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**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**

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V6Z 0B9

<b>Title - Sujet</b> TA -Marine/Aquatic Assessment & Mgm	
<b>Solicitation No. - N° de l'invitation</b> EZ897-161533/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b>	<b>Date</b> 2015-12-01
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWY-020-7652	
<b>File No. - N° de dossier</b> PWY-5-38248 (020)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-12-15</b>	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ly, Ronny(PWY)	<b>Buyer Id - Id de l'acheteur</b> pwy020
<b>Telephone No. - N° de téléphone</b> (604) 666-0043 ( )	<b>FAX No. - N° de FAX</b> (604) 775-6633
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PWGSC - Various Locations - Various, BC	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
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<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**Les documents français seront disponibles sur demande**

**THE FOLLOWING CHANGES/CLARIFICATIONS IN THE TENDER DOCUMENTS ARE EFFECTIVE IMMEDIATELY. THIS AMENDMENT 001 WILL FORM PART OF THE CONTRACT**

**Clarifications & Response to Bidders Questions**

**Question 1**

We have a general question that comes up throughout the RFP. The title of the bid solicitation is "MARINE/AQUATIC BIOLOGICAL ASSESSMENT AND MANAGEMENT SERVICES". The word aquatic in this instance implies freshwater. It appears in the bid document that this freshwater component may be mostly associated with coastal ecosystems. Could you please provide more specific information regarding the requirement for freshwater work?

**Answer 1**

The requirements for biological assessment and management services as they pertain to aquatic and marine environments are described in Annex A (Statement of Work), Sections B and C. These are general descriptions of the tasks which may be given to successful Contractors, and as such, may be applicable to both aquatic and marine environments or solely to the aquatic or marine environments, as appropriate. No additional information regarding requirements for work in aquatic environments will be added to the existing Statement of Work.

**Question 2**

The technical evaluation of proposals appears to be very focused on the experience and expertise of the project team. We are taking that to mean that we provide information regarding the specific requirements asked for under the description of each position (i.e. for Marine/aquatic Project Manager), and how each team members' experience and expertise addresses the Statement of Work (Annex A). However, we wonder if PWGSC is evaluating the proposal solely on the project team experience and capabilities, or would PWGSC like us to provide a more general description of the capabilities and our experience of our firm with tasks as shown in the statement of work, as a basis for evaluation?.

In this context Please see Pg 7, Section 2.1 Technical Bid

"In their technical bid, bidders should explain and demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work"

and

"The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings."

We request clarification of the above statements found in Section 2.1 specifically in regard to the "requirements contained in the bid solicitation" that we are asked to address, and the "points that are subject to the evaluation criteria against which the bid will be evaluated."

We wish to know exactly which page numbers and sections the "requirements" and "points" can be found.

**Answer 2**

All the evaluation criteria and point allocations for this solicitation are provided in Annex D.

### **Question 3**

Also in reference to section 2.1 - we would like to know exactly what “work” we are asked to refer to when asked to “describe their approach in a thorough, concise and clear manner for carrying out the work”. Is this ‘work’ all of the possible activities listed in the Statement of Work (Annex A)? that should be addresses outside of in reference to the qualification of the staff members we put forward?

### **Answer 3**

This phrase (in the first paragraph of Part 3, Section 2.1) is something of a generic phrase requesting Bidders to adequately describe their experience relevant to the particular evaluation criterion in a clear and concise manner. We expect responses to this solicitation’s evaluation criteria, not a dissertation about the experience of each proposed team member as it applies to the sum of all tasks described in Annex A.

### **Question 4**

Please see Pg 36 B.1.4 which states:

“The hourly rates quoted must include all overhead, including administrative time, field supplies, internal equipment charges (including equipment charges considered to be internal although they may be rented), clerical support and other indirect support such as report printing costs.”

And on page 37 B.4.2 is stated

“Non-allowable field supplies and internal equipment charges include the following:

1 Health and safety equipment and supplies (e.g. Personal Protective Equipment) including: hard hats, protective goggles, safety footwear, gloves, disposable gloves, coveralls, respirators, life jackets, survival suits, first aid kits.

2 Water monitoring equipment and supplies including: pH meters, conductivity meters, turbidity meters, dissolved oxygen meters, water level meters, interface probes.

3 Water and biota sampling equipment and supplies including: grabs and cores, pump tubing, filters, bottles and preservatives.

4 Surveying equipment and supplies including: measuring wheel, GPS unit (nondifferential), tapes, stakes, spray paint.

5 Miscellaneous equipment and supplies including: telephone charges, cell phone, fax charges, computer, software, plotter, camera, common hand tools, batteries, stationary, printing charges

Does the term “non-allowable” mean that it must be included in the hourly rate? This is what section B.1.4 seems to imply.

Also, is anything that is not specifically cited in B.4.2 1 to 5 considered “Extraordinary field supplies”

### **Answer 4**

‘Non-allowable’ field supplies and internal equipment are those which are expected by PWGSC Environmental Services to be owned (or otherwise obtained) by the firm in order to complete our contemplated range of marine/aquatic assessment and management projects. Therefore, costs of the listed field supplies and equipment should be incorporated into the proposed personnel hourly rates.

### **Question 5**

Please see Pg. 45 section D.3.2 Marine/Aquatic Project Managers, which states “For each Project Manager, provide TWO examples of projects demonstrating personal responsibility for all project management aspects (including schedule, cost control, study team, communications, risk management, and health and safety) for two marine/aquatic ecological assessment or marine/aquatic habitat/ecosystem management projects.

We assume that this means a total of two examples are requested, and one can be an assessment project and one can be a management project, or two of either type of project can be used as an example. Is this correct?

**Answer 5**

Two examples are requested: the demonstrative projects may comprise a) two marine/aquatic ecological assessment projects, or b) two marine/aquatic habitat/ecosystem management projects, or c) one of each.

**Question 6**

Can the same person be allocated to two different personnel categories (eg. can GIS specialist and marine/aquatic biologist be the same person)?

**Answer 6**

The same person can be allocated to two different categories for evaluation purposes. We will neither penalize nor give additional consideration to individuals proposed for more than one category. However, our preference is for bidders to propose separate people for individual categories in order to increase the firm's capacity to respond to multiple Task requests from PWGSC Environmental Services or to address unforeseen situations where personnel become unavailable for work.

**Question 7**

**Page 44, section D.1** states "*Bidders should ensure that all responses provide the necessary details regarding dates, education and credentials...*". Will CVs be required for personnel in order to highlight education and credentials? (We note that they are part of the mandatory requirements as well) If they are required would it be for all categories of personnel? And would there be a page limit per CV?

**Answer 7**

CVs identifying relevant educational and project experience (i.e. which highlight information relevant to the evaluation criteria) are required for all personnel. It is requested that the relevant information only be presented in a CV of two pages or less, but we have established no firm limit to the number of pages for the CVs.

**Question 8**

May bidders provide additional information outside of the required mandatory requirements and point rated requirements requested in section D.2 and D.3?

**Answer 8**

Bidders are evaluated only on the demonstrative information which is provided and which is relevant to the evaluation criterion. Additional information which is not explicitly relevant to the evaluation criterion will not be evaluated. Information which exceeds the page limits for each personnel category will not be evaluated. Information in CVs will not be evaluated, but may be reviewed to clarify the demonstrative information presented in response to each evaluation criterion.

**Question 9**

Is there an overall page limit for bidders response's to this RFP?

**Answer 9**

Page limits have been established for responses to evaluation criteria for each personnel category, but no page limits have been established for the remainder of the proposal. However, only the responses to the evaluation criteria will be evaluated.

### **Question 10**

The labourer position is list in section Annex A C.10.2, and a labour rate is requested but the RFP does not mention mandatory or point rated requirements like the other positions in section D.3. Is any additional information needed for this position?

### **Answer 10**

No additional information is needed for this position but a Labourer rate must be included in Annex D Part 2 – Financial Evaluation.

### **Question 11**

Is it expected that the mandatory requirements requested in Section D.2.1 and D.2.2 be included in the 2 pages of point rated requirements in section D.3.2 and D.3.3 or should mandatory requirements be presented on a separate page?

### **Answer 11**

The mandatory requirements requested in Sections D.2.1 and D.2.2 may be presented on a separate page.

To clarify the page limitations:

- a) each of the responses to evaluation criteria for the two proposed Project Managers is allotted 2 pages, for a total of 4 pages for the Project Manager category.
- b) each of the responses to evaluation criteria for the three Marine/Aquatic Ecosystem Biologists is allotted 2 pages, for a total of 6 pages for the Marine/Aquatic Ecosystem Biologist category.
- c) each of the responses to evaluation criteria for the three Field Technicians is allotted 2 pages, for a total of 6 pages for the Field Technicians category.
- d) each of the responses to evaluation criteria for the Drafting Technician is allotted 2 pages, for a total of 2 pages for the Drafting Technician category.
- e) each of the responses to evaluation criteria for the Geographic Information System Specialist is allotted 2 pages, for a total of 2 pages for the Geographic Information System Specialist category.

### **Question 12**

Is there a preference that fewer projects covering more criterion are presented for each role in section D.3 listed or is the preference to have the maximum allowed projects presented?

### **Answer 12**

The experience presented in response to the evaluation criteria may be encompassed by one project or may be demonstrated in single projects as applicable to specific evaluation criteria. There is no preference for single or multiple projects; however it is expected that the demonstrative information presented in response to each criterion will be directly applicable to that criterion.

### **Question 13**

The Field Technician point rated requirements in section D.3.4.1 is the only role where project specific examples are not requested. Is it expected that we provide project examples?

### **Answer 13**

Project examples are not required for the Field Technician category.

### **Question 14**

As long as roles are clearly distinct, may the same project be presented for multiple personnel? Is there advantage to doing so?

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Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

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**Answer 14**

As long as the personnel roles are distinct, the same project may be used to demonstrate personnel experience. There is no advantage or disadvantage to Bidders using one project to demonstrate the experience of more than one person.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**