



Transport
Canada

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330 SPARKS STREET
OTTAWA, ONTARIO K1A 0N5

FEBRUARY 16, 2015

ADDENDUM # 3

**Re: Request for Proposals T8080-140109
Assessment of the Infrastructure Engineering Vulnerabilities Associated with
Potential Climate and Weather-related Impacts at Three Northern Airports**

No consideration will be given for extras and/or changes because the tenderer was not familiar with the contents of this Addendum.

A number of questions have been received from potential tenderers about the subject Request for Proposals. The purpose of this Addendum to the Request for Proposals is to summarize the questions and answers for the information of all potential bidders. There is also an amendment to the RFP.

Q1: A schedule is set out in Appendix B, Section 6.2 of the RFP for the delivery of Draft Reports. Would it be acceptable for the proponent to propose their own schedule as long as the Project Completion deadline of March 2016 is respected?

A1: Page 20 of the RFP states about the schedule that : "The following is the estimated timeline for various project tasks which should serve as the basis of the work plan." The schedule in the Terms of Reference is therefore an estimate only, so Bidders can propose a different schedule in their bids. However, the detailed workplan **must** be submitted before March 31, 2015, and the project completion **must** be March 31, 2016.

Q2: Appendix A, Section 3.2 - Would it be acceptable to invoice on a monthly basis? This would be consistent with the provision of monthly reports as outlined in Section 6.3.

A2: No. As per Annex A, 3.1 bidder's must propose an all-inclusive, fixed price, and as per Annex A, 3.2, payments will be in accordance with the table of milestones.

Q3: Annex A to Appendix A – Could the price breakdown be provided on the basis of each of the key tasks and the number of hours assigned to each of the resources assigned to that task? Disbursements (i.e. travel) would be assigned to each of these tasks. Please confirm that this would be acceptable.

A3: Bidders should be aware that the breakdown in Annex A to Appendix A is a means of supporting the all-inclusive, fixed price. The breakdown provided in Annex A to Appendix A will not be the basis of payment, as this is as per the milestone table in 3.2. The travel costs must be included in the all-inclusive, fixed price, so there will be no travel-specific disbursements from Transport Canada to the successful bidder. The way that the pricing is broken down in Annex A to Appendix A is therefore flexible in how it is presented and it is up to the bidder how to assign travel.

Bidders should also take note that the level of effort for each resource/task, which will be evaluated in Appendix H, Table 3, R4, needs to be clearly identified in the technical proposal itself, as the process is to keep the financial proposals sealed until the technical evaluation is completed.

Q4: Appendix B, Section 6.1 – Will the kick-off meeting be held in Ottawa?

A4: Not necessarily. This can be done via teleconference or videoconference.

Q5: cover letter, page 1 of 76

The preamble states that the previous bid – T8080-140109 – has been cancelled. As our firm did not present a proposal under the initial RFP, would like to know the reason for this cancellation. In particular, we need to know if there is information that original proponents may possess from the initial round that could constitute an unfair advantage to them, and that we should know about.

A5: The original RFP was cancelled because no compliant bids were received. The reposted RFP is substantively the same, with minor modifications. Minor changes were also made to the evaluation scheme for the reposted RFP to encourage competition and give more firms a chance to qualify.

Q6: Evaluation Criteria – Appendix H.

Rated Criteria R5 covers Qualifications and Experience. The instructions in Table 1 (page 69 and 70) require proponents to outline corporate experience in a number of specific areas, as well as key resource experience. However, Table 3 (pages 74 and 75) only seems to refer to the experience of resources but not corporate (R5.1 through R5.4). Could you please provide clarification as to what is required for R5 – project summaries, resource summaries or both?

A6: Corporate experience is to be referred to in the proposal, and will be rated for M1; however, for R5.1 through R5.4, corporate experience will not be rated. Only the experience of the resources of the proposed project team will be rated in R5.1 through R5.4.

Q7: Evaluation Criteria – Appendix H (related to Question 2).

Rated Criteria R5 covers Qualifications and Experience. The evaluation criteria in Table 3 (page 74) give a number of points depending on the number of years' experience. Does this refer to corporate experience, or to the experience of an individual resource? Please clarify.

A7: This refers to the individual experience of the resource that has been identified as the expert on the team to do the specific work. The experience of the individual resource identified will be rated. If the main resource is not identified, the evaluators will follow the specific guideline in Table 3 in the cell above R5.1 for assigning points to team members .

Q8: Evaluation Criteria – Appendix H.

In Table 3 of Rated Criteria R5, proponents are requested to demonstrate experience of specific resources in key areas of specialization. This refers to experience gained both with the resource's current employer, as well as with any previous employer. Please confirm this interpretation or provide alternate guidance.

A8: Yes, this is for experience of the specific resource gained with past or current employers.

Q9: . In the initial RFP letter dated Jan 14, 2015, the second paragraph refers to this bid supersedes the previous solicitation number T8080-140109, while the third paragraph states "Please clearly indicate clearly on the envelope or package "Bid/Proposal T8080-140109". The rest of the document refers to T8080-140406 or T8080-1400406. I assume TC8080-140406 is the RFP we are bidding on?

A9: The use of T8080-140406 throughout the RFP document is an error. The actual RFP number is T8080-140109. The below amendment replaces all instances of T8080-140406 with T8080-140109.

Q10: Contact info phone number on page 3 of 76 of the letter states your phone number as 613.998.4896. Is this the correct number?

A10: The phone number for David Anderson is 613-998-4966. The below amendment corrects this error.

Q11: The RFP Mandatory Criterion (M1) states: "only the experience of the Bidder will be accepted." Furthermore, Rated Criterion R5.2 states: "inclusion of a sub-contractor as a member of the project team would be acceptable for this specific criterion only," however there are no general instructions regarding subcontractor involvement for the Rated Criteria. Will subcontractor experience be eligible to receive points for R5.1, R5.3, and R5.4?

A11: No, subcontractor experience will not be eligible to receive points for R5.1, R5.3 or R5.4. Transport Canada is ONLY accepting sub-contractor experience for criterion R5.2.

AMENDMENT:

DELETE: all instances of T8080-140406

INSERT: T8080-140109

On page 3:

DELETE: 613.998.4896

INSERT: 613-998-4966

Tenderers are to acknowledge this Addendum by signing in the space provide below and enclosing a copy of this document with their proposal.

All other terms and conditions of the Request for Proposals remain unchanged.

Yours truly,

David Anderson
Contracting Specialist
Materiel and Contracting Services

RECEIPT ACKNOWLEDGED

Name of Company _____

Signature _____