



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des soumissions -  
TPSGC**

**11 LaurierSt./ 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**SOLICITATION AMENDMENT**

**MODIFICATION DE L'INVITATION**

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

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

**Comments - Commentaires**

This RFP will result in a Funding Agreement with  
The Department of Indigenous Services Canada

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Infrastructure Maintenance and Solution Services

Division (FK)

L'Esplanade Laurier,

East Tower 4th Floor

L'Esplanade Laurier,

Tour est 4e étage

140 O'Connor, Street

Ottawa

Ontario

K1A 0R5

<b>Title - Sujet</b> Lubicon project management services	
<b>Solicitation No. - N° de l'invitation</b> A2114-180001/A	<b>Amendment No. - N° modif.</b> 011
<b>Client Reference No. - N° de référence du client</b> A2114-180001	<b>Date</b> 2019-04-02
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-290-76472	
<b>File No. - N° de dossier</b> fk290.A2114-180001	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-04-17</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ghoumrassi, Hakim	<b>Buyer Id - Id de l'acheteur</b> fk290
<b>Telephone No. - N° de téléphone</b> (819) 664-7321 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

THIS AMENDMENT IS RAISED TO MODIFY THE RFP AND TO ANSWER BIDDERS' QUESTIONS.

**I        MODIFICATION TO THE RFP:**

1/ Following extension to bid closing date, the RFP is modified as follows:

Table 4.1 in Section 1 of Annex 2 – Project Management Services Statement of Work, (Project Tasks, Milestones and Deliverables) must be modified to indicate the following revised milestone dates:

- Question period end date should be: April 10, 2019
- Answer Period end date should be: April 15, 2019
- Bid Closure end date should be: April 17, 2019

2/ ADD the following wording to **Annex 2 section 2.0 and 3.0:**

“The actual project period will be based on the Recipient’s proposal and will be specified in the signed Funding Agreement Part 1 - The purpose and scope of the Agreement, section 4 Duration of the Agreement”.

**II        QUESTIONS:**

**Q1.** It is stated that the pass mark for technical proposals is 60 percent. We respectfully request that this be increased to at least 70 percent.

**A1:** The pass mark will not be changed.

**Q2.** Please provide the overall planned estimated construction budget. We understand from information that is in the public domain that in October 2018, the Lubicon Lake Band received a land claim settlement in the range of \$113 - \$121 Million dollars (although the reported amount varies). However, it is not clear what portion of that settlement is to be allocated for construction costs associated with the present call for proposals for Project Management and Pre-Design Services for the Lubicon Lake Band Community Infrastructure Project.

**A2:** The proponents should base their estimates on infrastructure sized to accommodate a local population of 750 people in the Municipality of Little Buffalo, Alberta as indicated in section **1.2.4 Community Demographics**. In addition, the proponents should refer to section **2.2.5 of Section 1 of Annex 2 – Project Management Services Statement of Work** and to **Attachment 1 to Annex 2 – Feasibility and Pre-Design Studies Statement of Work** to obtain an order of magnitude of the expected infrastructure to be delivered.

**Q3.** On page 4 of the RFP, it is stated that the Project Manager will be responsible for:

*“Procuring, managing, and being accountable for qualified and experienced Design Consultant(s) which will be tasked with the production of a Detailed Architectural and Engineering Design and “tender-ready” project documents for construction. The Design Consultant(s) will be a subcontractor to the Project Manager; Also, on page 17 of Annex 2 of the RFP it is stated that “The PM is responsible and accountable for the Design Consultant(s) and all contracted service entities working on the Project.”*

Please clarify the process that will be applied for the selection of the Design Consultant(s) and who will select the Design Consultant. Please also clarify who it is that will authorize payments to the Design Consultant(s).

**A3:**

Bidders should refer to Annexes 7, 8 and 10 of the RFP where they will find the project team governance structure, the roles and responsibilities of all stakeholders and the funding model. In addition, Bidders should refer to “Section 1 of Annex 2 – Project Management Services Statement of Work” under sections 2.2.1.2 and 2.2.1.3 for further details regarding project governance which state the following:

*“2.2.1.2 Project Team*

*The assigned DISC Project Leads are the Departmental Representatives (DRs) that have overall responsibility for the Project. The Project will be managed in partnership with the First Nation as per Annex 7 – Project Team Governance Structure.*

*The PM will report to the PIC and seek their guidance and approval of design deliverables, procurement documents, construction activities, and commissioning activities. As well as assist the PIC with providing appropriate technical guidance and oversight on the Project delivery. They rely on the Project Steering Committee to provide consensus-based decision making and oversight regarding project governance, service standards, communications, and the strategic direction of Project implementation.*

*2.2.1.3 Sub-Consultant(s)*

*The PM is responsible and accountable for all contracted service entities working on the Project, and as such, the PM reports to the DRs.”*

**Q4.** On page 30 of the RFP, it is stated that the text for “RT-2 Project Proposal” is not to exceed 30 pages. Given the amount of detail that is requested for all of the sub-sets of this part of the proposal, we respectfully request that this maximum page limit be increased to 40 pages.

**A4:** The above request is approved

At Attachment 2 to Part 4, **Instructions for submission and evaluation of: RT 2 – Project Proposal**

**DELETE:** The Bidder must provide a **Project Proposal** (30 pages maximum) demonstrating adequate comprehension of the Project mandate as pertaining to the RFP requirements stated in *Section 1 of Annex 2 - Project Management Services Statement of Work*, as well as its attachments, and demonstrating that the Bidder understands the challenges that it will face managing a project of this financial, technical and geographical scope.

**INSERT:**

The Bidder must provide a Project Proposal (40 pages maximum) demonstrating adequate comprehension of the Project mandate as pertaining to the RFP requirements stated in Section 1 of Annex 2 - Project Management Services Statement of Work, as well as its attachments, and demonstrating that the Bidder understands the challenges that it will face managing a project of this financial, technical and geographical scope.

**Q5.** On page 47 of the RFP, it is stated that: “*Extra work will be conducted on an “as and when requested” basis where charges shall be made for actual labour.*” Please clarify how we are to present the proposed labour rates in our price proposal.

**A5:** At Attachment 3 to Part 4 – Price Proposal Form, Extra work,

DELETE Hourly Rates in its entirety and,

INSERT:

### Hourly Rates

The Bidders are to submit in an annex to their financial bid a detailed breakdown of fixed hourly rates for the various project team members along with justification from previously completed comparable projects. The rates shall be firm all-inclusive labour rates (including overhead, profit, and all related costs) in Canadian funds. This annex, shall not have a page limit, and must be included within the price proposal form envelope.

**Q6.** On page 14 of Annex 2 of the RFP [under section 3.2 Phase 1 – Feasibility and Pre-Design Studies], it is stated that “Phase 1 will end when the following deliverables are submitted and approved: 1. All 6 Feasibility and 4 Pre-Design Studies, as well as their associated deliverables, are submitted and approved;” However, on page 4 of Attachment 1 to Annex 2 (PDF page 109), in sub-section 2.1.1 - Pre-Design Studies, reference is made to only 3 Pre-Design Studies.

Please kindly explain what the fourth Pre-Design Study is.

**A6:** Please note that section 2.1.1 in Attachment 1 to Annex 2 – Feasibility and Pre-Design Studies Statement of Work, refers to the general requirements to be included within the pre-design studies and correspond to those assets which do not require a feasibility study. These are the four assets listed below (a) to (d). The 6 feasibility studies are listed 1 to 6 below.

#### 2.1.2 Feasibility Studies

Some Capital Assets do not require different options to be studied or analysed, as in the case of a Feasibility Study. These include the following under DISC’s mandate:

- a. Roads and drainage;
- b. Electrical Network;
- c. Connectivity and Telecommunication;
- d. Lighting for all residential and community Buildings and street lighting in the core area of the community;

The Feasibility and Pre-Design Consultant(s) will however produce the Feasibility Studies for the following Capital Assets:

1. Water, wastewater, and fire protection services which includes, but not limited to:
  - a. Water supply;
  - b. Water treatment;
  - c. Water distribution, piping and appurtenances;
  - d. Fire protection; and
  - e. Wastewater collection and treatment.
2. Education facilities which includes:
  - a. School;
  - b. Teacherages; and
  - c. Aboriginal Head Start On-Reserve (AHSOR) Facility
3. Heating source and energy systems;
4. Community housing and elder residences;
5. Community buildings and equipment; and
6. Solid waste management.

#### 2.2 Deliverables

The main deliverables are the following:

1. Detailed engineering for Extra Works Construction Package, Detailed Design Service Packages, and Complementary Site Investigations Package;
2. **Six (6) Feasibility Studies; and**
3. **Four (4) Pre-Design Studies.**

Each of the six (6) Feasibility Study reports must be split into five action items:

1. Identification of Needs and Priorities;
2. Site Investigation and Gap Analysis;
3. Option Identification;
4. Option Analysis; and
5. Recommended Option.

**Q7.** Please kindly confirm whether or not one individual can be proposed for more than one of the positions specified on pages 18 and 19 of the pdf of the RFP, provided there is no conflict in their time allocations on our proposed schedule. For example, please confirm whether or not the same person could be proposed for both the position of Lead Civil/Municipal Engineer and for the position of Lead Water and Wastewater Engineer.

**A7:** The requirements presented in Mandatory Criteria MT 2 are the minimum number resources estimated to be required for project delivery. It is asked for the bidders to limit one (1) individual per requested role, along with the relevant experience requirements clearly described in the supplied resumes/CVs.

**Q8.** On page 19 of the pdf of the RFP, it is stated that the Feasibility and pre-design project team is to include a "Lead Environmental/Geotechnical Engineer". We request that this be revised to state that the Feasibility and pre-design project team is to include a Lead Environmental Specialist and a Lead Geotechnical Engineer. The skill sets, and experience required for these two positions are unique and therefore we suggest that it might be best that these be two different individuals. Furthermore, we feel that an individual with an environmental science degree as opposed to an environmental engineering degree who has at least 10 years of experience should be sufficiently qualified for the Environmental Specialist position.

**A8:** It is up to the bidders to provide in their submission the strongest representative for fulfillment of MT 2.e. It may be either a Geotechnical Engineer, or an Environmental Specialist. It should be noted that should the bidder consider that both resources are required, they should include their expertise and explaining their rationale when presenting the expertise of their overall project team.

**Q9.** On page 18 of the pdf of the RFP, it is stated that the Project Management team is to include a "Project Controls Lead". Please kindly explain what the roles and responsibilities will be for this individual so that bidders can propose a person that is adequately qualified for this position.

**A9:** The role of the Project Controls Lead can be summarized as follows:

The Project Controls Lead is responsible to establish the project control functions, systems and procedures to assure the definition of schedule and budgets and analyze trends and forecasts as required for effective project management. They are responsible for the following services: planning and scheduling, estimating and cost control, project systems (such as documentation control), project administration, defining and enforcing project processes.

**Q10.** On page 19 of the pdf of the RFP, (under MT 3 –Professional, Licensing, Certification, Accreditation or/and Authorization), it is stated that *"The bidder must submit proof of license/certification/accreditation and/or authorization per applicable resource to provide the proposed professional services to the full extent that may be required by law in the Province of Alberta. Any persons in the Bidder's proposed team performing technical or professional work, providing technical advice or reviewing technical documents shall be an Engineer and/or Architect licensed or eligible to be licensed in the Province of Alberta. Proof may be submitted in the form of a photocopy."*

In this regard, we have two requests for clarification:

- i) For some of the positions required for the Project Management Team, namely the Procurement Lead, the Project Controls Lead and the Construction Lead, we respectfully submit that these should not necessarily need to be licensed engineers and that qualified engineering technologists or engineering technicians could adequately fill these roles. We request that individuals that are registered engineering technicians or engineering technologists with at least 10 years of relevant experience be deemed to be acceptable for these positions.
- ii) Please kindly confirm that a person that is a licensed Professional Engineer in Ontario would be deemed to be "eligible to be licensed in the Province of Alberta".

**A10:**

- i) It is understood that the team members which would not be carrying out engineering duties may have different qualifications as long as they are qualified, legally authorized to practice and have the adequate experience to carry out their duties. It is up to the bidder to provide this level of certainty in the proposals.
- ii) Please note that it is the duty of the bidders to contact their Professional Association, in this instance PEO or Engineers Canada, to confirm whether their Provincial license allows them to practice in Alberta.

**Q11.** On page 16 of the pdf of the RFP in relation to MT 1 Bidder's Corporate Profile, it is stated that "The company profile may be up to a maximum of four (4) pages". If we plan to include other firms as sub-consultants, are we permitted to provide four pages per firm or does the total number of pages have to be four pages?

**A11:** The 4 page limit is expected to be for the entirety of the submitting entity. It is expected to be a key information document, with strategically summarized information on the key team members.

**Q12.** Are we permitted to append material about our company, such as corporate brochures, to our technical proposal? What other material is permitted to be included as an appendix to our technical proposal?

**A12:** Bidders are to refer to Part 2 – Bidder Instructions and Part 3 – Bid Preparation Instructions for further details of accepted material:

- Use 8.5 x 11 inch (216 mm x 279 mm) paper.

Sub-criteria RT 2.2d, 2.2e, and 2.2f may be provided as annexes to RT 2 – Project Proposal on paper size 11 x 17 inches and are exempt from the 40 page limit above. Page limit for the annexes is 1 double sided 11 x 17 page per sub-criteria.

Any other material shall be removed from the bid and discarded without consideration.

**NO OTHER CHANGES APPLY**