



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS Á:**

Parks Canada | Bid Receiving Unit

111 Water Street East
Cornwall, Ontario, K6H 6S2
Solicitation # **5P301-18-0001/A**

AMENDMENT No.1

**REQUEST FOR STANDING
(RFSO)**

**DEMANDE D'OFFRES Á
COMMANDES (DOC)**

Proposal To: Parks Canada Agency
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : Agence Parcs Canada
Nous offrons par la présente de vendre à Sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans la présente at aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaries

Issuing Office - Bureau de distribution

Agence Parcs Canada
Opérations des approvisionnements
111, rue Water Est
Cornwall, Ontario, K6H 6S2

Parks Canada Agency
Contracting Operations
111 Water Street East
Cornwall, Ontario, K6H 6S2

| | | |
|--|----------------------------------|--|
| Title-Sujet Civil Engineering Services for National Parks and historic sites in the Atlantic provinces. | | |
| Solicitation No. - No. de l'invitation 5P301-18-0001/A | | Date: April 17, 2019 |
| GETS Reference No. No de reference de SEAG PW-19-00868390 | | Client Ref. No. No. de réf du client. |
| Solicitation Closes L'invitation prend fin : | | |
| at à 2:00 PM | on le April 30, 2019 | Time Zone - Fuseau horaire EDT - HAE |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | | |
| Address Inquiries to: - Adresser toute demande de renseignements à : | | |
| Sheldon Lalonde <u>sheldon.lalonde@canada.ca</u> | | |
| Telephone No. - No de telephone (613) 938-5948 | | Fax No. No de FAX: n/a |
| Destination of Goods, Services, and Construction: Destinations des biens, services et construction: | | |
| See Herein Voir aux présentes | | |
| TO BE COMPLETED BY THE BIDDER À ÊTRE COMPLÉTER PAR LE SOUMISSIONNAIRE | | |
| Vendor/Firm Name Nom du fournisseur/de l'entrepreneur | | |
| Address - Adresse | | |
| Name of person authorized to sign on behalf of the Vendor/Firm Nom de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur | | |
| Title - Titre | | |
| Telephone No. - N° de téléphone: | | |
| Facsimile No. - N° de télécopieur: | | |
| Email Courriel : | | |
| Signature | | Date |

AMENDMENT No.1

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

1. **Section [SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION]** is deleted and replaced by:
 - **[SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION]** (SRE document follows this amendment)

2. **APPENDIX [B] - PRICE PROPOSAL** is deleted and replaced by:
 - **APPENDIX [B] - PRICE PROPOSAL (rev.417)** (document follows this amendment)

3. **APPENDIX [D] - TEAM IDENTIFICATION FORMAT** is deleted and replaced by:
 - **APPENDIX [D] - TEAM IDENTIFICATION FORMAT (rev.417)** (document follows this amendment)

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

SRE 3: SUBMISSION REQUIREMENTS AND EVALUATION (rev.417)

3.1 MANDATORY REQUIREMENTS

Failure to meet the mandatory requirements will render the proposal as non-responsive and no further evaluation will be carried out.

3.1.1 Declaration/Certifications Form

Proponents must complete, sign and submit Appendix A, Declaration / Certifications Form as required.

3.1.2 Licensing, Certification or Authorization

The Proponent shall be authorized to provide engineering services and must include an engineer licensed, 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 in the Atlantic Provinces. If the Proponent is licensed to practise in only one of the four provinces then that Proponent must be eligible and willing to be licensed in the province in which they are not licensed.

You must indicate current license or how you intend to meet the provincial licensing requirements.

3.1.3 Integrity Provisions □ Required documentation

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must provide, **as applicable**, to be given further consideration in the procurement process, the required documentation as per General instructions to Proponents (GI), Integrity Provisions □ Proposal, **section 3a**.

3.1.4 Consultant Team Identification and Experience

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.

The proponent and team members must meet the minimum experience shown below:

| # | Team Description | Minimum Experience |
|----|-----------------------------------|---|
| 1 | Project Manager | P. Eng. - Minimum 10 years of related experience. |
| 2 | Senior Civil Engineer | P. Eng. - Minimum 10 years of related experience. |
| 3 | Intermediate Civil Engineer | P. Eng. - Minimum 5 years of related experience. |
| 4 | Senior Technician | Minimum 10 years of related experience. |
| 5 | Senior Geotechnical Engineer | P. Eng. - Minimum 10 years of related experience. |
| 6 | Senior Structural Engineer | P. Eng. - Minimum 7 years of related experience. |
| 7 | Senior Mechanical Engineer | P. Eng. - Minimum 7 years of related experience. |
| 8 | Senior Electrical Engineer | P. Eng. - Minimum 7 years of related experience. |
| 9 | Senior Fire Protection Engineer | P. Eng. - Minimum 7 years of directly related experience |
| 10 | Senior Environmental Scientist | P.Biol. or B. Sc. In Environmental Science with Minimum 10 years of related experience. |

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| | | |
|----|---|--|
| 11 | Specialist in heritage masonry conservation | Minimum 10 years of related experience. |
| 12 | Senior Landscape Architect | Member of Landscape Association within Canada with minimum 10 years of directly related experience |
| 13 | Draftsman | Minimum 5 years of related experience. |
| 14 | Surveyor | Minimum 5 years of related experience. |
| 15 | Field clerk | Minimum 5 years of related experience. |

**** Note: [Related Experience] is described as practical knowledge and activities for the position and in relation to the Required Services. ****

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 (10 points)

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 coordination requirements, especially in delivering government projects.
2. *What the Proponent should provide:*
 - a) scope of services - detailed list of services;
 - b) summary of your proposed typical work breakdown structure, i.e. resources assigned, time schedule, level of effort;
 - c) broader goals (federal image, sustainable development, sensitivities);
 - d) risk management strategy;
 - e) project management approach to working with PCA (understanding of PCA management structure, Client environment, standing offer process, working with the government in general);

3.2.2 Team Approach / Management of Services (30 points)

1. *What we are looking for:*
How the team will be organized in its approach and methodology in 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 individual Call-ups; The key personnel for which roles and responsibilities shall be described are: **Project Manager, Senior Civil Engineer, Senior Structural Engineer, Senior Technician, Senior Geotechnical Engineer, and Senior Landscape Architect;**
 - b) Assignment of the resources and availability of back-up personnel;
 - c) Management and organization (reporting structure);
 - d) The firm's approach to responding to the individual call-ups which will arise as a result of this standing offer;
 - e) The design technologies which the firm will apply to develop design documents;

- f) Quality control techniques and coordination of the design work between all required disciplines;
- g) How the team intends to meet the [Project Response Time Requirements];
- h) Conflict resolution methods.

3.2.3 Past Experience (25) points

1. *What we are looking for:*
Demonstration that **over the past ten (10) years**, the Proponent 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.
2. *What the Proponent should provide:*
 - a) A brief description of a maximum of one (1) building rehabilitation project that included planning and/or design and/or construction stages; one (1) site work rehabilitation project that included planning and/or design and/or construction stages; one (1) municipal engineering project that included planning and/or design and/or construction stages. These projects have to be relevant to this RFSO, and completed over the last **ten (10) years** by the Proponent;
 - b) For the above projects, include the names of senior personnel and project 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 the dates the services were provided for the listed projects;
 - d) Scope of services rendered, project objectives, constraints and deliverables; and
 - e) Client references - name, address, phone and email of project managers responsible for the project. Reference checks may be completed if deemed necessary.
3. The Proponent (as defined in General Instructions GI 1) 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.
4. Please indicate those projects which were carried out in joint venture and the responsibilities of each of the involved entities in each project.

3.2.4 Senior Personnel Expertise and Experience (35) points

1. *What we are looking for:*
A demonstration that the Proponent has key senior personnel in-house, with the capability, capacity and expertise in each area listed in the Required Services (RS) section.
2. The key personnel for which roles and responsibilities shall be described are: **Project Manager, Senior Civil Engineer, Senior Structural Engineer, Senior Technician, Senior Geotechnical Engineer and Senior Landscape Architect.**
3. *What the Proponent should provide:*
 - a) submit c.v.'s of key senior personnel. Each curriculum vitae should clearly indicate the years of experience the senior personnel has in the provision of the services specified in the Required Services (RS) section; and
 - b) Identify the personnel's years of experience, the number of years with the firm; and
 - c) professional accreditation; and
 - d) accomplishments / achievements / awards.

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4. In-house personnel means personnel within the Proponent's organization (see definition of Proponent in General Instructions GI 1). Past expertise and experience of personnel not within the Proponent's (or joint venture Proponent's) organization will not be considered in the evaluation.

3.3 EVALUATION AND RATING

Proposals that are responsive (i.e. which meet all the mandatory requirements set out in the Request for Standing Offer) will be reviewed, evaluated and rated by a PCA Evaluation Board. In the first instance, price envelopes will remain sealed and only the technical components of the proposal will be evaluated in accordance with the following to establish Technical Ratings:

| Criterion | Weight Factor | Rating | Weighted Rating |
|---|----------------------|---------------|------------------------|
| Comprehension of the Scope of Services | 1.0 | 0 - 10 | 0 - 10 |
| Team Approach / Management of Services | 3.0 | 0 - 10 | 0 - 30 |
| Past Experience | 2.5 | 0 - 10 | 0 - 25 |
| Senior Personnel Expertise and Experience | 3.5 | 0 - 10 | 0 - 35 |
| Total | 10.0 | | 0 - 100 |

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 as specified above.

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

APPENDIX B - PRICE PROPOSAL FORM (rev.417)

INSTRUCTIONS

1. Complete price proposal form and submit in a separate sealed envelope, with the Proponent's name, Solicitation Number, and "Price Proposal Form" typed on the outside.
2. Price proposals are not to include Applicable Taxes and will be evaluated in Canadian Dollars.
3. Proponents are not to alter or add information to the form.
4. It is MANDATORY that offerors submit firm prices/rates for the period of the proposed Standing Offer for **all** items listed. **This section, when completed, will be considered as the offeror's Financial Offer.** Fixed hourly rates for each category are to be provided in column B and are then multiplied by the weight factor in column A. Weight Factors are for evaluation purpose only, actual usage may vary
5. Should there be an error in the extended pricing of the offeror's offer, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the offeror's offer shall be changed to reflect the quantities stated in this document. In the event that a mathematical error occurs in carrying over the totals, PCA will correct the totals to ensure the fairness of the Proposals
6. The hourly rates identified will be for the duration of the Standing Offer.
7. There will be no extra payment made for overtime.
8. All travel must have the prior authorization of the Project Authority and are subject to government audit.
9. Travel and Living Expenses: Firms are advised that for travel time and travel-related expenses associated with the delivery of services, the urban centres listed below are the major urban centres where the services are to be provided from. Any travel time and travel-related expenses associated with the delivery of services within the limits of these centres are to be calculated as an integral part of the hourly rates. For delivery of services outside of the city limits, travel-related expenses will be paid from the city (with prior approval of the Departmental Representative) in accordance with current Treasury Board Policy. (See TP 10.)

| | |
|---------------|--|
| | Major Urban Centre |
| NS, NB, NL, L | Moncton, Fredericton, Halifax, Charlottetown, St. John's |

APPENDIX B - PRICE PROPOSAL (rev.417)

| | |
|---|--|
| Name of Proponent: | |
| Address: | |
| Procurement Business Number (PBN): | |

Identify the regions that you are proposing to provide service to:

| | | | |
|---|---|--|---|
| Nova Scotia | New Brunswick | Prince Edward Island | Newfoundland and Labrador |
|  |  |  |  |
| <input type="checkbox"/> | | | <input type="checkbox"/> |

TABLE ONE: STANDING OFFER - YEAR ONE & YEAR TWO
Starting on Award Date

| Category of Personnel Standing Offer | Weight Factor (A) | Fixed Hourly Rate (B) Year 1 | Fixed Hourly Rate (C) Year 2 | Total (A X (B+C)) |
|--|-------------------|---------------------------------|---------------------------------|----------------------|
| Point of Contact | | | | |
| Project Manager | 400 | \$ | \$ | \$ |
| Civil Engineering(including municipal, hydraulic and transportation): | | | | |
| Senior Engineer | 200 | \$ | \$ | \$ |
| Intermediate Engineer | 600 | \$ | \$ | \$ |
| Senior Technician | 200 | \$ | \$ | \$ |
| Intermediate Technician | 600 | \$ | \$ | \$ |
| Geotechnical Engineering: | | | | |
| Senior Engineer | 50 | \$ | \$ | \$ |
| Intermediate Engineer | 50 | \$ | \$ | \$ |
| Structural Engineering: | | | | |
| Senior Engineer | 50 | \$ | \$ | \$ |
| Intermediate Engineer | 50 | \$ | \$ | \$ |
| Mechanical Engineering: | | | | |

| | | | | |
|--|-----|----|----|----|
| Senior Engineer | 50 | \$ | \$ | \$ |
| Intermediate Engineer | 50 | \$ | \$ | \$ |
| Electrical Engineering: | | | | |
| Senior Engineer | 50 | \$ | \$ | \$ |
| Intermediate Engineer | 50 | \$ | \$ | \$ |
| Fire protection Engineering: | | | | |
| Senior Engineer | 50 | \$ | \$ | \$ |
| Intermediate Engineer | 50 | \$ | \$ | \$ |
| Environmental | | | | |
| Senior Environmental Scientist | 50 | \$ | \$ | \$ |
| Intermediate Environmental Scientist | 50 | \$ | \$ | \$ |
| Built Assets Conservation: | | | | |
| Specialist in Heritage Masonry Conservation | 100 | \$ | \$ | \$ |
| Landscape Architecture: | | | | |
| Senior Landscape Architect | 80 | \$ | \$ | \$ |
| Intermediate Landscape Architect | 80 | \$ | \$ | \$ |
| Drafting: Auto Cad Technologist | | | | |
| Draftsman | 200 | \$ | \$ | \$ |
| Junior Draftsman | 300 | \$ | \$ | \$ |
| Field Personnel: | | | | |
| Surveyor (includes equipment and vehicle) | 300 | \$ | \$ | \$ |
| Materials Tester | 50 | \$ | \$ | \$ |
| Field Clerk | 50 | \$ | \$ | \$ |
| (a) Total for Evaluation | | | | \$ |
| Year One and Year Two of Standing Offer | | | | \$ |

TABLE TWO: STANDING OFFER
OPTION YEAR ONE **OPTION YEAR TWO** **OPTION YEAR THREE**

| Category of Personnel Standing Offer | Weight Factor (A) | Fixed Hourly Rate (B) Option 1 | Fixed Hourly Rate (C) Option 2 | Fixed Hourly Rate (D) Option 3 | Total (A X (B+C+D)) |
|--|-------------------|--------------------------------|--------------------------------|--------------------------------|---------------------|
| Point of Contact | | | | | |
| Project Manager | 400 | \$ | \$ | \$ | \$ |
| Civil Engineering(including municipal, hydraulic and transportation): | | | | | |
| Senior Engineer | 200 | \$ | \$ | \$ | \$ |

| | | | | | |
|---|-----|----|----|----|----|
| Intermediate Engineer | 600 | \$ | \$ | \$ | \$ |
| Senior Technician | 200 | \$ | \$ | \$ | \$ |
| Intermediate Technician | 600 | \$ | \$ | \$ | \$ |
| Geotechnical Engineering: | | | | | |
| Senior Engineer | 50 | \$ | \$ | \$ | \$ |
| Intermediate Engineer | 50 | \$ | \$ | \$ | \$ |
| Structural Engineering: | | | | | |
| Senior Engineer | 50 | \$ | \$ | \$ | \$ |
| Intermediate Engineer | 50 | \$ | \$ | \$ | \$ |
| Mechanical Engineering: | | | | | |
| Senior Engineer | 50 | \$ | \$ | \$ | \$ |
| Intermediate Engineer | 50 | \$ | \$ | \$ | \$ |
| Electrical Engineering: | | | | | |
| Senior Engineer | 50 | \$ | \$ | \$ | \$ |
| Intermediate Engineer | 50 | \$ | \$ | \$ | \$ |
| Fire protection Engineering: | | | | | |
| Senior Engineer | 50 | \$ | \$ | \$ | \$ |
| Intermediate Engineer | 50 | \$ | \$ | \$ | \$ |
| Environmental | | | | | |
| Senior Environmental Scientist | 50 | \$ | \$ | \$ | \$ |
| Intermediate Environmental Scientist | 50 | \$ | \$ | \$ | \$ |
| Built Assets Conservation: | | | | | |
| Specialist in Heritage Masonry Conservation | 100 | \$ | \$ | \$ | \$ |
| Landscape Architecture: | | | | | |
| Senior Landscape Architect | 80 | \$ | \$ | \$ | \$ |
| Intermediate Landscape Architect | 80 | \$ | \$ | \$ | \$ |
| Drafting: Auto Cad Technologist | | | | | |
| Draftsman | 200 | \$ | \$ | \$ | \$ |
| Junior Draftsman | 300 | \$ | \$ | \$ | \$ |
| Field Personnel: | | | | | |
| Surveyor (includes equipment and vehicle) | 300 | \$ | \$ | \$ | \$ |
| Materials Tester | 50 | \$ | \$ | \$ | \$ |

| | | | | | |
|---|----|----|----|----|----|
| Field Supervisor | 50 | \$ | \$ | \$ | \$ |
| (a) Total for Evaluation | | | | | \$ |
| Option Year 1, Option Year 2 and Option Year 3 of Standing Offer | | | | | |

| | |
|---|-----------|
| Total for Evaluation Table 1 and Table 2 | \$ |
|---|-----------|

SIGNATURE OF CONSULTANT OR JOINT VENTURE CONSULTANTS

The Consultant agrees to provide services, as required for each call up, in accordance with the time based rates quoted above. Time based rates do not apply to sub-consultants services engaged by the Architect acting as Prime Consultant. Rates charged for sub-consultants shall not exceed rates for the parallel functional activities identified above.

| | |
|--------------------|--------------------|
| signature | signature |
| capacity | capacity |
| signature | signature |
| capacity | capacity |

END OF PRICE PROPOSAL FORM

APPENDIX D - TEAM IDENTIFICATION FORMAT (rev.417)

TEAM IDENTIFICATION FORMAT

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:

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:

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 Civil Engineer | | | |
| 3 | Intermediate Civil Engineer | | | |
| 4 | Senior Technician | | | |
| 5 | Senior Geotechnical Engineer | | | |
| 6 | Senior Structural Engineer | | | |
| 7 | Senior Mechanical Engineer | | | |
| 8 | Senior Electrical Engineer | | | |
| 9 | Senior Fire Protection Engineer | | | |
| 10 | Senior Environmental Scientist | | | |
| 11 | Specialist in heritage masonry conservation | | | |
| 12 | Senior Landscape Architect | | | |
| 13 | Draftsman | | | |
| 14 | Surveyor | | | |
| 15 | Field clerk | | | |