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Québec  
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**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

<b>Title - Sujet</b> OC - Études environnementale	
<b>Solicitation No. - N° de l'invitation</b> EE517-173360/A	<b>Date</b> 2017-08-29
<b>Client Reference No. - N° de référence du client</b> EE517-173360	<b>Amendment No. - N° modif.</b> 006
<b>File No. - N° de dossier</b> QCL-6-39406 (038)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCL-038-17157	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale 2017-07-06	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-09-08</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Fournier, Annie	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>Telephone No. - N° de téléphone</b> (418) 649-2775 ( )	<b>Buyer Id - Id de l'acheteur</b> qcl038
<b>FAX No. - N° de FAX</b> (418) 648-2209	
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> 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**

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
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)		
<b>For the Minister - Pour le Ministre</b>		

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## AMENDMENT 006

Amendment 006 includes the following:

1. Ten (10) questions and answers
  2. Two (2) amendments to the Request for Standing Offers
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1. Regarding Solicitation No. EE517-173360/A, please note the following questions and answers:

### Question 1

We would like to know whether it is possible to present the organizational chart using an 11X17 format on one single page.

### Answer 1

**The Offeror must follow the instructions for preparing offers as specified in Part 3 of the Request for Standing Offers.**

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### Answer 2

For the position of Project Director, can it be a Senior Environment and Wildlife Technician with many years of varied experience than what is being asked for?

### Answer 2

**The technical criteria requested in Table 1 of Attachment 1 are mandatory. Any offer that does not meet one or more of the mandatory requirements specified in Section 1 of Attachment 1 will be declared non-responsive.**

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### Question 3

For this project, the offer or bid documents indicate that Document 2006 (version dated 2016-04-04) – Standard Instructions—Request for Standing Offers—Goods or Services—Competitive Requirements applies; however, only the version dated 2017-04-27 is available on the government's website.

Which version does the PWGSC want us to use? And, if applicable, please send us the version dated 2016-04-04.

### Answer 3

**Version 2017-04-27 of the 2006 Standard Instructions is the one that must be used. The request for proposal will be amended accordingly.**

### Question 4

It is mentioned in Section D "Execution of Services" (p. 30 of 55 for Env Studies and p. 31 of 56 for Env. Evaluations - pdf)—Health and Safety section, that the qualified firm agrees to take on all responsibilities, in particular those assigned to the contractor under the Act Respecting Occupational Health and Safety ("AROHS") and to act as site monitor, if necessary.

Could you please clarify how this requirement should be applied? We ask this question because it is our understanding that there will not be a construction site as defined under the AROHS. Even if a scenario with a construction site were possible, we understand that the qualified firm remains responsible for the health and safety of its employees and subcontractors (over which the firm has direct control via a contractual relationship); however, it would be very difficult for us to actually have control over those working on the site if we have no contractual relationship with them. Therefore, is it possible to remove the requirement that, upon acceptance of the standing offer, the qualified firm must agree to take over all responsibilities normally assigned to the contractor under the AROSH (para. 3 and foll. in "Health and Safety", Section D.)?

### Answer 4

**Please take note of the amendments made to Annex A later in this document in answer to this question.**

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### Question 5

1) Annex C regarding references includes the presentation of two projects per annex for a given client.

a) Can the annex be adapted to contain more or less two projects? For example, one project or three or more projects.

b) Do the different projects presented in the same annex for the same client count as different references or a single one? For example, the same client completes an annex with two projects (or more if allowed)... does this count as one reference (one annex regardless of the number of projects) or two or more references (one annex with two or more projects)?

2) Do the letters of reference count as part of the maximum number of 40 pages for the technical bid?

### Answer 5

**a) Annex C provides a template for the reference letter of the offeror, which can be adapted based on needs. The offeree must ensure that all the requested technical criteria are met.**

**b) It involves providing at least five (5) references (i.e. one reference per project) coming from at least three (3) different clients.**

**2) PSPC agrees that the letters of reference are not included in the maximum number of 40 pages, as indicated in the Request for Standing Offers document.**

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#### **Question 6**

On Page XIII, Section 1.5--References:

With respect to the letters that we must provide, given the various circumstances (the responsible authority is on vacation, is no longer employed by the client or has been transferred, etc.) and the many requirements (time limits, amount of service required, etc.), we must omit several projects that otherwise could qualify under this Request for Standing Offers.

Although you had already answered a similar question on this topic, at the very least, would you be willing to grant us more time to ensure that we obtain references for the projects that we have selected? This would allow us to submit a technical bid that would be rated higher and especially provide a better picture of the quality and diversity of the services that we can offer PSPC and its clientele.

#### **Answer 6**

**Canada agrees to extend the Request for Standing Offers until September 8, 2017. See the details at the end of this document.**

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#### **Question 7**

Could you specify in which way the characterization studies mentioned in Section C1.1 must be different from the inventories mentioned in Section C1.3?

Could you more specifically define what you mean by "characterization studies" (Section C1.1), "Sampling" (Section C1.2) and "Inventories" (section C1.3)? Our understanding is that these terms are similar and can be used interchangeably in certain instances or included under "characterization study."

#### **Answer 7**

**Section C1.1 pertains to the conducting of characterization studies for describing one or more biological or physicochemical components of different types of environments. This includes, for example, without being limited to, characterizing the components of an environment in order to describe its properties related to the potential presence of a plant species or related to its use by an animal species.**

**Section C1.2 concerns the carrying out of sampling activities aimed at describing the characteristics of one or more biological or physicochemical components from various environments. This includes, for example, without being limited to, sampling water or soil in order to determine the quality, sampling of individuals of an animal species in order to measure the presence of a contaminant, etc.**

**Section C1.3 focuses on performing an inventory of one or more species from various environments, such as terrestrial or aquatic wildlife and flora. This includes, for example,**

without being limited to, inventories aimed at determining the presence of a species in a given sector and/or to estimate the number of individuals in this species, in order to evaluate its density, establish its distribution, etc.

One or more of these three sections may be part of the same environmental study.

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#### Question 8

On page li of the request for proposals document, item b) for evaluating complexity reads: "at least one threatened or vulnerable species at risk". Are there species likely to be designated as threatened or vulnerable in Quebec that should be included or excluded?

#### Answer 8

The expression "*at least one threatened or vulnerable species or species at risk*" refers to both levels of jurisdiction, i.e. federal and provincial. The species likely to be threatened or vulnerable in Quebec are therefore included.

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#### Question 9

In relation with the study of impact (Page XXV, Section C1), it is question of a study of impact on the environment according to the evaluation and examination procedure of environmental impacts. Our interpretation is that this procedure requires the realization of public hearing conducted by the Bureau d'audiences publiques sur l'environnement (BAPE) of Quebec. This type of procedure is carried out approximately 10 times a year throughout the Quebec Region and, when reading the projects features on their records, there are not only few but also of very large scale. They mainly consist of road construction, plants, mines, wind farms and hydroelectricity projects. It appears to us that this requirement is unreasonable for the scale and the nature of the work in environmental studies awarded as part of the 2009 Supply arrangement.

#### Answer 9

In certain circumstances, PWGSC must submit authorization requests at the provincial level for its clients. The realization of a study of impact in accordance with the evaluation and examination procedure of environmental impacts of the LQE does not necessarily result in public hearings conducted by the BAPE. Many studies are realized without the process of public hearing applying as other options of hearing are available, as the case may be. If required, you can consult the environmental evaluation procedure in the Quebec Region, available on the following MDDELCC website:  
<http://www.mddelcc.gouv.qc.ca/evaluations/procedure.htm>.

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#### Question 10

Does a reference equals a project, as mentioned in Section 2.3 of Attachment #1?  
and

Can a reference equals many projects, as mentioned in Section 2.3 of Attachment #1, realized for the same client?

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Example : We submit projects #1 and #2 in Section 2.3 for the client M. XY. Project #1 is worth 10,000.00\$ and project #2 is worth 15,000.00\$. Could this be considered as one reference for this client pour these two projects?

#### Answer 10

This way of presenting the references can also be acceptable, as long as the offeror submits a minimum of five references from three different clients. PWGSC can consider that one reference equals one project if all the conditions mentioned in Section 1.5 of Part 5 of the Request for Standing Offers have all been met. Consequently, different tasks worth 25,000.00\$ in total for one client in the same year can be an acceptable reference.

## 2. Two (2) Changes to Solicitation / Request for Proposal Documents

### NO. 1: Annex A – Statement of Work

#### D. EXECUTION OF SERVICES

##### Health and Safety

YYY = Delete

YYY = Replaced by

##### Health and Safety

A health and safety plan customized for the site and the activities set out in the work plan must be developed by the firm for orders where field work is required. ~~The consultant will be responsible for enforcing the plan during the execution of the work.~~ The consultant will be responsible for the health and safety of the workers carrying out the activities set out in the health and safety plan when carrying out the work. The plan must be in compliance with the acts, regulations, codes and best practices applicable to all aspects of the project and all field work tasks. The firm is responsible for ensuring compliance with the health and safety plan. An emergency plan must also be included. The plan must be submitted to the PSPC representative before any field work begins.

In addition, safety measures must be applied, if applicable, to protect users of the sites where work will be taking place. Specifically, identification signage, tape and fences must be installed to delimit the perimeter of the work zones. The list of planned safety measures must also be provided to the PWGSC representative before the field work begins.

~~Upon accepting the standing offer, the qualified firm agrees to assume all responsibilities normally assigned to the principal contractor under the Act Respecting Occupational Health and Safety, and to act as work site supervisor, if applicable.~~ Therefore, before beginning the work, the firm must: [...]

### NO. 2: PART 2 – OFFEROR INSTRUCTIONS

#### 1. Standard Instructions, Clauses and Conditions

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**DELETE**

The 2006 (2016-04-04) Standard Instructions – Request for Standard Offers – Good or Services document –  
Competitive Requirements are incorporated by reference into and form part of the RFSO.

**INSERT**

The 2006 (2017-04-27) Standard Instructions – Request for Standard Offers – Good or Services document – Competitive Requirements are incorporated by reference into and form part of the RFSO.

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