



**RETURN BIDS TO:
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**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/B	Date 2017-05-02
GETS Reference No. – No de référence de SEAG	
Client Reference No. – No. de référence du client	
Solicitation Closes L'invitation prend fin – at – à 02:00 PM on – le 2017-05-11	Time Zone Fuseau horaire - Eastern Daylight Time (EDT) / Heure avancée de l'Est (HAE)
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 téléphone: 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. **Section 3.2 RATED REQUIREMENTS - SUBMISSION REQUIREMENTS AND EVALUATION (SRE) is deleted and replaced by:**

(SRE document follows this amendment)

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

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, 2013**, 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.