

AMENDMENT No.1

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

1. Item **2.3 Official Languages** from the **Required Services (RS)** is to be deleted.

2. Section **SRE 3** from the **Submission Requirements and Evaluation** is to be deleted and replaced by:

Attached below.

3. Section **APPENDIX D - TEAM IDENTIFICATION FORMAT** is to be deleted and replaced by:

Attached below.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

3.1 MANDATORY REQUIREMENTS

Failure to comply with the mandatory requirements will render the bid unacceptable and will be rejected immediately.

3.1.1 Declaration Form / Certificates

Proponents must complete, sign and submit:

1. Appendix A, Declaration Form / Certificates as requested.

3.1.2 Licence, certificate or authorization

The proponent must be authorized to provide architectural and landscape services and **shall** include a project manager and a senior landscape architect, approved, certified and/or licensed to provide necessary professional services (ex. Association of Landscape Architects Quebec (ALAQ), Canadian Society of Landscape Architects (CSLA)), wherever prescribed by provincial or territorial legislation in the province specified in the Required Services (RS 1).

3.1.3 Provisions relating to integrity - related information

Not applicable

3.1.4 Consultant Team Identification

The proponent must identify the name of the Proponent firm, key Sub-Consultant firms, key Specialists and key personnel to be assigned to this assignment, along with their licensing and/or professional affiliation(s). An example of an acceptable format for submission of the team identification information is provided in Appendix "D" attached.

1. The consultant team must have and demonstrate that they have an expertise and a recent relevant experience in traditional planning, design and construction or design-build, and provide resident services and non-resident services for projects in architecture landscape of all kinds.
2. Resources must have the minimum experience indicated below. An example of an acceptable format for presentation of contact information for team members can be found in Appendix D.

#	Description	Minimum experience
1	Project Manager	Member of AAPQ and/or CSLA with a minimum of 15 years relevant experience
2	Senior Landscape Architect	Member of AAPQ and/or CSLA with a minimum of 10 years relevant experience

Staff of the proponent offering services must be part of the proponent company (see the definition of "proponent" in Article IG20 of the General Instructions). Skills and experience of staff that are not part of the proponent company (or of the joint venture of the proponent) will not be considered during the evaluation. The project manager and senior landscape architect must be able to express themselves and work in French.

3.2 RATING REQUIREMENTS

Proposals that meet the mandatory requirements are evaluated according to the following criteria. The evaluation will take into consideration the clarity of the wording of the proposal (Use of language, document structure and conciseness and completeness of the response).

For all criteria used to assess the experience of the proposed resources, points will be allocated only if the experience is sufficiently demonstrated. Therefore, bidders should provide sufficient information to permit a complete assessment of each experience mentioned.

Points will not be allocated if the information provided is insufficient to confirm that experience is consistent with the requirements of the criterion.

To be considered responsive, a technical submission must a) Meet all the mandatory criteria of this application and b) Obtain at least sixty (60) points for the all evaluation criteria rated here. You will find below the detailed explanation of the criteria that are subject to rating. Tenders that do not get a passing grade shall be rejected and no further consideration shall be given. The total value of the rated criteria is one hundred (100) points.

3.2.1 Understanding the scope of services (Maximum 10 points)

1. *What we look for*
Demonstration confirming that you understand all requirements with respect to services, including documents to produce and especially planned methods, technical expectations and coordination requirements, in particular in the implementation of the Government's plans.
2. *What the proponent should provide*
 - a) Scope of services: Detailed list of services;
 - b) Summary of the type structure proposed for allocation of work, namely the resources allocated to the project, the calendar and importance of the work;
 - c) General objectives (Federal government corporate identity, sustainable development and difficult issues);
 - d) Application of risk management strategy;
 - e) Method of managing projects for collaboration with PCA (Understanding of the management structure of PCA, the environment of clients, the process of the standing offer and collaboration with the Government in general).

3.2.2 Team work method /management of services (Maximum 20 points)

1. *What we look for*
 - A presentation of the structure of the team, the proposed approach and methodology used to perform the required services.
 - An indication of the location of the team responsible for executing the required services should also be provided.
2. *What the proponent should provide;*
Description:
 - a) Roles and generic responsibilities of key staff who will be responsible for performing a portion of the work resulting from call-ups. Key staff whose roles and responsibilities to describe are the following: a **project manager, a senior landscape architect, an intermediate architect, a senior engineer in civil engineering, a senior site supervisor, a senior environmental specialist, and a senior architect**;
 - b) The allocation of resources and the availability of substitutes;
 - c) Management and organization (hierarchical structure);

- d) The approach of the consulting firm to respond to individual call-ups which will be provided under this standing offer;
- e) Quality control techniques;
- f) Demonstration of the ways the team intends to meet intervention deadlines under the project;
- g) Conflict resolution method.

3.2.3 Prior experience (Maximum of 30 points)

1. *What we look for*

Demonstration that during the last seven (7) years, the proponent has participated in different projects requiring a full range of services in accordance with the section of the Required Services (RS). With these projects, the proponent should have been called upon to ensure the scope of the services listed in the Required Services (RS) section.

2. *What the proponent should provide;*

a) Brief description of at most;

1) One (1) major landscape project for a National or Provincial Park, which included the evaluation of the site, design, planning, detailed design and construction administration;

(2) One (1) evaluation and concept development project for a camping site with detailed design and construction administration;

3) One (1) municipal urban landscape architecture project, which included the evaluation of the site, design, planning, detailed design and construction administration;

4) One (1) landscape project for a Heritage Site, which included the evaluation of the site, design, planning, detailed design and construction administration;

5) One (1) waterfront project, which included a pier, wharf and related facilities, which included the evaluation of the site, detailed design and construction administration;

6) One (1) project chosen by the consultants which demonstrates services provided by the proponent relevant to the list of projects provided in the introduction.

These projects must be relevant to this RFSO and completed over the past seven (7) years by the proponent;

b) For the above projects, indicate the names of the members of senior staff and members of the project staff who were part of the project team, as well as their different responsibilities, as well as the scope of work and the budget by activity sector;

c) Indicate why each project is relevant to this RFSO.

d) Indicate the dates at which the services were provided for the projects listed.

e) Scope of services rendered and objectives, constraints and documents to produce as part of the projects;

f) Clients whose name is provided in reference: Names, addresses, and telephone and fax numbers of client managers to contact at the level of execution. We can check references if deemed necessary.

3. The proponent (as defined in article IG20 of the General Instructions) must have knowledge of the above-mentioned projects. The experience of previous projects of entities other than of the proponent will not be taken into account when assessing unless entities are part of the joint venture of the proponent.

4. Please indicate the projects that have been performed as part of a joint venture and the responsibilities of each of the member entities of this joint venture in each project.

3.2.4 Skills and experience of key staff and support staff (Maximum of 40 points)

1. *What we look for*
 Demonstration confirming that the proponent has key staff and support staff with skills, capacity and know-how in each of the sectors listed in the Required Services (RS) section.
2. In addition, the proponent must submit resources indicated below with the required experience. An example of an acceptable format for the presentation of the coordinates of the team members can be found in Appendix D. Key staff and support staff must include:

#	Description	Experience Sought
1	Project Manager	Member of AAPQ and/or CSLA with a minimum of 15 years of relevant experience, such as on projects types indicated at article 3.2.3.2 a)
2	Senior Landscape Architect	Member of AAPQ and/or CSLA with a minimum of 10 years relevant experience, such as on projects types indicated at article 3.2.3.2 a)
3	Intermediate Landscape Architect	Member of AAPQ and/or CSLA with 5 years relevant experience
4	Senior Landscape Architect technician	B.Arch. or technician with 10 years relevant experience in landscape architecture
5	Intermediate Landscape Architect technician	B.Arch. or technician with 5 years of relevant experience
6	Senior Environmental Specialist	Biologist or B.Sc. in environmental sciences with 10 years pertinent experience
7	Intermediate Environmental Specialist	Biologist or B.Sc. in environmental sciences with 5 years pertinent experience
8	Senior site supervisor	with 10 years of relevant experience
9	Senior Architect	Member of the OAQ with 10 years relevant experience
10	Senior Archaeologist	with 10 years of relevant experience
11	Senior Civil engineer	Member of the OIQ with 10 years relevant experience
12	Surveyor	with 5 years of relevant experience
13	Materials inspector (soil, concrete, asphalt)	Technician/technologist with 5 years of relevant experience

Each of the proposed resources will be evaluated as indicated in 3.3. The total score for the team will be determined by averaging all the scores obtained by the resources proposed.

- .3 What the proponent should provide: *(for key staff members)*
 - (a) Submit the curricula vitae of key personnel listed in section 3.2.4.2 that will perform the majority of the work for individual call-ups. Each curriculum vitae should clearly indicate the number of years of experience of the project staff in the provision of services specified in the Required Services (RS) section.
 - (b) The number of years of service of the company;
 - (c) Studies and professional certification;
 - (d) Achievements and prizes won.

3.3 EVALUATION AND SCORING

1. The PCA Evaluation Committee will review, evaluate and rate all proposals deemed acceptable (i.e., those that meet all of the mandatory requirements expressed in the Standing Offer Request). Initially, price envelopes will not be opened; only the technical aspects of the proposal will be evaluated in accordance with the following schedule, in order to establish the technical score.

Criteria	Weighting coefficient	Score	Weighted score
Understanding scope of services	1.0	0 - 10	0 - 10
Team work method/management of services	2.0	0 - 10	0 - 20
Previous experience	3.0	0 - 10	0 - 30
Skills and experience of key personnel	4.0	0 - 10	0 - 40
Total			0 - 100

Generic assessment table

The members of PCA Evaluation Committee will assess the strengths and weaknesses of the bid according to the evaluation criteria and will award points for each evaluation criterion according to the following generic evaluation table:

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	SOLID
0 point	2 points	4 points	6 points	8 points	10 points
Did not provide information that can be assessed	Does not understand at all or poorly understood requirements	Knows to some extent the requirements but does not sufficiently understand some aspects 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
	Weakness cannot be corrected	In general, it is unlikely that weaknesses can be corrected	Weaknesses can be corrected	No significant weakness	No apparent weaknesses
	The proponent lacks qualifications and experience	The proponent lacks some qualifications and experience	The proponent has an acceptable level of qualifications and experience	The proponent has qualifications and experience	The proponent is highly qualified and experienced
	Unlikely that the proposed team is able to meet the needs	Team does not have all the elements or low overall experience	Team has almost all of the elements and will probably meet the requirements	Team has all the elements - some members have worked together	Strong team - members have worked together effectively on similar projects
	Previous projects are unrelated to the requirements of this request	Generally previous projects are unrelated to the requirements of this request	Previous projects are generally related to the requirements of this request	Previous projects are directly related to the requirements of this request	Principally responsible for previous projects directly related to the requirements of this request

	Extremely weak; will not be able to meet performance requirements	Little chance of meeting performance requirements	Acceptable capacity; should achieve adequate results	Capacity satisfied; should achieve effective results	Superior capacity; should achieve 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, according to the terms and conditions specified above.

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

APPENDIX D -

TEAM IDENTIFICATION FORMAT

TEAM IDENTIFICATION FORMAT

Appendix “D”

For details on this format, please see item 3.1.4 of the SRE.

The prime consultant and other members of the Consultant Team shall be, 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.

1. Prime Consultant (Offeror):

Firm: Name: _____

Key Individuals and provincial/territorial professional licensing status:

2. Key Sub-Consultants / Specialists:

Firm: Name: _____

Key Individuals and provincial/territorial professional licensing status:

2. Key Sub-Consultants / Specialists (cont.):

Firm: Name: _____

Key Individuals and provincial/territorial professional licensing status:

Firm: Name: _____

Key Individuals and provincial/territorial professional licensing status:

Firm: Name: _____

Key Individuals and provincial/territorial professional licensing status:

Firm: Name: _____

Key Individuals and provincial/territorial professional licensing status:

3. Example of Experience Table:

For details on this format, please see item 3.1.4 of the SRE.

#	Description:	Name:	Years:	License:
1	Project Manager			
2	Senior Landscape Architect			

For details on this format, please see item 3.2.4 of the SRE.

#	Description:	Name:	Years:	License:
1	Project Manager			
2	Senior Landscape Architect			
3	Intermediate Landscape Architect			
4	Senior Landscape Architect technician			
5	Intermediate Landscape Architect technician			
6	Senior Environmental Specialist			
7	Intermediate Environmental Specialist			
8	Senior site supervisor			
9	Senior Architect			
10	Senior Archaeologist			
11	Senior Civil engineer			
12	Surveyor			
13	Materials inspector (soil, concrete, asphalt)			