluation unless these entities form part of a joint venture Bidder.

Please indicate those projects which were carried out in joint venture and the responsibilities of each of the involved entities in each project.

### 1.2.2.2 Achievements of Key Sub-consultants and Specialists on Projects

Describe the accomplishments, achievements and experience either as prime consultant or in a sub-consultant capacity on projects. If the Bidder proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

Select two (2) projects undertaken within the last 6 years preceding the closing date of the RFP per key sub-consultant or specialist. A project for each speciality required to the team. Only the first 2 projects listed in sequence (per key sub-consultant or specialist) will receive consideration and any others will receive none as though not included.

Information that should be supplied:

- Clearly indicate how this project is comparable/relevant to the requested project.
- Brief project description and intent; narratives should include a discussion of design philosophy/approach to meet the intent, design challenges and resolutions.
- Budget control and management.
- Project schedule control and management.
- Client references-name, address, phone and fax of client contact at working level; references may be checked.
- Names of key personnel responsible for project delivery.

### 1.2.2.3 Achievements of key personal in projects

Describe the experience and performance of key personnel to be assigned to this project regardless of their past association with the current bidder firm. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements.

Achievements should be supplied for the following key personnel:

- Coordinator
- Project leader
- Two (2) Assistant archaeologist
- Material culture specialist
- Paleoanthropologist archaeologist
- 3D scanning project leader

### Training and experience of key people

**Coordinator:** Coordinator shall master the necessary skills and have sufficient experience to perform the duties of its function of coordination of North American historical archaeology project, with a potential component in prehistory.

**Project leader:** The archeologist project leader should possess one of the two profiles of combination education/experience described below:

1. **Profile 1.** Senior archaeologist (more than 10 years of experience in archaeology):
  - a. Individual with a graduate degree in the field of North American historical archaeology
  - b. Individual with a minimum of 5 years of experience in management of archaeological projects in the specific field of the Euro Quebecois historical archaeology
  - c. Individual who coached at least 3 projects similar to this project where he exercised the functions of a team with more than 5 technicians and at least an archaeologist-assistant.

The bidder should describe these 3 projects to demonstrate the similarity of nature and responsibilities assumed in the course of direction of project describe the roles and team;or

2. **Profile 2.** Senior archaeologist (more than 10 years of experience in archaeology):
- Individual with a university degree to graduate in the field of the prehistory of Quebec;
  - Individual who coached at least 5 projects in Euro-Quebecois historical archaeology.
- The bidder should describe these projects to demonstrate:
- the nature of the services rendered,
  - roles and responsibilities assumed as project leader
  - mastery of methods and techniques of excavation and recording recognized in Euro-Quebecois historical archaeology
  - mastery material culture in the historic archaeological field Euro-Quebecois

**Archaeologists-assistants:** Archaeologists-assistants offered (a minimum of two archaeologists-assistants must be proposed) should have relevant experience of the leading teams in a search area restricted in data recording and field note-taking. Archaeologists-assistants should also have experience in the field of the Euro Quebecois historical archaeology.

The bidder should provide in his team an Assistant archaeologist specializing in prehistoric times and with experience in this area in Quebec, in order to apply, where applicable, the methods and techniques of search adequate or required for this area of expertise. In the event of the discovery of levels cultural paleohistoric, this Assistant should take the direction of recording data and participate in the analysis of these and the drafting of the report.

**Specialist in material culture:** The specialist in material culture should possess at least 5 years of experience in the field of material culture of the Euro Quebecois historic period. It should have the required qualifications and have the ability to inventory archaeological collections from the 17th and 18th centuries.

**Paleoanthropologist archaeologist:** The chosen specialist must be qualified and experienced. He must have a good expertise in the field of the paleo-anthropology in Quebec.

**Expert in digital survey 3D:** Specialist in realization of digital records of archaeological remains. This expert should have relevant achievements in this field. (Minimum 3)

**Information that should be provided for each key personal:** relevant experience, competence and number of years of experience, role, responsibility and other information to demonstrate that the proposed resources have the training, experience and knowledge required to meet the need of this project.

#### 1.2.2.4 Project Comprehension:

The bidder should demonstrate understanding of the goals of the project, the functional/technical requirements, the constraints and the issues that will shape the end product.

Information that should be supplied:

- The functional and technical requirements.
- Broader goals (federal image, sustainable development, sensitivities).
- The relationship between this commission and any earlier studies.
- Significant issues, challenges and constraints.
- Project schedule and cost. Review schedule and cost information and assess risk management elements that may affect the project.

#### 1.2.2.5 Extent of Services:

The bidder should demonstrate capability to perform the services and meet project challenges and to provide a plan of action.

Information that should be supplied:

- Scope of Services-detailed list of services.
- Estimated cubic volume to excavate.
- Size of team (the number of assistant archaeologists based on the number of technicians required to meet the objectives).
- Work Plan-detailed breakdown of the tasks and deliverables.
- Project schedule-proposed major milestone schedule.
- Risk management strategy.

#### **1.2.2.6 Service management:**

The Bidder should describe how he/she proposes to perform the services and operate within the constraints; how the services will be managed to ensure continuing and consistent control as well as production and communication efficiency; how the team will be organized and how it will fit in the existing structure of the firms; how the team will be managed. The bidder is also to identify sub-consultant disciplines and specialists required to complete the consultant team. Should the Bidder offer to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

Information that should be supplied:

- Confirm the makeup of the full project team including the names of the consultant, sub-consultants, and specialists and their role on the project.
- Organization chart with position titles and names (consultant team). Joint Venture business plan, team structure and responsibilities, where applicable.
- What back-up will be committed.
- Profiles of the key positions (specific assignments and responsibilities).
- Outline of an action plan of the services with implementation strategies and sequence of main activities.
- Reporting relationships.
- Communication strategies.
- Response time-demonstrate how response time requirements will be met.

#### **1.2.2.7 Principles/Approach/Methodology**

The bidder should elaborate on aspects of the project research problem likely to shape or determine the approach to the project, the procedures, field intervention strategies, and data analysis methodology.

The bidder must describe the key positions of his team in keeping with the approach thus designed.

The bidder must also describe the approach he intends to use to solve unexpected field issues with respect to archaeological potential, which will come into focus as work progresses in the different phases of the commission. In particular, the bidder must provide detailed information about the solutions and adjustments that need to be foreseen.

Information that should be supplied:

- Research problem and objectives.
- Approach.
- Process.

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- Intervention strategy with respect to current knowledge, project objectives, and estimated cubic volume.
  - Method of data analysis.
  - Key challenges and how your team approach will apply to these challenges.
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3) At Annex 1 "Statement of work", article 9.4.2 "Moving of the existing bicycle path":

**Delete:** Entire article 9.4.2

**Insert:** Article 9.4.2 below:

#### **9.4.2 Moving of the existing bicycle path**

In the framework of the archaeological dig of Site LeBer, the bicycle path running along the east side of Site LeBer shall be reconfigured for the duration of work.

Given the uncertainty about the move of the existing bicycle path, a limitation of expenditure is expressed on the bid. It does not require the consultant to accurately assess the costs of necessary statement, but it provides an amount that takes into account the need for this work and some flexibility in the negotiations work in a timely manner.

The Consultant is responsible for assigning a general contractor to coordinate the process and execute the work as directed by the Departmental Representative. The Consultant will be informed of the requirements pertaining to this work at the start-up meeting following the award of the contract.

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4) At Annex 1 "Statement of work", article 9.4.3 "Felling of trees":

**Delete:** Entire article 9.4.3

**Insert:** Article 9.4.3 below:

#### **9.4.3 Felling of trees**

Mature trees stand in the archaeological intervention area. Their felling is required before the stripping phase under this request for services.

Given the uncertainty about the number of trees to be removed, a limitation of expenditure is expressed on the bid. It does not require the consultant to accurately assess the costs of necessary statement, but it provides an amount that takes into account the need for this work and some flexibility in the negotiations work in a timely manner.

The Consultant shall hire an arboriculture specialist to cut down, haul and dispose of the ligneous debris. The arborist will be responsible for seeking, obtaining and paying the required authorisation certificate in the District of Verdun in accordance with the City of Montréal town planning regulations. Fees for the review of the application file by the Municipality shall also be borne by the arboriculture specialist.  
[http://ville.montreal.qc.ca/portal/page?\\_pageid=7357,75803622&\\_dad=portal&\\_schema=PORTAL](http://ville.montreal.qc.ca/portal/page?_pageid=7357,75803622&_dad=portal&_schema=PORTAL)

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## 2. QUESTIONS AND ANSWERS:

### QUESTION 1

Would it be possible to clarify which tender documents are to be submitted? Could you provide a checklist of the documents to be included in the bid?

### ANSWER 1

It is up to the tenderers to make sure that all required information is included in their tender.

The site "Buyandsell.gc.ca" gives general information on how to prepare a tender:

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-on-opportunities/how-to-prepare-a-bid>

Article 5 "Submission of Bids" (2003 (2014-03-01) Standard Instructions - Goods or Services - Competitive Requirements) applicable at the request of tender provides also relevant information:

<https://achatsetventes.gc.ca/politiques-et-lignes-directrices/guide-des-clauses-et-conditions-uniformisees-d-achat/UNKNOWN/2003/17>

Finally, please refer at the request for proposal to know information required. For example, part 3 of the request for proposal presents instructions on the preparation of the tenders (amongst other things the number of acceptable maximum page). Part 4 states the criteria of evaluation of the technical tender whereas part 5 consists with the certificates to which the company must answer. Appendix 3 will enable you to prepare your financial tender.

### QUESTION 2

At Part 2, page 33 of 44 in Section 8.7 Official Languages; the RFP notes that the language of work shall be French, particularly as it pertains to all documents shall be produced in French.

Does this language provision also apply to verbal communications? Will French be the primary language for client meetings, working with staff at the work sites, and interacting with City of Montreal reps, MCCQ and Mohawks of Kahnawake?

### ANSWER 2

Please refer to the new article 8.7 "Official Languages" in mod no 001.

### QUESTION 3

Could the second paragraph article 1.2.2.2 concerning Achievements of Key Sub-consultants and Specialists on Projects be clarified? It is not clear if bidders must present a total of two (2) projects for all the sub-consultants or two (2) projects per sub-consultants.

### ANSWER 3

A total of two (2) projects must be presented.

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**QUESTION 4**

Are the costs related to electricity included in the cost for removal of the cycle track or must they be include in the price of the site preparation?

**ANSWER 4**

These costs do not have to be considered at the time of the deposit of the bid, since this part is subject to necessary services with a limitation of the expenditure. According to the approach and methodology of inventory on site which will be determined by the consultant and of the requirements of Montreal city as regards to public safety, work to execute to ensure the circulation and the safety of the bicycle path will be given. The consultant will have, at this stage only, to consider the true value of the work concerned with this limitation of expenditure.

**QUESTION 5**

Do you have a digital copy "Shape files" of the H-7 zone?

**ANSWER 5**

Only "autocad" format is available. However, Canada will only transmit the "autocad" plans to the consultant who will be awarded the contract within the framework of this process of invitation to tender.

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**\*\*\* All other terms and conditions remain unchanged \*\*\***