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Canada

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May 8th, 2015

ADDENDUM 002 TO THE REQUEST FOR STANDING OFFER

Subject: Request for Standing Offer T3003-151001
Standing offer for the environmental audit of airport and port sites in the Quebec Region

The purpose of this Addendum 002 to the Request for Standing Offer is to:

1. answer the questions received from potential tenderers during the Request for Standing Offer period;
2. publish all of the information on the Government Electronic Tendering Service (GETS) website so that all potential tenderers can access the supplementary information provided.

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

Question and answer no. 1:

Question 1:

In Appendix B, page 35-36 of the Request for Standing Offer no. T3003-15001 document: "A description of the team's organization and a list of each member's responsibilities **may** be required during call-ups" and "To demonstrate that the proposed personnel meet all of the requirements of the call-up, the consultant must be able to provide the following information": 1) *flow chart* 2) *resume for each person* 3) *list of alternative resources (backup personnel)*, 4) *list of subcontractors*.

What is more, in Appendix B, paragraph 9: Profile of the Team Members and their Relevant Experience – it also reads: "Transport Canada **may** request the team members' resumes", which suggests that you do not wish to receive our personnel's resumes in the present tender.

- a) Do you wish to receive, in our present tender for the **Request for Standing Offer**, this information: 1) *flow chart* 2) *resume for each person* 3) *list of alternative resources (backup personnel)*, 4) *list of subcontractors*?

Answer 1:

For the present exercise, Transport Canada does not require the documents listed in 1), 2), 3) and 4). This information may be requested during call-ups. If this information is requested during call-ups, the Supplier must provide this information and must meet the requirements set out in Section 9.

Question and answer no. 2:

Question 2:

Are you also expecting to receive the following information in our tender for the **Request for Standing Offer**:

- a) Firm's profile
- b) Project manager's profile
- c) An explanation of our policies pertaining to point 6 in Appendix B: Health and Safety

Answer 2:

- a) Firm's profile: In the framework of the present call for tenders, Suppliers must present their firm's accomplishments, as indicated in Appendix J, Section 1.1.
- b) Project manager's profile: Refer to the requirements in Section 9 of Appendix B.
- c) An explanation of our policies pertaining to point 6 in Appendix B: Health and safety: Section 6 in Appendix B stipulates that: "In order to validate that all precautions have been taken to ensure the health and safety of the consultants or their subcontractors, a health and safety plan will be requested before the field work is scheduled to being"; which implies that this information will be requested during call-ups.

Question and answer no. 3:

Question 3:

Evaluation criteria:

Can you specify your evaluation criteria table and the weighting of these criteria (% of the total grade given to each criterion)? Appendix J, paragraph 2, "Basis of Selection" does not contain this information.

Answer 3:

There is no table. The Supplier must meet **every** technical criterion described in Section 1.1.1 of Appendix J (Mandatory Technical Criteria). There is no total grade in % attributed to each criterion. Moreover, Section 2.1 of this same Appendix states that: "**2.1 Mandatory Technical Criteria: A bid must comply with the requirements of bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. A maximum of four (4) responsive bids with the lowest evaluated price will be recommended for award of a Standing Offer**".

Question and answer no. 4:

Question 4:

Length of our tender document: are there any length parameters to respect for the tender sections or the tender as a whole?

Answer 4:

No parameters have been set regarding length.

Question and answer no. 5:

Question 5:

Availability of an editable electronic version of the **Request for Standing Offer** forms to fill out. Can you provide us with an editable electronic version (ex.: Word) of the sections of the Request for Standing Offer containing forms to fill out (like appendices A, E, G, I, J) so that we can easily fill out these forms?

- a) If you cannot provide an editable document, do you expect to receive all of the required forms printed from your scanned document and filled out by hand?
- b) Or do you expect us to recreate the forms using your document as a model?

Answer 5:

We do not provide any editable electronic version of the forms to fill out in the framework of this Request for Standing Offer no. T3003-151001.

- a) With the exception of Appendix "A", Offer of Services, all of the other forms must be filled out from a printed version of the scanned documents. Note that Appendix "K", Requirements for Signature, requires the submission of documents demonstrating the Supplier's requirements for signature according to the Supplier's designation.
- b) Only Appendix "A", Offer of Services, may be recreated by the Supplier, as needed.

A correction was made to the French version of Appendix "L", Instructions to Tenderers, to specify the numbering of the appendix entitled "Contractor's Declaration". It should be "G", not "F".

Question and Answer no. 6:

Question 6:

We would like to have a precision regarding the scope of a phase III environmental assessment. The terms of reference in Appendix B do not provide any precision. According to us, an ESA phase III (complementary characterization) is usually realized in order to develop a program or a rehabilitation quotation. One (the characterization) does not go without the other. Can you precise the scope of this deliverable given that you want us to present similar projects.

Answer 6:

The scope of a phase III environmental site assessment is consisting of obtaining missing data from phase II, which will allow developing a rehabilitation project.

Question and answer no. 7:

Question 7:

We understand that the flow chart and personnel's resumes will be requested during call-ups. Is it acceptable to present our potential team in the framework of the current tender, as suggested in Answer 1?

Answer 7:

The potential team may be presented. It will not be evaluated, however. The flow chart and personnel's resumes may be requested during call-ups.

Question and answer no. 8:

Question 8:

Is there a maximum/minimum number of pages for each project sheet?

Answer 8:

There is no set minimum/maximum.

Question and answer no. 9:

Question 9:

We understand that the director must have 10 years of experience and the project manager and technician must have 3 years of experience, acquired within the last 5 years. Must tendered projects also be included in these timeframes?

Answer 9:

The firm's accomplishments as per the mandatory technical criteria in Appendix J – Section 1.1, do not need to be included in these timeframes. It is important that the firm's accomplishments meet all of the mandatory technical criteria listed in Appendix J's Section 1.1.1.

UNLESS OTHERWISE INDICATED, ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR STANDING OFFER T3003-151001 REMAIN THE SAME.

Question Period:

Questions with respect to the meaning or intent of the Request for Standing Offer documents, or requests for correction of any apparent ambiguity, inconsistency or error in the documents, **must be submitted in writing before noon (12:00 p.m.) on May 15, 2015** by e-mail or fax to:

Sonia Lemire
Senior Materiel and Contracting Officer
Transport Canada
E-mail: sonia.lemire@tc.gc.ca
Fax: 514-633-2925

All questions and answers will be presented as an addendum to the Request for Standing Offer and will be published on the Government Electronic Tendering Service (GETS) website.