



Amendment #2

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

Parks Canada – Bid Receiving Unit
111 Water Street East
Cornwall, Ontario, K6H 6S2
Solicitation # **5P301-19-0004/A**

REQUEST FOR STANDING (RFSO)

DEMANDE D'OFFRES À 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 : l'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 et 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 Highway engineering services for national parks and historic sites in Atlantic Canada.	
Solicitation No. - No. de l'invitation 5P301-19-0004/A	Date: January 20, 2020
GETS Reference No. – No de reference de SEAG PW-19-00900894	Client Ref. No. – No. de réf du client.
Solicitation Closes – L'invitation prend fin :	
at – à 2:00 PM	on – le February 06, 2020
Time Zone - Fuseau horaire EST - HNE	
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 sheldon.lalonde@canada.ca	
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.2

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

1. The closing date has changed to Thursday, February 06, 2020 at 2:00pm EST.
2. Section “ SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION” is deleted and replaced by:
 - “ SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION (rev.12020)” (SRE document follows this amendment)
3. APPENDIX “ B” - PRICE PROPOSAL is deleted and replaced by:
 - APPENDIX “ B” - PRICE PROPOSAL (rev.12020) (document follows this amendment)
4. APPENDIX “ D” - TEAM IDENTIFICATION FORMAT is deleted and replaced by:
 - APPENDIX “ D” - TEAM IDENTIFICATION FORMAT (rev.12020) (document follows this amendment)
5. Table of Contents Heading in Part 5 – Standing Offer Brief – Required Services (RS) is deleted and replaced by:

Table of Contents

1. INTRODUCTION
2. CONSULTANT REQUIRED SERVICES
3. SUMMARY DESCRIPTION OF REQUIRED SERVICES
4. PROJECT PLANING SERVICES
5. PRE-DESIGN SERVICES (RS1)
6. SCHEMATIC DESIGN SERVICES (RS2)
7. DESIGN DEVELOPMENT SERVICES (RS3)
8. CONSTRUCTION OR DESIGN-BUILD SERVICES (RS4)
9. TENDERING SERVICES (RS5)
10. CONSTRUCTION OR DESIGN BUILD ADMINISTRATION SERVICES (RS6)
11. POST CONSTRUCTION SERVICES (RS7)
12. PROJECT ADMINISTRATION SERVICES
13. PROJECT PARTICIPANTS
14. SUBMISSIONS, REVIEWS AND APPROVAL PROCESS

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION (rev.12020)

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

Proponents, consultant team members and key personnel shall be, or be eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial law in the Atlantic Canada. If a 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.

- a) The Proponent 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 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	Professional Engineer (P. Eng) with a minimum 15 years of directly related experience
2	Senior Engineer	Minimum 15 years of directly related experience
3	Intermediate Engineer	Minimum 5 years of directly related experience
4	Senior Technician	Minimum 15 years of directly related experience
5	Intermediate Technician	Minimum 5 years of directly related experience
6	Senior Environmental Scientist	Bachelor degree with minimum 15 years of directly related experience
7	Intermediate Environmental Scientist	Bachelor degree with minimum 10 years of directly related experience
8	Senior Landscape Architect	Minimum of 15 years of directly related experience
9	Intermediate Landscape Architect	Minimum 5 years of directly related experience
10	Draftsman	Minimum 5 years of directly related experience
11	Senior Site Inspector	Minimum 15 years of directly related experience

12	Intermediate Site Inspector	Minimum 5 years of directly related experience
13	Surveyor	Minimum 5 years of directly related experience
14	Materials Tester (Soils, Concrete, asphalt)	Technician / Technologist with minimum 5 years of directly related experience
15	Field clerk (weights and measures)	Minimum 5 years of directly 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 (15 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 (25 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 Geotechnical Engineer, Senior Site Inspector 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 (35 points)

1. *What we are looking for:*
Demonstration that over at least the past **seven (7) 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:
 - 1) one (1) roadway rehabilitation project that included planning, design, construction and post-construction stages;
 - 2) one (1) site work rehabilitation project that included planning and/or design and/or construction stages;
 - 3) 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 seven (7) 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 (25 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 Geotechnical Engineer, Senior Site Inspector 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 have 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.

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	1.5	0 - 10	0 - 15
Team Approach / Management of Services	2.5	0 - 10	0 - 25
Past Experience	3.5	0 - 10	0 - 35
Senior Personnel Expertise and Experience	2.5	0 - 10	0 - 25
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.12020)

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 centers listed below are the major urban centers 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 centers 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.12020)

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, structural and transportation):				
Senior Engineer	200	\$	\$	\$
Intermediate Engineer	600	\$	\$	\$
Senior Technician	200	\$	\$	\$
Intermediate Technician	600	\$	\$	\$
Geotechnical Engineering:				
Senior Engineer	50	\$	\$	\$
Intermediate Engineer	50	\$	\$	\$
Senior Technician	50	\$	\$	\$
Intermediate Technician	50	\$	\$	\$
Hydraulic Engineering:				
Senior Engineer	15	\$	\$	\$
Intermediate Engineer	15	\$	\$	\$
Senior Technician	15	\$	\$	\$
Intermediate Technician	15	\$	\$	\$

Environmental				
Senior Environmental Scientist	50	\$	\$	\$
Intermediate Environmental Scientist	50	\$	\$	\$
Landscape Architecture:				
Senior Landscape Architect	80	\$	\$	\$
Intermediate Landscape Architect	80	\$	\$	\$
Drafting: Auto Cad Technologist				
Draftsman	300	\$	\$	\$
Junior Draftsman	300	\$	\$	\$
Field Personnel:				
Senior Site Inspector	200	\$	\$	\$
Intermediate Site Inspector	200	\$	\$	\$
Surveyor	50	\$	\$	\$
Materials Tester	25	\$	\$	\$
Field Clerk	25	\$	\$	\$
(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, structural and transportation):					
Senior Engineer	200	\$	\$	\$	\$
Intermediate Engineer	600	\$	\$	\$	\$
Senior Technician	200	\$	\$	\$	\$
Intermediate Technician	600	\$	\$	\$	\$
Geotechnical Engineering:					
Senior Engineer	50	\$	\$	\$	\$
Intermediate Engineer	50	\$	\$	\$	\$
Senior Technician	50	\$	\$	\$	\$
Intermediate Technician	50	\$	\$	\$	\$
Hydraulic Engineering:					
Senior Engineer	15	\$	\$	\$	\$
Intermediate Engineer	15	\$	\$	\$	\$

Senior Technician	15	\$	\$	\$	\$
Intermediate Technician	15	\$	\$	\$	\$
Environmental					
Senior Environmental Scientist	50	\$	\$	\$	\$
Intermediate Environmental Scientist	50	\$	\$	\$	\$
Landscape Architecture:					
Senior Landscape Architect	80	\$	\$	\$	\$
Intermediate Landscape Architect	80	\$	\$	\$	\$
Drafting: Auto Cad Technologist					
Draftsman	300	\$	\$	\$	\$
Junior Draftsman	300	\$	\$	\$	\$
Field Personnel:					
Senior Site Inspector	200	\$	\$	\$	\$
Intermediate Site Inspector	200	\$	\$	\$	\$
Surveyor	50	\$	\$	\$	\$
Materials Tester	25	\$	\$	\$	\$
Field Supervisor	25	\$	\$	\$	\$
(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 Before applicable taxes	\$
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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-consultant's services engaged by the Proponent acting as Prime Consultant. Rates charged for sub-consultants shall not exceed rates for the parallel functional activities identified above.

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END OF PRICE PROPOSAL FORM

APPENDIX "D" - TEAM IDENTIFICATION FORMAT

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:

3. Example of Experience Table:

For details on this format, please see item 3.1.4 of the SRE.

#	Team Description	Name:	Years of Experience:	License:
1	Project Manager			
2	Senior Engineer			
3	Intermediate Engineer			
4	Senior Technician			
5	Intermediate Technician			
6	Senior Environmental Scientist			
7	Intermediate Environmental Scientist			
8	Senior Landscape Architect			
9	Intermediate Landscape Architect			
10	Draftsman			
11	Senior Site Inspector			
12	Intermediate Site Inspector			
13	Surveyor			
14	Materials Tester (Soils, Concrete, asphalt)			
15	Field clerk (weights and measures)			