



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Parks Canada Agency – Central Registry
111 Water Street East
Cornwall, Ontario, K6H 6S3

AMENDMENT No.1

Request for a Supply Arrangement

Demande d'arrangements en matière d'approvisionnement

Canada, as represented by the Minister of the Environment for the purposes of the Parks Canada Agency hereby requests a Supply Arrangement on behalf of the identified users herein.

Le Canada, représenté par le ministre de l'Environnement aux fins de l'Agence Parcs Canada, autorise par la présente, une demande d'arrangements en matière d'approvisionnement au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Issuing Office - Bureau de distribution

Parks Canada Agency
Contracting Operations
111 Water Street East
Cornwall, Ontario, K6H 6S3

Title - Sujet RFSA – Trail Design, or Trail Construction or Trail Design and Trail Construction – National Parks, National Historic Sites, National Marine Conservations Areas and National Urban Parks in all Canadian Provinces and Territories.	
Solicitation No. - No. de l'invitation 5P301-15-0012	Date 2016-01-13
GETS Reference No. – No de reference de SEAG	
Client Reference No. – No. de référence du client	
Solicitation Closes L'invitation prend fin – at – à 02:00 PM on – le 2016-03-24	Time Zone Fuseau horaire - Eastern Standard Time (EST) / Heure normale de l'Est (HNE)
Address Inquiries to: - Adresser toute demande de renseignements à : Sheldon Lalonde (sheldon.lalonde@pc.gc.ca)	
Telephone No. - No de téléphone (613) 938-5948	Fax No. – No de FAX: (866) 246-6893
Destination of Goods, Services, and Construction: Destinations des biens, services et construction: See Herein	

TO BE COMPLETED BY THE BIDDER
A ÊTRE COMPLETER PAR LE SOUMISSIONNAIRE

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur :	
Telephone No. - No de telephone: Facsimile No. - N° de télécopieur:	
Name and title of person authorized to sign on behalf of the 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)	
_____	_____
Name	Title
_____	_____
Signature	Date
Email : _____	

AMENDMENT No.1

THE PURPOSE OF THIS AMENDMENT IS TO GIVE EFFECT TO THE FOLLOWING CHANGE;

1. The closing date has changed to Thursday, March 24th, 2016 at 2 PM EDT (Eastern Daylight Time).

2. RFSA Title is deleted and replaced by:

Trail Design, or Trail Construction or Trail Design and Trail Construction – National Parks, National Historic Sites, National Marine Conservations Areas and National Urban Parks in all Canadian Provinces and Territories.

3. *Annex B - STATEMENT OF WORK OR REQUIREMENT* is deleted and replaced by:

(Annex B document follows this amendment)

4. *PART 3 - SUBMISSION REQUIREMENTS AND EVALUATION (SRE)* is deleted and replaced by:

(SRE document follows this amendment)

5. *Appendix C – Price Proposal* is deleted and replaced by:

(Annex B document follows this amendment)

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

ANNEX "B" - STATEMENT OF WORK OR REQUIREMENT

Required Services (RS) / Project Brief Table of Contents

- 1.Introduction**
- 2.Background**
- 3.Objectives**
- 4.Context**
- 5.Scope of Work**
- 6.Tasks/Technical Specifications**
- 7.General Deliverables**
- 8.Project Administration**

1Introduction

Parks Canada Agency (PCA) is inviting Trail Companies to submit proposals for the provision of trail design or trail construction or trail design and trail construction services in order to be considered as part of a supply arrangement (SA) list. The selected Trail Companies shall provide a range of services that may include, but are not limited to: trail design; development of construction documentation; construction administration services; trail construction and trail maintenance Trail design or trail construction or trail design and construction services can be offered at any of Parks Canada sites across the country and will require the trail company to engage with park stakeholders, volunteers, Parks Canada staff and First Nations.

Trail companies are asked to submit proposals for only the services that they can provide. Once a list of pre-qualified Trail Companies has been created, tendering processes will be conducted based on the specific needs of each project.

2Background

On behalf of the people of Canada, Parks Canada protects and presents nationally significant examples of Canada's natural and cultural heritage and fosters public understanding, appreciation and enjoyment in ways that ensure their ecological and commemorative integrity for present and future generations. Moreover, it is Parks Canada's vision that Canada's treasured natural and historic places will be a living legacy, connecting hearts and minds to a stronger, deeper understanding of the very essence of Canada.

Sustainable trails are a fundamental part of many visitors' experiences as they facilitate interactions with landscapes and places. They help protect the history and nature of Parks and Sites through their routing and sustainable design and construction. Trails are a vital service offer and safely lead visitors to inspirational places and experiences for recreation and learning.

3Objectives

Parks Canada is seeking to put in place a Supply Arrangement (SA) list that will provide the Agency with:

- trail design services
- trail construction services
- trail design and trail construction services

These services will support Parks Canada sites while engaging with stakeholder groups, recreational groups, visitors, Park staff, technical experts and First Nations on trail specific projects. This approach will facilitate and result in the creation of a wide-variety of safe and appropriate trail experiences for a variety of National Parks, National Historic Sites, National Marine Conservation Areas and National Urban Park that will appeal to existing visitors and attract new visitors in all seasons.

4Context

According to Parks Canada trails are defined as single-use, multi-use and preferred-use trails for a variety of uses including, but not limited to, hiking, backpacking, interpretation, cycling, mountain biking, fat biking, horse riding, cross country skiing and snowshoeing. Trails can be developed as single track or double track, can range in surfacing from natural surface to pavement and can be located in front country or back country settings. Trails will be developed according to the Parks Canada Trails Classification System. These services would be provided at National Parks, National Historic Sites, National Marine Conservation Areas, and at National Urban Parks located through-out Canada.

5 Scope of Work

The selected Trail Companies will provide trail design or trail construction or trail design and construction services to Parks Canada Project Authorities on an as-when-and-where-requested basis. Trail design or trail construction or trail design and trail construction services can be offered at any of Parks Canada sites across the country and will require the trail company to engage with park stakeholders, volunteers, Parks Canada staff and First Nations in order to inform the planning, design, construction and maintenance of single-use trails, multi-use trails and preferred-use trails. The selected Trail Companies may also be asked to liaise with other contractors or consultants if larger scale planning is taking place.

6 Tasks/Technical Specifications

Although the range of services and the scope of work related to specific projects will vary from project to project, the possible areas of involvement include:

6.1 Trail Design Services

6.1.1 General Requirements

- The objective of trail design services is to work with Parks Canada sites to create a detailed trail design in order to ensure that the sites trail experience is maximized and that visitor's expectations are met for today and for the future. Trail design services could include one or more of the following:
 - 6.1.2 Pre-Design, Research, Assessment and Analysis:** The undertaking of pre-design, research, assessment and analysis tasks and activities will vary by project and could include:
 - Establishing or determining design criteria, principles and guidelines
 - User needs analysis
 - Design and product research
 - Cultural, physical and environmental resource assessments
 - Site investigations to determine existing site conditions which could be affected by the design
 - Review of site management plan, trail vision and concept plan, if one exists.
- On-the-ground trail design: The undertaking and development of comprehensive trail plans, and preliminary and final designs which could involve new or existing trails and approved recreational activities, all sites require heritage conservation, archaeological and environmental considerations. The activities will vary by project and could include:
 - Site or area trail plan including preliminary trail planning for trail network. Trail plan would be developed with input from the trail vision and concept plan, if one exists.
 - Preliminary on-the-ground trail design or far-flagging the proposed trail corridor and preparation of preliminary trail document for review and approval. Preliminary trail design includes GIS tracks of the proposed trail corridor.
 - Detailed trail design including flagging at 3 meter intervals or closer if necessary.

- GIS tracks of all trail design, including locations of challenging areas or areas that may require more attention.
- Detailed trail design notes outlining all construction details and locations for different trail construction techniques.
- Detailed trail design construction drawings outlining and identifying all construction details.
- Identify all water crossing and provide recommendations for crossing type.
- Creation of cost estimates for trail construction.
- Creation of time estimates for trail construction.
- Preparation, or providing assistance, of tender package for trail construction, including technical specifications and drawings.

6.1.3 Role of PCA

- Act as Project Manager.
- Provide trail designer with information about the sites trails offer including, and not limited to: trail vision, trail concept plan, maps, results from visitor surveys, results from target market research, and access to management plan.
- Provide trail designer with a Parks Canada staff person to guide the Consultant on a tour of the trails, if required.
- Review and comment on preliminary trail design submissions.
- Conduct assessment of preliminary trail design and approve in order for trail designer to move to final on-the-ground trail design, or request payment.
- Respond to questions from the trail designer as required.
- Review and accept final trail design and construction drawings.
- Prepare or review tender package for trail construction.

6.2 Trail Construction Documentation Services

6.2.1 General Requirements

The objective of the Construction Documentation is to prepare tender ready drawings and specifications for the statement of work for an RFP, setting forth in detail all the requirements for the construction of the project along with a cost estimate. Trail construction documentation services could include one or more of the following:

6.2.2 Responsibility of the Consultant

The consultant scope and activities shall include, but are not limited to, the following:

- Administrative:
 - Manage and provide information and advice during integrated design. Review Sessions at the 50% and 99% stages;
- Regulatory:

- Complete detailed standards analysis;
- Scope and Activities:
 - Obtain acceptance for submissions (50%, 99% and final)
 - Confirm format of drawings and specifications or Design-Build documents
 - Clarify special procedures (i.e. phased construction)
 - Submit drawings and specifications at the required stages. (50%, 99% and final)
 - Provide written response to all review comments and incorporate them into Construction Documents
 - Advise as to the progress of cost estimates and submit updated cost estimates as the project develops
 - Prepare a final Class 'A' estimate
 - Review and approve materials, construction processes and specifications to meet sustainable development objectives.
- Technical and Production Meetings:
 - Production of construction documents will be reviewed during the meetings arranged by Departmental Representative and Consultant.
 - Representatives from PCA will be present as arranged by the Departmental Representative.
 - Consultant shall ensure that his staff and the sub-consultant representatives attend the technical and production meetings as required.
 - Consultant shall arrange for all necessary data, progress prints, etc.
 - Prepare and submit a written response to the Departmental Representative, to all comments provided by PCA.

6.2.2.1 50% SUBMISSION DELIVERABLES

- Identify clearly, all items on all drawings and specifications.
- Submit updated Class B cost estimate and schedule.
- Report progress on application of Sustainable Development issues.
- Submit written response to the Departmental Representative to review comments made at the Design Development stage
- Specifications:
 - 1.50% edited with all pertinent sections,
 - 2.Confirm review of General Conditions of Agreement
- Design:
 - Site plan
 - Sections
 - Elevations
 - Preliminary details
 - General notes
- Structural:
 - design, design details, and structural plans

6.2.2.2 99% SUBMISSION DELIVERABLES

- Submit written response to the Departmental Representative to review comments made at 50% stage.
 - All working drawings and specifications - fully complete.
 - All Drawings and Specifications to be signed and sealed.

- Submit a final report on the application of Sustainable Development principles and strategies for the project.
- Submit one copy of updated Cost Plan, Class “A” level ($\pm 5\%$) project cost estimate.
- Submit one copy of updated Project Schedule

- Specifications:

- 99 % edited specifications
- Written contributions specific to the tender form and invitation to Tender, as may be required.
- Complete set of co-ordinated construction drawings suitable for tender call, including all details.
- Complete coordination to provide 99% completion

6.2.2.3 100% SUBMISSION STAGE – FINAL TENDER DOCUMENTS

- Written response to the Departmental Representative to review comments made at 99% stage.
- All original reproducible drawings and specifications for tendering purposes, 100% reviewed and coordinated, incorporating all PCA comments made at the 99% stage, either in the documents themselves, if time allows, or as an addendum during the tendering period.
- All specification sections and an index of specifications.
- Updated project implementation schedule.
- Revised Class “A” level cost estimate.
- A set of digitized specifications on CD or DVD disk(s) or by e-mail, in PDF (Portable Document Format), book marked by section and drawing files on CD or DVD disk(s) or by e-mail, in PDF, as requested by the Departmental Representative.
- Any plans and specifications required by Inspection Authorities before tender call.

6.2.3 ROLE OF PCA

- Review Sessions at 50%, and 99% stages through the construction document stage, as required.
- Review and comment on preliminary consultant submissions.
- Respond to questions from the consultant as required.
- Review revisions and consultant rebuttal to the PCA quality assurance report.
- Review and accept the amended work breakdown structure for the project.
- Review and accept the final the construction document progress at 50% and 99%.
- Formally accept documents ready for Tender.
- Liaison with all PCA staff.

6.3 Construction Administration Services.

6.3.1 General Requirements

The objective of the construction administration services may include administrative services and/or construction supervisory services in accordance with Parks Canada standards and procedures to ensure that the work conforms to the intent of the contract documents. Services prior to and during construction

may be requested by Project Manager. The construction administration services could include one or more of the following:

6.3.2 Responsibility of the Consultant

- Monitor the progress of the contractors' work, compliance with all drawings and specifications, time schedules, quality standards and progress reports, through resident site supervision during the construction period.
- Notify the Departmental Representative immediately if human remains, archaeological remains and Items of historical or scientific interest are discovered on the site and obtain further information on action to be taken.
- Review and process shop drawings.
- Provide to the Departmental Representative, detailed drawings, clarification advice, contemplated change orders and change orders as required.
- Report on contractors maintaining specified quality and schedules, ensuring that contractors are monitoring delivery of critical materials and equipment.
- Review and make recommendations on progress claims.
- Issue interim and final deficiency reports.
- Recommend (if required) the release of holdback upon satisfactory completion.

6.3.3 Role of PCA

- The Departmental Representative assigned to the project is the project manager.
- The Departmental Representative is directly concerned with the project and is responsible for its progress. The Departmental Representative is the liaison officer with the consultant, and PCA.

6.4 Trail Construction Services

6.4.1 General Requirements

The objective of trail construction services is to work with Parks Canada sites to create a sustainably constructed trail in order to ensure that the sites trail experience is maximized and that visitor's expectations are met for today and for the future.

Services prior to and during construction may be requested by project manager. The services include administrative services, labour and construction and/or construction supervisory services in accordance with Parks Canada standards and procedures to ensure that the work conforms to the intent of the contract documents. Trail construction services could include one or more of the following:

6.4.2 Responsibility of the Trail Company

- Knowledge and understanding of the industry standard for sustainable trail construction.
- Knowledge and understanding of sustainable trail construction in a variety of landscapes ranging from mountains to prairies and including, but not limited to, side hill trail construction, flat ground

trail construction, natural surface and surfaced trail construction, wetland trail construction, and user specific trail construction.

- Knowledge and understanding of Parks Canada's Trail Classification System.
- Use of hand tools, power tools and small (mini/micro) walk behind or ride-on mechanized equipment in a variety of terrain and conditions in order to construct sustainable multi-use, single use and preferred use trails according to trail design and specifications with minimize environmental impact.
- Construction and installation of trail related infrastructure including stream crossing solutions, signage or other related amenities identified in the project requirements.
- Discussing and reviewing construction procedures to be used.
- Reviewing the construction work schedule proposed.
- Comparing construction work to contract requirements in relation to workmanship, material, equipment and schedule.
- Identifying or receiving notification of need for design changes and contacting project manager.
- Clarifying design intent through discussions with project manager.
- Monitoring and reporting disturbances to wildlife, vegetation, soils and visitors caused by construction.
- Creating an Environmental Safety Plan to mitigate any disturbances in consultation with Environmental Assessment Coordinator and project authority.
- Attending site meetings; recording and distributing minutes.
- Preparing sketches or drawings to depict design variations.
- Preparing site inspection reports as required.
- Listing and overseeing deficiencies and corrective measures.

- Maintaining records of "as built" conditions and preparing as-built drawing.

- Liaison with external stakeholder, internal Parks Canada staff resources and volunteer groups for work co-ordination.

- Preparing or reviewing operation and maintenance manuals.

- Issuing and overseeing final inspections.

- Organizing/participating in commissioning of project.

- Participating in 'post-construction' evaluation and assisting in report preparation.

- Keeping photographic records of construction stages and procedures.

6.4.3 Role of PCA

- Act as Project Manager.

- Provide Trail Company with information about the sites trails offer including, and not limited to: trail design, trail vision, trail concept plan, maps, results from visitor surveys, and assess to management plan.

- Provide Trail Company with a Parks Canada staff person to guide the Consultant on a tour of the trails if required.

- Review and comment on preliminary trail construction.

- Respond to questions from the Trail Company as required.

- Review and accept final trail construction

7 General Deliverables

Where deliverables and submissions include summaries, reports, drawings, plans, specifications and schedules, one (1) original shall be provided to the Departmental Representative in electronic format, unless otherwise specified.

Electronic format will be negotiated with the Project Authority, but may be as follows:

- 1.Written reports and studies: Microsoft Word, Excel, Adobe PDF
- 2.Spreadsheets and budgets: Microsoft Word, Excel, Adobe PDF
- 3.Presentations:Microsoft Word, Excel, PowerPoint
- 4.Schedules Adobe PDF, Microsoft Word, Excel
- 5.Drawings: Auto CAD, Adobe Illustrator

6.Specifications: Microsoft Word, Excel, Adobe PDF

7.Web: Adobe PDF

8.Maps:ArcGIS or shapefiles

Alternatively, the Consultant may submit the work in pdf format.

8 Project Administration

In fulfilling the terms and conditions of any resultant Call-up(s), the Consultant shall:

- Provide a mutually agreed-upon principal contact person for each Call-up, who shall be actively involved in, and responsible for, all activities undertaken.
- Participate in an initial start-up meeting with the Project Authority.
- Consultant is responsible for preparation of all project meeting minutes.
- Confirm with the Project Authority, the receipt and successful completion of all work. Only the Project Authority can determine that the project has been completed to the satisfaction of the Statement of Work (SoW).
- Work in conjunction and in close contact with the Project Authority and other Parks Canada staff and ensure that Parks Personnel are acquiring appropriate expertise and knowledge transfer from the Contractor.
- Complete assigned work according to pre-defined schedules and standards, as outlined in each Call-up.
- Provide Quality Assurance monitoring on all deliverables.
- Coordinate meetings, project reviews and other related project management activities with the Project Authority
- Provide an outline of the proposed engagement process and schedule to be used

8.1 Location of Work and Travel

Services shall be conducted at various National Parks, Marine Conservation Areas, National Historic Sites and National Urban Parks in Canada or locations determined suitable by the Project Authority. Should any travel in Canada be required, all costs will be reimbursed in accordance with the Treasury Board Travel Directive. All Contractor travel must be authorized in advance by the Project Authority.

PART 3 - SUBMISSION REQUIREMENTS AND EVALUATION (SRE)

SUBMISSION REQUIREMENTS AND EVALUATION (SRE)

SRE 1 General Information

SRE 2 Proposal Requirements

SRE 3 Submission Requirements and Evaluation

SRE 4 Price of Services

SRE 5 Total Score

SRE 6 Submission Requirements – Checklist

SUBMISSION REQUIREMENTS AND EVALUATION

SRE 1 GENERAL INFORMATION

1.1 Reference to the Selection Procedure

An 'overview of the selection procedure' can be found in General Instructions (see GI 9).

1.2 Submission of Proposals

The Proponent is responsible for meeting all submission requirements. Please follow detailed instructions in "Submission of Proposals", General Instructions (GI 10).

1.3 Basis of Selection

To be declared responsive, an offer must:

- A. Comply with all the requirements of the bid solicitation
- B. Meet all mandatory technical evaluation criteria
- C. Obtain the required minimum of 60 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 total points.

Offers not meeting (a) or (b) or (c) will be declared non-responsive.

The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80% for the technical merit and 20% for the price.

Neither the responsive offer obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive offer with the highest combined rating of technical merit and price will be recommended for issuance of a Supply Arrangement.

1.4 Calculation of Total Score

For this Supply Arrangement the Total Score will be established as follows:

Technical Rating x 80% = Technical Score (Points)

Price Rating x 20% = Price Score (Point)

Total ScoreMax. 100 points

SRE 2 PROPOSAL REQUIREMENTS

2.1 Requirement for Proposal Format

The following format information should be implemented when preparing the proposal:

- Submit one (1) bound original plus three (3) bound copies of the proposal.
- (1) electronic copy of the proposal (PDF format) on a USB thumb drive, CD or DVD
- Paper size should be - 216mm x 279mm (8.5" x 11")
- Minimum font size - 11 point Times or equal
- Minimum margins - 12 mm left, right, top, and bottom
- Double-sided submissions are preferred
- One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
- 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.
- Pages that are larger than 279mm x 432 mm (11" x 17") will be discarded.
- The proposals should be organized in the same manner and sequence as in the Request for Proposal SRE section.

2.2 Specific Requirements for Proposal Format

The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under SRE 3.2 is fifteen (15) pages.

The following are not part of the page limitation mentioned above;

- Covering letter
- Table of Contents
- Dividers
- CVs (curriculum vitae)
- Declaration Form (Appendix A)
- Attestation and Proof of Compliance With Occupational Health and Safety (Appendix E)
- Team Identification Format (Appendix D)
- Front page of the Request for Supply Arrangement document
- Front page of revision(s) to the Request for Supply Arrangement document
- Price Proposal Form (Appendix B)

Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be forwarded to the PCA Evaluation Board members for evaluation.

SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

3.1 MANDATORY REQUIREMENTS

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

3.1.1 Declaration/Certification Form(s)

Proponents must complete, sign and submit the following:

1. Appendix A, Declaration / Certifications Form as required.
2. Front page of RFSA, Revisions and Question and Answers, as required.

3.1.2 Experience Portfolio

Proponents must demonstrate a minimum of 48 months of experience in providing trail design or trail construction or trail design and construction services to groups and/or public agencies since January 1, 2010.

3.1.3 Project Summaries

Submit three (3) project descriptions related to trail design or trail construction or trail design and trail construction. This will be used during the evaluation process to determine if the offer meets the required experience identified within the solicitation document.

3.2 RATED REQUIREMENTS

Proposals meeting the mandatory requirements will be evaluated in accordance with the following criteria. The clarity of the proposal writing will form part of the evaluation (use of language, document structure, conciseness and completeness of the response):

3.2.1 Comprehension of the Scope of Services (Maximum possible points – 10)

1. What we are looking for:

A demonstration of the understanding of the overall requirements for services, including specific deliverables, expected approaches, technical expectations and expertise, and coordination requirements, especially in delivering government projects.

2. What the proponent should provide:

- (A) Scope of services that can be done by the Consultant
- (B) Summary of your proposed typical work breakdown structure, i.e. resources assigned, time schedule, level of effort, equipment details.
- (C) Risk management strategy.
- (D) Project management approach to working with Parks Canada (understanding of Parks Canada mandate and management structure, Supply Arrangement process, working with the government in general)

3.2.2 Team Approach / Management of Services (Maximum possible points – 20)

1. What we are looking for:

How the team will be organized in its approach and methodology in the delivery of the Required Services.

Where will the team be located for the delivery of the Required Services.

2. What the proponent should provide:

A description of:

- (A) Roles and responsibilities of key personnel which will perform the majority of the work resulting from the contract.
- (B) Assignment of the resources and availability of back-up personnel.
- (C) Management and organization (reporting structure). Provide an Organizational Chart.
- (E) Quality control techniques.
- (F) Demonstration of how the team intends to meet the 'Project Response Time Requirements'.
- (G) Conflict resolution.

3.2.3 Past Experience (Maximum possible points – 70)

Proponents submitting for one (1) of the services only (trail design or trail construction):

- Two (2) project descriptions should reflect the service being submitted for
- One (1) project description should reflect a project of the proponent's choice.

Proponents submitting for both services (trail design and construction):

- One (1) project description should reflect trail design
- One (1) project description should reflect trail construction
- One (1) project description should reflect a project of the proponent's choice.

• *What we are looking for:*

(A) Demonstration that since January 1, 2010, the proponent or its key personnel has participated in a range of projects requiring a full scope of services in accordance with the Required Services (RS) section. The Proponent's participation in these projects should have involved the scope of services listed in the Required Services (RS) section.

• *What the proponent should provide:*

- (A) A brief description of a maximum of;
- 1) One (1) example (or two [2] examples for proponents submitting for trail design only) of a trail design project in a National Park, Provincial Park or Conservation Area. A project that included site assessment, planning, preliminary on-the-ground design, detailed design, creation of cost and time estimates, creation of detail design report, and preparation, or provided assistance, of tender package for trail construction including technical specifications and drawings.

Or/and

- 2) One (1) example (or two [2] examples for proponents submitting for trail construction only) of a trail construction project in a heritage area or other protected area. A project that showcases sustainable trail construction techniques that meet industry standards, knowledge of Parks Canada's Trail Classification System or other trail classification system, use of a variety of trail tools including hand tools and mechanized tools, installation of different trail related infrastructure, monitoring disturbances to wildlife, vegetation, soils and visitors caused by construction, compliance with trail design and overall quality of project and satisfaction of client.

and

- 3) One (1) project of the Consultant's choice that show cases the services provided by the Trail Company, relevant to the list provided in the introduction.

These projects have to be relevant to this RFSA, and completed over the last five (5) years by the Trail Company, or its key personnel.

- (B) For the above projects, include the names of key personnel who were involved as part of the project team and their respective responsibilities, as well as the scope, and budget per discipline.

- (C) Indicate why each project is relevant to this Request for Supply Arrangement (RFSA).

- (D) Indicate the dates the services were provided for the listed projects.

- (E) Scope of services rendered, project objectives, constraints and deliverables.

- (F) Client references - name, address, phone and fax of client contact at working level. *Reference checks may be completed if deemed necessary.*

- The Proponent (as defined in General Instructions GI 20) must possess the knowledge on the above projects. Past project experience from entities other than the Proponent will not be considered in the evaluation unless these entities form part of a joint venture Proponent.

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

3.3 EVALUATION AND RATING

Proposals that are responsive (i.e. which meet all the mandatory requirements set out in the RFSA) will be reviewed, evaluated and rated by a PCA Evaluation Board. In the first instance, price envelopes will remain sealed and only the technical components of the proposal will be evaluated in accordance with the following to establish Technical Ratings:

Criterion	Weight Factor	Rating	Weighted Rating
3.2.1 Comprehension of the Scope of Services	1.0	0-10	0-10
3.2.2 Team Approach / Management of Services	2.0	0-10	0-20
3.2.3 Past Experience	7.0	0-10	0-70

Total			0-100
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Generic Evaluation Table

PCA Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion the generic evaluation table below:

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 point	2 points	4 points	6 points	8 points	10 points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Proponent do not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

To be considered further, proponents must achieve a minimum weighted rating of Sixty (60) out of the hundred (100) points available for the rated technical criteria as specified above.

No further consideration will be given to proponents not achieving the pass mark of sixty (60) points.

SRE 4 PRICE OF SERVICES

All price proposal envelopes corresponding to responsive proposals which have achieved the pass mark of sixty (60) points are opened upon completion of the technical evaluation. When there are five (5) or more responsive proposals, an average price is determined by adding all the price proposals together and dividing the total by the number of price proposals being opened. This calculation will not be conducted when one or two responsive proposals are received.

All price proposals which are greater than twenty-five percent (25%) above the average price will be set aside and receive no further consideration.

The remaining price proposals are rated as follows:

1. The lowest price proposal receives a Price Rating of 100
2. The second, third, fourth and fifth lowest prices receive Price Ratings of 80, 60, 40, and 20 respectively. All other price proposals receive a Price Rating of 0.
3. On the rare occasions where two (or more) price proposals are identical, the matching price proposals receive the same rating and the corresponding number of following ratings are skipped.

The Price Rating is multiplied by the applicable percentage to establish the Price Score.

The Proponent will be required to use the Price Proposal Form as described in Appendix B to present their fee schedule for services and evaluation. Rates must be provided for all categories.

SRE 5 TOTAL SCORE

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Technical Rating	0-100	80	0-80
Price Rating	0-100	20	0-20
Total Score		100	0-100

SRE 6 SUBMISSION REQUIREMENTS – CHECKLIST

The following list of documents and forms is provided with the intention of assisting the Proponent in ensuring a complete submission. The Proponent is responsible for meeting all submission requirements.

Please follow detailed instructions in "Submission of Proposals", General Instructions (GI 10).

- Declaration / Certification Form - completed and signed form provided in Appendix A
- Integrity Provisions – Associated Information - list of directors / owners
- Proposal - 1 signed original + 3 copies (plus 1 electronic copy)
- Front page of Request for Supply Arrangement - completed and signed
- Front page of Revision(s) to a Request for Supply Arrangement - completed and signed

In a separate envelope:

- Price Proposal form Appendix B- one (1) completed, signed and submitted in a separate envelope

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ANNEX "C" - PRICE PROPOSAL

Appendix “C” – Price Proposal

INSTRUCTIONS:

1. Complete price proposal form and submit in a separate sealed envelope, with the Proponent's name, Solicitation Number, and "Price Proposal Form" typed on the outside.
2. Bidders **MUST** submit prices / rates for the firm period of the Arrangement proposed to supply for each of the items listed. When completed, this section will be considered the bidder's financial proposal.
3. Price proposals are not to include Applicable Taxes and will be evaluated in Canadian Dollars.
4. Proponents are not to alter or add information to the form.
5. **All other related work not specifically mentioned herein and not available on any other Supply Arrangement /Standing Offer shall be completed at a per diem or hourly rate as requested on the individual call-ups against the resulting supply arrangement.**
6. The ceiling/fixed rate for any given category cannot be \$0 or nil value. Failure to insert a rate for each category will render your proposal non-responsive.
7. There will be no extra payment made for overtime.
8. All travel must have the prior authorization of the Project Authority and are subject to government audit.

Appendix “C” – Price Proposal:

Proponent Name:		Email:	
Address:			
City:	Province / Territory:	Postal Code:	
Telephone No.:	Fax No.:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:			
Contractor's Representative:			

Proponent should provide pricing for services being submitted for only. Table A is for Trail Design Services and Table B is for Trail Construction Services.

Proponents submitting for Trail Design Services and Trail Construction Services must provide pricing for both services. Table A and Table B must be completed.

TABLE A Trail Design Services	
Trail Design, Documentation, Administration Services – Supply Arrangement	Ceiling Hourly Rate (A)
Trail Design Services	-
Pre-design preparation	\$
On-the-ground Design (preliminary and final design)	\$
Report creation	\$
Trail Construction Documentation Services	-
50% SUBMISSION DELIVERABLES	\$
99% SUBMISSION DELIVERABLES	\$
100% SUBMISSION DELIVERABLES	\$
Construction Administration Services	-

Field Work (Supervision)	\$
Report Creation	\$
Final Approval	\$
	-
(A)Total for Evaluation – Design;	\$

TABLE B Trail Construction Services	
Trail Construction Services – Supply Arrangement	Ceiling rate per 100 meters (B)
Trail Construction Side Hill/Bench Cut by Hand <i>For this example please consider the trail as a Type 3, moderate rated, trail according to the Parks Canada Trail Classification System</i>	-
Easy Conditions	\$
Typical Conditions	\$
Hard Conditions	\$
	-
Trail Construction Side Hill/Bench Cut by Machine <i>For this example please consider the trail as a Type 3, moderate rated, trail according to the Parks Canada Trail Classification System</i>	-
Easy Conditions	\$
Typical Conditions	\$
Hard Conditions	\$
	-
Trail Construction Flat Ground by Machine (2 meter wide natural surface raised tread) <i>For this example please consider the trail as a Type 2, easy rated, trail according to the Parks Canada Trail Classification System</i>	-
Easy Conditions	\$
Typical Conditions	\$
Hard Conditions	\$
	-
Trail Construction Flat Ground by Machine (2 meter wide 3/8" minus crusher fines surface raised tread) <i>For this example please consider the trail as a Type 2, easy rated, trail according to the Parks Canada Trail Classification System</i>	
Easy Conditions	\$
Typical Conditions	\$

Hard Conditions	\$
(B)Total for Evaluation – Construction;	\$

Total for Trail Design only Evaluation: Table A= \$ _____

Total for Trail Construction only Evaluation: Table B= \$ _____

**Total for Trail Design and Trail Construction Evaluation: Table A + Table B =
\$ _____**

SIGNATURE OF CONSULTANT OR JOINT VENTURE CONSULTANTS

The Consultant agrees to provide services, as required for each call up, in accordance with the rates quoted above. Rates do not apply to sub-consultants services engaged by the Proponent acting as Prime Consultant. Rates charged for sub-consultants shall not exceed rates for the parallel functional activities identified above.

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..... capacity capacity

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END OF PRICE PROPOSAL FORM