

Amendment #1

This solicitation amendment is issued to:

1. Delete Appendix B – Evaluation Table in its entirety and replace it with the following:

EVALUATION CRITERIA	A	B	C	D
	WEIGHT 100 Total	POINTS 1 to 5	UPSET SCORE	SCORE AxB
<b>1. Proponent’s Qualifications (Section 4.4)</b> The proponent’s proposal shall include information about the Proponent’s qualifications as follows:	<b>35</b>		<b>105</b>	
<ul style="list-style-type: none"> <li>• A description of the firm, its organization, number of full-time employees and service specializations/trades provided by staff. Include a description of any primary recurring sub-contractor(s) and which portions of the project they will be responsible for.</li> <li>• Proof of a minimum of seven (7) years of experience performing Tree Maintenance Services in a commercial or public sector setting.</li> <li>• Résumés for supervisory personnel who would be assigned to the project, including subcontractors, if any.</li> <li>• References: A minimum of three contracts of a similar size and scope which the Proponent currently holds or has held over the past five (5) years. For each contract, the following information must be provided: company name and address; contact person name, email, and phone number and a brief description of the services provided (including location of site and pictures of areas maintained by the Proponent).</li> </ul>				

<p><b>2. Response to Statement of Work (Section 4.5)</b>          In this Section, the Proponent must provide detailed information relative to the specifications listed in Section 3, The Statement of Work.</p>	<b>30</b>		<b>90</b>	
<ul style="list-style-type: none"> <li>• Provide a detailed description of general services provided as per the Statement of Work. Should additional value-added services be offered, these may be included as a separate Section.</li> <li>• Provide an example tree inventory format; include any examples images from an online inventory management service if available</li> <li>• Provide examples of the Tree Management Program in the format it will be provided to CMHC, how changes will be tracked, and how CMHC will be updated</li> </ul>				
<p><b>3. Project Management Plan (Section 4.6)</b>          The Proponent shall describe its management plan in regards to managing Service Levels, Staffing Levels, and Response Times to Granville Island including:</p>	<b>20</b>		<b>60</b>	
<ul style="list-style-type: none"> <li>• Its management approach and the organizational structure, including how the Proponent will organize staff and sub-contractors.</li> <li>• Its approach to quality control including a) Response mechanisms in the case of errors, omissions, deficiencies, delays, etc. b) An annual schedule for regular items under a proposed Tree Management Program including, but not limited to, phased approach to any annual pruning or maintenance work, regular inventory updates, regular inspections, etc.</li> </ul>				

<ul style="list-style-type: none"> <li>• How it will manage and report issues, complaints, and solutions; include details of written, oral, and electronic reporting methods.</li> <li>• Office Locations and Interface with CMHC: describe where project personnel are based and how they would be able to respond in a timely manner to deficiencies and safety issues.</li> <li>• Include interface mechanisms with CMHC (how would CMHC staff reach the Proponent in an emergency)</li> <li>• Include amount of time required for personnel to reach Granville Island after a call from CMHC regarding deficiencies in the work.</li> </ul>				
<b>Total Technical Score (Criteria #1, #2, and #3)</b>			<b>255</b>	
<b>Meets Upset Score of 255</b>	<b>Yes / No</b>			
<b>Pricing Proposal (Section 4.9)</b> Pricing is scored based on a formula where the lowest price obtains the highest score (5 out of 5) and all prices are then pro-rated.	<b>15</b>		<b>N/A</b>	
<b>TOTAL SCORE (Technical Score + Pricing Score)</b>	<b>100</b>			

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