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**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

<b>Title - Sujet</b> Landscape Architectural Services	
<b>Solicitation No. - N° de l'invitation</b> EP168-202892/A	<b>Date</b> 2020-09-24
<b>Client Reference No. - N° de référence du client</b> 20202892	<b>Amendment No. - N° modif.</b> 004
<b>File No. - N° de dossier</b> fe182.EP168-202892	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FE-182-78958	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale 2020-07-29	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-10-06</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Chow, Angi	<b>Buyer Id - Id de l'acheteur</b> fe182
<b>Telephone No. - N° de téléphone</b> (613) 296-0634 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> National Capital Region	
<b>Security - Sécurité</b> 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**

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

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

**A) SOLICITATION CLOSING DATE**

The closing date and time for this Request for Standing Offers has been extended to October 6, 2020 at 2pm Eastern Daylight Time (EDT).

**B) APPENDIX D – TEAM IDENTIFICATION**

**DELETE:**

Delete Appendix D in its entirety.

**REPLACE:**

Replace Appendix D with the attached document.

**C) SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION**

**3.2.3 Past Experience - Proponent**

This change only applies to the French solicitation. The English solicitation remains unchanged.

**The following is in response to inquiries received in relation to this solicitation.**

**Question 28**

Under SO EP168-202892/A, would it be possible to consider cost sub-consultants' years of experience gained before receiving PQS accreditation? This change would allow PWGSC to have a larger pool of cost consultants, given that many consultants have not been PQS members for very long but have the required experience.

**Answer 28**

No. The years of experience specified will remain as described in the RFSO.

**Question 29**

3.2.3/3.2.6 Please describe "Substantial Performance". Do all of the three projects need to be built works, or are completed Master Plans acceptable as Past Experience?

**Answer 29**

- i. Refer to Answer 1 and item **C** in Amendment 001.
- ii. Master Plans are acceptable examples of studies under 3.2.3 Past Experience – Proponent.
- iii. Master Plans are not acceptable as examples of projects under 3.2.6 Past Experience – Sub-Consultants/Specialists.

### **Question 30**

3.2.4/3.2.5 Should the response be limited to the Key Personnel as described in the RFSO, or should the proposal also include backup personnel?

### **Answer 30**

The response should be limited to key personnel as described in the RFSO.

### **Question 31**

Please clarify the following: "Past expertise and experience of personnel not within the Proponent's (or joint venture Proponent's) organization will not be considered in the evaluation". Does this mean that experience in the provision of the Required Services (RS) of Personnel prior to employment with the firm will not be considered in the evaluation?

### **Answer 31**

No, experience gained by personnel prior to their employment with the Proponent will be considered. The requirement is that the personnel must be members of the Proponent's organization (or joint venture) at the time that the Proponent transmits their offer.

### **Question 32**

3.2.6 Past Experience – Sub-Consultants/Specialists: Are curricula vitae to be submitted for the Key Sub-Consultants/Specialists personnel, or are we only to submit the 2 projects per discipline/firm?

### **Answer 32**

Refer to the response to Question 10 in Amendment 001.

### **Question 33**

We have some question regarding the Appendix C, p. 123 of the RFP documents, the description for the personnel are as follow:

*Partner / Principal / means 12+ years of experience after professional accreditation in a provincial governing association such as the Ontario Association of Landscape Architects (OALA) or the Association des architectes paysagistes du Quebec (AAPQ).*

*Senior personnel means 10+ years of experience after professional accreditation in a provincial governing association such as the OALA or the AAPQ.*

*Intermediate personnel means 5+ years' experience after graduation from an accredited university or college program in the applicable discipline.*

*Junior personnel means professional or technical personnel with less than 5 years of experience in the applicable discipline.*

However, Tables A through G describe Category of Personnel as professionals only. For example, an intermediate Architect and a Junior Architect both implicitly have a professional accreditation in a provincial governing association such as the OAA and the OAQ. If we were to apply this logic, we would

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be unable to present intermediate or junior personnel as described above (having valid experience after graduation from an accredited university or college), as this description alone does not apply to a professional. This ambiguity may have a determining impact on our fees. This is also true for landscape architecture professionals and engineering professionals.

Could PWGSC specify whether the intermediate and junior resources must be an accredited professionals or whether they may be technical staff without any professional accreditation?

**Answer 33**

PWGSC does not require intermediate personnel or junior personnel to have professional accreditation.

**Question 34**

At 3.2.4 Senior Personnel Expertise and Experience – Proponent, on pages 109 and 110 of the Request for Standing Offer document, the following is stated:

2. What the Proponent should provide: (approximately two (2) pages per senior personnel)

a) C.V.s of two (2) senior personnel. . . . ;

3. In-house personnel means personnel within the Proponent's organization. Past expertise and experience of personnel not within the Proponent's (or joint venture Proponent's) organization will not be considered in the evaluation.

Item 2 states that C.V.s of two senior personnel should be provided, and item 3 states that the personnel must be from within the Proponent's organization or joint venture.

1. Does this mean that, in this section, we cannot provide C.V.s of senior personnel of sub-consultants if they are not from within the organization or joint venture?

2. Should we limit ourselves to two C.V.s for senior personnel?

**Answer 34**

1. PWGSC requires the C.V. of senior personnel within the Proponent's organization (or joint venture).

2. PWGSC is requesting the C.V. of two (2) senior personnel.

**Question 35**

We have the same question regarding 3.2.5 Project Personnel Expertise and Experience – Proponent.

2. What the Proponent should provide:

a) C.V. of one (1) intermediate personnel which will perform the majority of the work resulting from the individual Call-ups. Each curriculum vitae should clearly indicate the years of experience the project personnel has in the provision of the services specified in the Required Services (RS) section;

b) C.V. of one (1) junior personnel which will perform the majority of the work resulting from the individual Call-ups. Each curriculum vitae should clearly indicate the years of experience the project personnel has in the provision of the services specified in the Required Services (RS) section;

3. In-house personnel means personnel within the Proponent's organization.

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Can we provide the C.V.s of intermediate and junior personnel for the Prime Consultant and each sub-consultant even if they are not members of the organization or joint venture?

**Answer 35**

No, intermediate and junior personnel must be members of the Proponent's organization (or joint venture) at the time that the Proponent transmits their offer. Similarly, personnel of the sub-consultants/specialists must be members of the respective sub-consultant's organization.

**Question 36**

Do the Subconsultant firms also need to provide Integrity Provisions – Required documentation?

**Answer 36**

Section 3.1.4 **Integrity Provisions – Required documentation** applies to the Proponent only.

**Question 37**

Are CVs part of the 48-page limit?

**Answer 37**

Yes.

**Question 38**

The categories of required personnel do not provide for any administrative personnel, even though each project will entail secretarial, administrative and support costs. Wouldn't it be appropriate to add this category to the unit price tables?

**Answer 38**

No. The Proponent shall provide a single fixed hourly all-inclusive rate for each category of personnel listed.

**Question 39**

The requirement to identify team members in Appendix D – Team Identification is confusing. On the one hand, you ask us to provide information on the team, referring to Appendix C, which has four (4) personnel categories for each of the seven (7) disciplines (for a total of at least 28 names). On the other hand, in Appendix D, you ask us to identify Key Personnel. As we understand it, Key Personnel as defined in GI 2 Definitions and SRE 3 Submission Requirements and Evaluation means rated personnel (see 3.2 Rated Requirements), which would total 11 names to be identified.

Can you clarify this for us and indicate which names must be identified in Appendix D? Key Personnel (11 names) or the professionals referred to in Appendix C (28 names)?

**Answer 39**

Refer to item B above.

#### **Question 40**

We have another question regarding the above-referenced Request for Standing Offer.

When we look at the plan in the RFSO and the description of the required documentation, at 3.2.5 Project Personnel Expertise and Experience – Proponent, it is specified that personnel (intermediate and junior personnel) must be from within the organization.

Further on, at 3.2.6 Past Experience – Sub-Consultants/Specialists, we note that we only have to provide two projects for each of the team's firms (architects, engineers, etc.), but nowhere other than in Appendix D or the project's organization chart do we have to mention the names and biographical details of the members of the team of consultants. In the RFSO, should we describe the members of the team of sub-consultants/specialists anywhere other than in Appendix D?

#### **Answer 40**

Refer to section 3.2.6, specifically 2. a) to e) and to item B above.

#### **Question 41**

Would it be possible to open an epost Connect conversation so that we can forward our proposal to you? In the event that I need to speak to someone else for the epost connection, please send me the information.

#### **Answer 41**

Refer to the instructions in **GI 10.2 Transmission by epost Connect or Facsimile**. If you do not have your own licencing agreement for epost connect, you must send an email to: [tpsgc.dgareceptiondessomissions-abbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessomissions-abbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca) to open an epost conversation with PWGSC Bid Receiving Unit.

#### **Question 42**

As per SRE 5 – Submission Requirements Checklist – Integrity Provisions Document – If we have no declaration, do we still need to include this form? If so, can you please provide a correct link as the one provided on page 3 of the RFSO leads to an error page.

#### **Answer 42**

An Integrity Declaration Form does not need to be submitted if there are no declarations, however the information requested in section **GI 1 Integrity Provisions – Proposal** point 3 (a) must still be provided. The Ineligibility and Suspension Policy can be found at: [www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html).

#### **Question 43**

In the Terms of Payment section, TP 10 Disbursements, it is mentioned in point 1 that all costs must be included and in point 2 that they will be reimbursed. Are we to understand that our hourly rates should include all freight, printing and other charges required in the project?

### **Answer 43**

Proponents must provide an hourly all-inclusive rate. The costs listed in TP 10 point 1 shall be included in the fees required to deliver the Consultant Services which are **specified in** the Standing Offer Brief. The costs listed in TP 10 point 2 are **additional services** to those specified in the Standing Offer Brief and are subject to Departmental Representative approval.

### **Question 44**

How do we open and epost Connect conversation in order to submit this proposal?

### **Answer 44**

Refer to answer 41.

### **Question 45**

Reference: Section GI 1 - Integrity provisions - points 4 and 5

In point 4 of this section, several points are mentioned to which the tenderer certifies by signing his tender, including point d) a list of criminal charges. In point 5, it is indicated that if the tenderer is unable to provide the certificates required in paragraph 4, he must complete a declaration of integrity form.

Question 1: We understand that if we have nothing to provide according to the items listed in point 4, we have no document or form to attach to our submission. Is our understanding good?

Question 2: The references to the various web links in this section do not work. If we try to access it, including the link at the end of point 3b which takes us to the various forms, among other things, we end up with an error message. Is it possible to correct the references to make the links work?

### **Answer 45**

1) Refer to answer 42.

2) The Ineligibility and Suspension Policy can be found at: <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html> and the Integrity Declaration Form can be found at <http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>.

### **Question 46**

As in point 3.2.4, two curriculum vitae can be presented for senior personnel and in point 3.2.5 a curriculum of intermediate personnel and a curriculum vitae of junior personnel, is there a section or appendix of the offer where all the team's curriculum vitae can be presented?

### **Answer 46**

No. The curriculum vitae are included in the 48-page limit.

### **Question 47**

As part of a standing offer and following PWGSC's notice to submit a proposal (call-up), how many working days does the Proponent have to submit its proposal?

Solicitation No. - N° de l'invitation  
EP168-202892/A

Amd. No. - N° de la modif.  
004

Buyer ID - Id de l'acheteur  
fe182

Client Ref. No. - N° de réf. du client  
20202892

File No. - N° du dossier  
fe182.EP168-202892

CCC No./N° CCC - FMS No./N° VME

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**Answer 47**

A time frame for submitting a proposal will be set upon acceptance of the Terms of Reference.

**Question 48**

We notice a significant difference in translation between the English and French versions of the Request for Standing Offers (RFSO) document in SRE 3.2.3 and 3.2.6 which are translated in 2 ways:

SRE 3.2.3, "budget per discipline" is translated as " budget par secteur d'activité ";

SRE 3.2.6, "budget per discipline" is translated as "budget accordé pour chaque discipline ".

Is this difference intentional? Please confirm.

**Answer 48**

No. Refer to item **C** above.

# **APPENDIX D**

## **Team Identification**

### **Landscape Architectural Services**

**APPENDIX D – TEAM IDENTIFICATION**

For details on this format, please see Submissions Requirements and Evaluation (SRE) in the Request for Standing Offers (RFSO).

The Prime Consultant and other members of the Consultant Team 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 province of the work.

In providing the information below, please refer to Appendix C for experience profiles.

**I. Prime Consultant:**

**Landscape Architect:**

Firm or Joint Venture Name: .....  
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For each key individual, provide level (principal, senior, intermediate or junior), professional licensing status and years of experience.

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**II. Key Sub Consultants / Specialists:**

**Urban Designer:**

Firm Name: .....  
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For each key individual at the senior level, provide professional licensing status and years of experience.

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**Architect:**

Firm Name: .....  
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For each key individual at the senior level, provide professional licensing status and years of experience.

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**Civil Engineer:**

Firm Name: .....  
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For each key individual at the senior level, provide professional licensing status and years of experience.

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**Electrical Engineer:**

Firm Name: .....  
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For each key individual at the senior level, provide professional licensing status and years of experience.

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**Structural Engineer:**

Firm Name: .....  
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For each key individual at the senior level, provide professional licensing status and years of experience.

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**Cost Consultant:**

Firm Name: .....  
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For each key individual at the senior level, provide professional licensing status and years of experience.

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END OF TEAM IDENTIFICATION