



## ADDENDUM # 2 OF 2

### AMENDMENT TO REQUEST FOR STANDING OFFER (RFSO) BEST VALUE (POINT RATED)

Project Name: ARCHITECTURE & ENGINEERING SERVICES  
Project No.: N/A  
Solicitation No.: ARB-RFSO-AESVC-13066  
Date: July 21, 2014

The following supplements and/or supersedes the request for standing offers documents issued on June 19th, 2014. This addendum forms part of the contract documents and is to be read, interpreted, and coordinated with all other parts. Any change to the cost of the work as a result of this addendum is to be included in the price proposal. The following revisions supersede the information contained in the original Request for Standing Offers Package for the above-mentioned project to the extent referenced and shall become part thereof.

#### 1<sup>ST</sup> GROUP OF QUESTIONS:

- 1) The cover page of the RFP appears to ask for the submission of electronic proposals. Are we correct in understanding that the technical proposal must be in one email and the price proposal in a separate email?
- 2) SR4 PRICE PROPOSAL states that the - Price Proposal must be submitted and sealed in a separate **envelope** marked "Price Proposal". Please advise if we are to deliver two sealed envelopes, one each for the Technical and Price Proposals, or if we are to submit electronically, or if the method of delivery of the proposals is optional.
- 3) Please confirm that electronic copies only are acceptable as a submission. If printed copies are required/acceptable, please indicate quantities.
- 4) "A7 Proposal Delivery" refers to an electronic submission. However, throughout the document there are references to printing (SR2) and sealed envelopes (SR4). Please clarify the delivery method and requirements.
- 5) I have a brief question regarding the content in Section II of the Price Proposal for the Department of Foreign Affairs, Trade and Development RFSO. Specifically, are proponents able to modify or re-create the Section II chart in our response, in order to include a field for SR4.2, regarding applicable Taxes and Duties?

#### ANSWERS:

- a) The method of delivery of the proposals is optional.
- b) If submitted electronically, the technical proposal and the price proposal must be sent as two (2) separate attached files in two (2) separate e-mails. Attached file names must be "Technical Proposal" and "Price Proposal". E-mail subject lines must state "Technical Proposal" and "Price Proposal".
- c) If printed copies are submitted, three (3) copies of the technical proposal and three (3) copies of the price proposal must be sent in two (2) separate sealed envelopes marked "Technical Proposal" and "Price Proposal".
- d) Proponents must use the established format. No modification will be accepted.

**2<sup>ND</sup> GROUP OF QUESTIONS:**

- 1) On page 14 of “Appendix A – Description of Services” document, under “Project Background, 2. Project Location” it says, “The work shall be performed in Ottawa and under exceptional circumstances possibly require travel to locations abroad.” – Does this mean that Architectural firms must have their offices located in Ottawa in order to be considered for this RFSO, or that Architects located outside of Ottawa will be expected to travel to Ottawa to complete the design work?
- 2) SC1 – Travel, TRAVEL AND LIVING EXPENSES. For proponents whose offices are located outside of the National Capital Area (NCA), will travel and living expenses from the consultant’s office to the NCA be reimbursed?
- 3) Are a cover letter and table of contents permitted? Would they be excluded from the submission's 20 page limit?
- 4) Please confirm that the required services for potential call ups are Pre-Design and Schematic Design to the end of Design Development only as outlined in Appendix A – Description of Services. Or, will the scope of work for potential projects possibly include post-design Construction Administration services?

**ANSWERS:**

- a) Architectural firms are not expected to have their offices located in the National Capital Area and perform their work here. Proponents should take into consideration the required response time.
- b) For proponents whose offices are located outside of the National Capital Area, travel and living expenses from the consultant’s office to the NCA and back will not be reimbursed.
- c) A cover letter and table of contents are permitted. They must be included in the submission's 20 page limit.
- d) The required services for potential call ups are only as outlined in Appendix A – Description of Services.

**3<sup>RD</sup> GROUP OF QUESTIONS:**

- 1) Please clarify if the DRAFT Standing Offer and Call-Up Authority document is required to be completed and submitted as part of the proponent’s proposal documents, or if it is for informational purposes only?

**ANSWERS:**

- a) The DRAFT Standing Offer and Call-Up Authority document is for informational purposes only.

**4<sup>TH</sup> GROUP OF QUESTIONS:**

- 1) Item SR2.4 under Mandatory Criteria specifies that each proposed resource must have a valid Government of Canada security clearance to the level of SECRET by the time of the call up award. Our understanding is that we would need to be sponsored to pursue that level of clearance and that the process takes 6-9 months.

Is it expected that firms already have this clearance in place before responding to this RFSO?

Will Foreign Affairs, Trade and Development Canada sponsor firms that are selected under the standing offer? Is it acceptable to begin the clearance process once the standing offer RFSO has been awarded?

**ANSWERS:**

- a) All personnel listed in the proposal must have a valid security clearance at SECRET level during the whole contract period. Proof of licences and clearances may be requested at time of award of the Standing Offer.
- b) Proponents are not expected to have the security clearance in place by the time they bid, although they will not be able to receive a contract (call-up) until they have it.
- c) Her Majesty shall not delay the issuance of a resulting Standing Offer should one (or more) of the complaint bidders be in the process of obtaining the necessary clearances.
- d) The Department of Foreign Affairs, Trade and Development can sponsor private firms to apply for required security clearances provided they meet the rest of the criteria placed in the contract. Be advised that the sponsorship process takes between 6-14 months. Proponents should contact the the departmental representative identified in A1. in the RFSO document. Failure to provide the documentation required for security clearance within the time frame set by the Departmental Representative may result in disqualification.

**5<sup>TH</sup> GROUP OF QUESTIONS:**

- 1) SR4 states “all the information required in Section SR3 must appear on Section II – Price Proposal.” Section SR3 appears to be the information required in the Technical Proposal. Please clarify.
- 2) SR3.0. mentions a project approach and methodology requirement in the Technical submission, but does not appear to be part of the evaluation. Is this a requirement? If so, where shall this approach be located in the 20-page document (in effort to retain the subject headings and numbering structure as per the requirement in SR2)? Are we permitted to provide more than 3 relevant projects within the submission’s 20-page limit?
- 3) SR4 Price Proposal (p6/10) indicates that "All the information required in Section SR3 must appear on Section II – Price Proposal ONLY and sealed in a separate envelope marked `Price Proposal`". Please clarify what is meant by the word ‘on’ in the above sentence. Is it that all the pages of the SR3 Technical Proposal must be included with the Section II - Price Proposal form as part of the file entitled ‘Price Proposal’? Or simply that the personnel listed in SR3 must be on the price proposal table, and that the only required document for the Price Proposal is page 8/10 of the RFSO and information in response to SR4.2.?

**ANSWERS:**

- a) **SR3.0 POINT RATED CRITERIA**  
**DELETE:** Clearly state the approach and methodology in the delivery of the required service as per Appendix “A”.
- b) **SR4 PRICE PROPOSAL (30 points)**  
**DELETE:** All the information required in Section SR3 must appear on Section II - Price Proposal ONLY and sealed in a separate envelope marked “Price Proposal”.  
**REPLACE BY:** All the information required in Section SR4 must appear on Section II - Price Proposal ONLY and sealed in a separate envelope marked “Price Proposal”.
- c) There is no limitation of the number of projects provided by proponents.

- 
- d) The personnel listed in SR3 must be on the price proposal table, and the only required document for the Price Proposal is page 8/10 of the RFSO and information in response to SR4 - Price Proposal (30 points).

**6<sup>TH</sup> GROUP OF QUESTIONS:**

- 1) Are a cover letter and table of contents permitted? Would they be excluded from the submission's 20 page limit?
- 2) Please confirm that the required services for potential call ups are Pre-Design and Schematic Design to the end of Design Development only as outlined in Appendix A – Description of Services. Or, will the scope of work for potential projects possibly include post-design Construction Administration services?

**ANSWERS:**

- a) A cover letter and table of contents are permitted. They must be included in the submission's 20 page limit.
- b) The required services for potential call ups are only as outlined in Appendix A – Description of Services.

**End of Addendum # 1**