



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid Receiving
- PWGSC

1550 Avenue d'Estimauville
1550 D'Estimauville Avenue
Québec
Québec
G1J 0C7

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

TPSGC - PWGSC
601 - 1550 Avenue d'Estimauville
Québec
Québec
G1J 0C7

Title - Sujet OaC - Architecture du paysage	
Solicitation No. - N° de l'invitation EE520-161873/A	Date 2016-02-11
Client Reference No. - N° de référence du client EE520-161873	Amendment No. - N° modif. 001
File No. - N° de dossier QCW-5-38256 (024)	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$QCW-024-16682	
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale	
2016-02-03	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-03-15	
Time Zone Fuseau horaire Heure Normale du l'Est HNE	
Address Enquiries to: - Adresser toutes questions à: Jean, Serge	Buyer Id - Id de l'acheteur qcw024
Telephone No. - N° de téléphone (418) 649-2882 ()	FAX No. - N° de FAX (418) 648-2209
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

Solicitation No. - N° de l'invitation
EE520-161873/A
Client Ref. No. - N° de réf. du client
EE520-161873

Amd. No. - N° de la modif.
Mod 001
File No. - N° du dossier
QCW-5-38256

Buyer ID - Id de l'acheteur
qcw024
CCC No./N° CCC - FMS No./N° VME

AMENDMENT 001

REQUEST FOR STANDING OFFER LANDSCAPE ARCHITECTURE – VARIOUS SERVICES, QUEBEC AREA

The objective of amendment 001 is:

1. Modify the English version to be similar to the French version. Pages subject to this amendment (pages 96 to 102) are enclosed and changes show up in red; and
2. Modify paragraph 1 of SRE 2, item 2.2 in the French version only.

Apply the following amendments to the request for standing offer:

- 1) In section "SUBMISSION REQUIREMENTS AND EVALUATION":

Delete: Pages 96 to 102

Insert: New pages 96 to 102 below:

- 2) Applies to French version only.
-

***** All other terms and conditions remain unchanged *****

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 to Proponents (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 to Proponents (GI 10).

1.3 Calculation of Total Score

For this Standing Offer the Total Score will be established as follows:

Technical Rating x 90%	=	Technical Score (Points)
Price Rating x 10%	=	Price Score (Points)
Total Score		Max. 100 Points

SRE 2 PROPOSAL REQUIREMENTS

2.1 Requirement for Proposal Format

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

1. Submit one (1) bound original plus three (3) bound copies of the proposal
2. Paper size should be - 216mm x 279mm (8.5" x 11")
3. Minimum font size - 11 point Times or equal
4. Minimum margins - 12 mm left, right, top, and bottom
5. Double-sided submissions are preferred
6. One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
7. 279mm x 432mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.
8. The order of the proposals should follow the order of the Request for Standing Offer SRE 3 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 3.3 is [thirty-five (35)] pages.

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

- Covering letter
- Declaration/Certifications Form (Appendix A)
- Integrity Provisions – Associated Information
- Front page of the Request for Standing Offer document
- Front page of revision(s) to the Request for Standing Offer 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 PWGSC 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/Certifications Form

Proponents must complete and submit the following:

1. Appendix A, Declaration / Certifications Form as required.

3.2 REQUIREMENTS PRIOR TO THE AWARD OF STANDING OFFERS

3.2.1 Licensing, Certification or Authorization

The Proponent shall be authorized to provide engineering services and must include engineers licensed, or eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law in the province of Québec.

You must indicate your professional seal number of the Association of Landscape Architects of Quebec (AAPQ) or, for certain key positions, the number of professional seal of the "Ordre des ingénieurs du Québec" (OIQ).

3.2.2 Integrity Provisions – List of Names

Proponents who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Proponent. Proponents bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s). Proponents bidding as societies, firms, or partnerships do not need to provide lists of names. If the required list of names has not been received by the time the evaluation of bids is completed, Canada will inform the Proponent of a time frame within which to provide the information. Failure to provide the names within the time frame specified will render the proposal non-responsive. Providing the required names is a mandatory requirement for the issuance of a standing offer.

3.3 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):

3.3.1 Comprehension of the Scope of Services

1. *What we are looking for:*
 - a) A demonstration of the understanding of the overall requirements for services, including specific deliverables, expected approaches, technical expectations, and coordination requirements, especially in delivering government projects.
2. *What the Proponent should provide:*
 - a) scope of services - detailed list of services;
 - b) summary of your proposed typical work breakdown structure, i.e. resources assigned, time schedule, level of effort;
 - c) broader goals (federal image, sustainable development, sensitivities);
 - d) risk management strategy;

e) project management approach to working with PWGSC (understanding of PWGSC management structure, Client environment, standing offer process, working with the government in general);

3.3.2 Team Approach / Management of Services

1. *What we are looking for:*
How the team will be organized in its approach and methodology in the delivery of the Required Services.
2. *What the Proponent should provide:*
A description of:
 - a) Roles and responsibilities of key personnel;
 - b) Assignment of the resources and availability of back-up personnel;
 - c) Management and organization (reporting structure);
 - d) Description of the firm's approach to responding to the individual call-ups which will arise as a result of this standing offer;
 - e) Quality control techniques;
 - f) Demonstration of how the team intends to meet the 'Project Response Time Requirements' ;
 - g) Conflict resolution.

3.3.3 Past Experience

1. *What we are looking for:*
 - a) Demonstration that for the past five (5) years preceding the closing date of the request for standing offer, the Proponent 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.
 - b) The selected projects should illustrate the firm's ability to carry out a broad range of projects, including small-scale studies as well as modest-scale and large-scale remediation, renovation and new construction projects. Projects with special characteristics, for example, isolated location of the worksite, difficult worksite conditions or tight deadlines, should be mentioned.
2. *What the Proponent should provide:*
 - a) A brief description of a maximum of ten (10) significant projects completed by the Proponent over the past five (5) years preceding the closing date of the request for standing offer; Among the ten (10) projects presented, choose at least **two (2)** within each of the following specialities:
 - Urban Parks/ public place
 - Natural Park
 - Heritage conservation
 - Ecological design
 - b) For the above projects, include the names of senior personnel and project 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 the dates the services were provided for the listed projects;
 - d) Scope of services rendered, project objectives, constraints and deliverables; and

- e) Client references - name, address, phone and fax of client contact at working level. References could be contacted to validate the information if deemed necessary.

3. 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.
4. Please indicate those projects which were carried out in joint venture and the responsibilities of each of the involved entities in each project.

3.3.4 Senior Personnel Expertise and Experience

1. *What we are looking for:*
A demonstration that the Proponent has senior personnel in-house with the capability, capacity and expertise in each area listed in the Required Services (RS) section.
2. *What the Proponent should provide:*
 - a) Submit a maximum of **six (6)** resumé(s) for the proposed team members who will provide the majority of the services required for the purposes of various call-ups to standing offers. Team members are understood to mean the following:
 - Landscape architect, project manager, member of the AAPQ, with a minimum of 15 years of pertinent experience in project coordination and multidisciplinary teams.
 - Landscape architect responsible for the design, member of the AAPC and possess a minimum of 15 years of experience in the elaboration of various landscape components and productions of plans and specifications (RS3 and RS4).
 - Civil engineer responsible for the execution, member of the OIQ, possesses a minimum of 10 years of experience relative to the administration of construction contract, as described in the services of RS6.
 - Landscape architect specialized in heritage conservation, member of the AAPQ, possesses a minimum of 10 years of experience in the delivery of various speciality services involving cultural resources that are recognized or designated or protected at the provincial or federal level.
 - Landscape architect specialist, member of the AAPQ, possesses 10 years of experience in the delivery of services including the design of phytotechnology components and ecological design of urban sites.
 - Senior civil engineer, member of the OIQ, possesses a minimum of 10 years of experience in design and execution of projects in collaboration with landscape architecture consultants.
 - b) Each resumé should clearly state the following:
 - Number of years of experience and how this experience is related to the types of services, projects and assets that are relevant to PWGSC's requirements;
 - Number of years of service with the firm and in the position, and current responsibilities;
 - Professional certification; (Professional seal number of the Association of Landscape Architects of Quebec (AAPQ) or, for certain key positions, the number of professional seal of the "Ordre des ingénieurs du Québec" (OIQ).

- Involvement with technical committees and associations, and experience in the development of policies, standards, guidelines and technical best practices;
 - Special achievements and awards;
 - Degree of availability of these persons to provide services for the purposes of this Standing Offer.
1. If a team member has skills, abilities and experience in more than one discipline, the Proponent must clearly state that this is the case. The resumé will then be assessed twice, i.e., for each discipline identified.
 4. In-house personnel means personnel within the Proponent's organization (see definition of Proponent in General Instructions GI 20). Past expertise and experience of personnel not within the Proponent's (or joint venture Proponent's) organization will not be considered in the evaluation.

3.3.5 Hypothetical Projects

1. *What we are looking for:*
Describe the approach and methodology that you would employ to deliver the project in a general written response only.

The clarity of the report writing will form part of the evaluation (use of language, document structure, conciseness and completeness of the response).
2. *What the Proponent should provide for the hypothetical project:*
 - a) description of the approach and methodology that you would employ to solve the problem;
 - b) summary of your proposed work breakdown structure, i.e. scope of work, resources assigned, time schedule, level of effort in terms of number of hours of all identified resources;
 - c) appropriateness of assigned resources;
 - d) level of effort;
 - e) project management approach to working with PWGSC (understanding of PWGSC management structure, CSU/Client environment, standing offer process, working with the government in general);
 - f) problem-solving methodology (client involvement, PWGSC involvement, other government agency involvement, creative approaches to solving problems).
Calculation of a fee for the provision of these services is not required.
3. *The Facts:*
 - a) When responding to the following hypothetical fact situation, be advised that the hypothetical is to be used for evaluation purposes only. Areas and details in the hypothetical are provided only to give the Proponent sufficient material from which to develop an outline of their approach and methodology to the resolution of the issues.
 - b) If they can help to focus responses on key elements, reasonable hypothesis may be done in order to complete information in the scenarios. All hypothesis must be clearly stated and justified. Hypothesis should not be used to avoid problems.

PROJECT 1

Working on behalf of a client department, PWGSC is planning major work involving the refurbishment of a public space in an urban environment. The current infrastructures must be redesigned with respect to the needs of the new program and the public's expectations. The project primarily consists of the refurbishment of the bicycle path network, footpaths, and lighting by considering a significant increase in the amount of clients. It is planned to design new points of contact with the urban environment, the design of the interfaces between the public/private areas with the different occupants of the surrounding neighborhood. The program also includes the creation of a vast gathering area to design for event activities. Moreover, this space must be designed to allow the installation of temporary equipment such as tents, a sanitary services trailer, and an exterior stage. The necessary utilities to connect to the public utilities must be installed on the site, such as connecting to the storm drainage, sanitary and electrical networks.

The rehabilitation of this site involves the need to consider issues related to the management of contaminated soils. The environmental characterization of this site indicates the presence of contaminated soil at different levels such as: hydrocarbons, C10 C50 and metals in accordance with contamination ranges above B and above C of the MDDELCC. Le site must be rehabilitated in accordance with levels for residential/park use of the Canadian Counsel of Environmental Ministers.

The project is located in a historical site and has numerous elements of heritage interest concerning the landscape, engineering and archeological components and must be taken into consideration during the development of the design in order to ensure the management of cultural resources in accordance with the standards and guidelines for the conservation of historic places.

A small building, which was formerly used in the industrial sector, is located on the invention site. Although the building does have a heritage designation, PWGSC wishes to study the following options: plan for the deconstruction or the conversion in order to be used for a different purpose such as a shelter for sanitary services or a shelter for public use. Precautionary measures must be put in place for the vegetation management in order to ensure the cultural resource sustainability, in accordance with federal regulations as well as compliant to any other provincial and municipal regulation.

The exterior lighting network that supplies the intervention sector is above ground and serves numerous infrastructures used for the current operations of the site. In order to successfully carry out the project and allow the creation of the vast assembly area, the displacement of this above ground power line or the burial of the former must be taken into consideration. The line is currently located on the edge of a retaining wall, which its condition is considered critical. Engineering works are planned for by another PWGSC service, and the sequence of activities during the execution must be coordinated in order to ensure two distinct construction phases.

The rehabilitation of this high visibility sector is anticipated by the public and must be coordinated with various partners of the municipality, citizen groups, and various departments under federal and provincial jurisdiction to specify the environmental and cultural issues. A consultation process must be organized in order to ensure the harmonious project development in accordance with the client department's interests and the needs of the community.

Finally, this project must respond to the sustainable development objective and all the environmental regulations under federal jurisdiction.

The following are the available documents (Fictive documents that are not joined to the hypothetical project):

- Ecotoxicology Analysis of the Risks for Human and Animal Health.
- Environmental Characterization, October 1998.
- Structural Study of the Heritage Engineering Components, 2012.

- Plans, as-built, of the current infrastructures, 1977 (PDF only).

The estimated cost of construction (estimation class D) is 5 million. The consultant must ensure the delivery of the services in order to complete the mandate in 24 months. It is important to note that a delay of 12 weeks was predetermined for the delivery of the services pertaining to RS5.

Required Services:

Your mandate consists of completing steps RS1 Services Draft to RS6 Administration of Construction Contracts. The mandate must also include the additional services AS1 Continuous Inspection Services on the Site.

To be noted, the consultant must specify the necessary studies and quality control services in order to ensure the design and execution of this project. The services during construction will be determined and coordinated by the consultant.

3.4 EVALUATION AND RATING

Proposals that are responsive (i.e. which meet all the mandatory requirements set out in the Request for Standing Offer) will be reviewed, evaluated and rated by a PWGSC 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
Comprehension of the Scope of Services	1.0	0-10	0 - 10
Team Approach / Management of Services	2.0	0 - 10	0 - 20
Past Experience	2.0	0 - 10	0 - 20
Senior Personnel Expertise and Experience	2.0	0 - 10	0 - 20
Hypothetical Projects	3.0	0 - 10	0 - 30
Total	10.0		0 - 100