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Gatineau, Québec K1A 0S5

Bid Fax: (819) 997-9776

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Departmental Individual Standing Offer (DISO)

Offre à commandes individuelle du département(OCID)

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

Consultant Services Division/Division des services
d'experts-conseils
L'Esplanade Laurier
4th floor, East Tower
140 O'Connor Street
Ottawa
Ontario
K1A 0S5

Title - Sujet Landscape Architectural Services	
Solicitation No. - N° de l'invitation EP168-202892/A	Date 2020-08-20
Client Reference No. - N° de référence du client 20202892	Amendment No. - N° modif. 001
File No. - N° de dossier fe182.EP168-202892	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$FE-182-78958	
Date of Original Request for Standing Offer 2020-07-29	
Date de la demande de l'offre à commandes originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-09-22	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Address Enquiries to: - Adresser toutes questions à: Chow, Angi	Buyer Id - Id de l'acheteur fe182
Telephone No. - N° de téléphone (613) 296-0634 ()	FAX No. - N° de FAX () -
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: National Capital Region	
Security - Sécurité 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

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

The following changes in the Request for Standing Offers document are effective immediately. This amendment will form part of the contract documents.

A) SRE 2 PROPOSAL REQUIREMENTS

DELETE:

2.4 Page Limitation

The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under SRE 3.2 is forty-five (45) pages.

REPLACE WITH:

2.4 Page Limitation

The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under SRE 3.2 is forty-eight (48) pages.

B) SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

3.1.3 Consultant Team Identification

This change only applies to the French version of the RFSO document (Demandes d'offre à commandes).

C) SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

DELETE:

3.2.3 Past Experience - Proponent

2. What the Proponent should provide:

- a) A brief description of three (3) relevant projects having reached Substantial Performance over the last seven (7) years that demonstrate the breadth and depths of the Proponent expertise;
- 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 – A Client reference information per project, to be completed using provided "Client Reference Form - Appendix E".

Only the first three projects listed in sequence will be rated and evaluated. Any other submitted projects will not be evaluated or rated by Canada and will be deemed as not received by Canada.

REPLACE WITH:

3.2.3 Past Experience - Proponent

2. What the Proponent should provide:

- a) A brief description of four (4) relevant projects that demonstrate the breadth and depths of the Proponent expertise:
 - i. Two (2) projects having reached Substantial Performance over the last seven (7) years; and
 - ii. Two (2) studies completed over the past seven (7) years that are relevant to the services stated in RS 1 PRE-DESIGN, STUDIES, AND GENERAL CONSULTING SERVICES;
- 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 – A Client reference information per project, to be completed using provided “Client Reference Form - Appendix E”.

Only the first two projects and the first two studies listed in sequence will be rated and evaluated. Any other submitted projects or studies will not be evaluated or rated by Canada and will be deemed as not received by Canada.

D) SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

DELETE:

3.1.2 Licensing, Certification or Authorization

The Proponent shall be authorized to provide Landscape architectural services and must include, an Architect, urban designer, structural engineer, civil engineer, electrical engineer and cost consultant 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 province of Ontario and/or Québec. If the Proponent is licensed to practise in only one of the two provinces then that Proponent must be eligible and willing to be licensed in the province in which they are not licensed.

Urban Designer shall be an Architect, Landscape Architect, or Planner specializing in urban design and registered as a Professional Member of the Canadian Institute of Planners.

REPLACE WITH:

3.1.2 Licensing, Certification or Authorization

The Proponent shall be authorized to provide Landscape architectural services and must include, an Architect, urban designer, structural engineer, civil engineer, electrical engineer and cost consultant 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 province of Ontario

and/or Québec. If the Proponent is licensed to practise in only one of the two provinces then that Proponent must be eligible and willing to be licensed in the province in which they are not licensed

Urban Designer shall be an Architect, Landscape Architect, or Planner specializing in urban design.

E) APPENDIX C – PRICE PROPOSAL

This change only applies to the French version of the RFSO document (Demandes d'offre à commandes).

The following is in response to an inquiry received in relation to this solicitation. This amendment will form part of the contracting documents.

Question 1

In Section 3.2.3 – experience of the proponent, you refer to the provision of relevant projects having reached Substantial Performance. Would it be possible for you to elaborate on what you consider substantial? Furthermore, do studies and pre-projects classify as relevant projects?

Answer 1

- i) The term 'substantial performance' is defined in part GI 2 Definitions.
- ii) Refer to item **C** above.

Question 2

In Section 3.2.4 – Senior Personnel Expertise and Experience, we understand that you would like us to provide 2 C.V.s of senior personnel for each discipline and sub-consultant discipline for a total of 14 people. Please confirm our understanding.

Answer 2

PWGSC is asking for only 2 C.V.s of senior personnel of the Proponent, not the sub-consultants.

Question 3

In Section 3.2.5 - Project Personnel Expertise and Experience – Proponent, we understand that you would like us to provide 1 C.V. for an intermediate resource and 1 C.V. for a junior resource for each discipline and sub-consultant discipline for a total of 14 people. Please confirm our understanding.

Answer 3

PWGSC is asking for only one C.V. from one intermediate resource of the Proponent and one C.V. from one junior resource of the Proponent, not from the sub-consultants.

Question 4

In reference to the French version, in SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION, Item 3.1.2 Licensing, Certification or Authorization, it says that the urban designer must be an architect,

landscape architect or planner specializing in urban design, and be registered as a professional member of the Canadian Institute of Planners. However, under the Professional Code of Québec, an urban planner cannot be an architect, landscape architect or urban planner specializing in urban design and vice versa.

Question: Could you rephrase/clarify/explain?

Answer 4

- i) Refer to item **B** above.
- ii) Refer to item **D** above.

Question 5

In reference to the French version of the specifications, in SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION, 3.1.2 Licensing, Certification or Authorization, it says that an urban designer must be an architect, landscape architect or planner specializing in urban design, and be registered as a professional member of the Canadian Institute of Planners.

Question: Can being an urban planner registered in Quebec as a member of the Ordre des urbanistes du Québec (OUQ), or in Ontario as a member of the Ontario Professional Planners Institute (OPPI) replace being a member of the Canadian Institute of Planners (CIP)? Because an urban planner can be a member of the OUQ without being a member of the CIP.

Answer 5

Refer to the answer to question 4.

Question 6

In reference to the French version of the specifications, in SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION, 3.1.3 Consultant Team identification, it says that it must include, among others, an urban designer. It says Urban Designer in the English version of the specifications and it says urbaniste in French. This designation is confusing. Urbaniste in English should be Urban Planner, City Planner, or Planner, but not Urban Designer. In French, it is common to translate Urban Designer as "Designer urbain." Although an urban planner can be an "Urban Design," the translation of urbaniste is not Urban Designer in English.

Question: Could you clarify? Is it an Urban Planner that you want included on the team, or is it an Urban Designer?

Answer 6

The Proponent is to include an Urban Designer on the team. Refer to item **B** in the French document.

Question 7

In reference to the English version of the specifications, in SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION, 3.1.2 Licensing, Certification or Authorization, it says that the Urban Designer must be an

architect, landscape architect or planner specializing in urban design, and be registered as a professional member of the Canadian Institute of Planners. This is confusing because an Urban Designer is not necessarily an urban planner and is not necessarily a member of the CIP in the case of an architect or landscape architect.

Question: Could you clarify your preferred designation: Urban Planner or Urban Designer?

Answer 7

The Proponent is to include an Urban Designer on the team. Refer to item **B** in the French document.

Question 8

In reference to the French version of the specifications, in SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION, 3.2.4 Senior Personnel Expertise and Experience, in this section we are asked to provide 2 curricula vitae for senior members of personnel.

Question: Are we to understand that we can indicate more than 2 resources for this position on the organization chart, but only the two resources for which we provide a C.V. will be evaluated?

Answer 8

Yes, the Proponent could indicate more than two senior resources on their organization chart, but only the two resources for which the Proponent provides C.V.s will be evaluated.

Question 9

In reference to the French version, in SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION, 3.2.5 Project Personnel Expertise and Experience – Proponent, in this section we are asked to provide 1 curriculum vitae for an intermediate staff member and 1 curriculum vitae for a junior staff member.

Question: Are we to understand that we can indicate more than 2 resources for each of these resources (intermediate and junior) on the organization chart, but only the two resources for which we provide a C.V. will be evaluated?

Question: Is there a maximum number of pages for the provision of the curricula vitae?

Answer 9

- i) Yes, the Proponent may indicate more than two resources for each of the intermediate and junior resources on the organization chart, but only the intermediate and junior resources for which the Proponent provides curricula vitae will be evaluated.
- ii) No, there isn't a maximum number of pages for the provision of the curricula vitae, but the maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under SRE 3.2 is forty-eight (48) pages.

Question 10

In reference to the French version of the specifications, in SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION, 3.2.6 Past Experience – Sub-Consultants/Specialists – in this section you ask for a brief description of 2 projects for each of the six (6) sub-consultants/specialists.

Question: May we indicate more than one resource for each sub-consultant/specialist?

Question: Should we also provide curricula vitae for each resource?

Question: If yes, is there a maximum number of pages for the provision of curricula vitae?

Question: If more than one resource is permitted for each sub-consultant/specialist, will a curriculum vitae and 2 projects be required for each of these additional resources?

Answer 10

PWGSC is asking for 2 projects per sub-consultant/specialist.

Refer to **3.2.6 Past Experience – Sub-Consultants/Specialists**

2. What the Proponent should provide:

Question 11

Appendix C – Price Proposal Form – for tables A – F, a definition is provided for each category of personnel.

(In the French version) Intermediate personnel means a staff member with at least five years of experience after graduation from an accredited university or college program in the applicable discipline.

(In the French version) Junior personnel means a member of professional or technical staff with at least five years of experience.

Question: We are being asked for the same number of years of experience for intermediate and junior staff, i.e. 5 years. Normally intermediate staff have more years of experience than junior staff. Could you please explain or clarify?

Question: In addition, (in the French version) intermediate staff are required to have a degree, while junior staff are required to be members of a professional association. In the cost tables presented below this section, rates are requested for intermediate and junior professionals (ex. architect, landscape architect, urban planner, etc.) which means that both categories (intermediate and junior) must be members of a professional association. Could you please explain or clarify?

Answer 11

Refer to point **E** above.

Question 12

In Section 3.2.4 – Senior Personnel Expertise and Experience - Proponent, we understand that, in this section, we are required to present curricula vitae for two senior personnel. Do we also need to identify other senior staff members, but without curricula vitae?

Answer 12

It is not necessary for the Proponent to indicate additional senior personnel.

Question 13

In Section 3.2.5 – Project Personnel Expertise and Experience – Proponent, we understand that, in this section, we are required to present the curriculum vitae of one intermediate staff member and one junior staff member. Do we also need to identify other intermediate and junior staff members, but without curricula vitae?

Answer 13

It is not necessary for the Proponent to indicate additional intermediate or junior personnel.

Question 14

In Appendix C – Price Proposal Form, it says that “Junior personnel” means a member of professional or technical staff with at least five years of experience. But, in the English version it says “Junior personnel means professional or technical personnel with less than 5 years of experience in the applicable discipline.” Please clarify this ambiguity.

Answer 14

Refer to point **E** above.

Question 15

In previous Request for Standing Offers, we were able to submit hard copy proposals to PWGSC. Are we to understand that hard copies are no longer acceptable?

Answer 15

Yes, your understanding is correct. Hard copy submissions will not be accepted and will not receive any consideration for this Solicitation. Proposals must be submitted by using the epost Connect Service provided by Canada Post Corporation, however, in the case of incompatibility or the inability to transmit by epost Connect service, submission of proposals by facsimile is also accepted. Proponents must refer to GI 10, Submission of Proposal, and SRE 2, Proposal Requirements, for further information concerning the process and timeframes which apply to the submission of Proposals.

Question 16

Forms - The forms to be completed are part of the terms of reference. Is it possible to have a separate file in PDF format containing only the forms to be filled? This would prevent us from extracting each of the forms from the terms of reference.

Answer 16

No, unfortunately these files are not available in the requested format.