

QUESTIONS & ANSWERS #8

This document addresses **six (6)** additional questions (highlighted) that Infrastructure Canada (INFC) has received regarding RFP # INFC-2020/21-PS3031.

The solicitation period has been extended – see question 25.

See questions 14, 16, and 28 for changes to the details to be provided in the financial bid.

See question 9 for a change in the deadline for the first deliverable.

Several questions pertain to the Statement of Work.

Q31:

Given that the state of reference (Groupe Hémisphères, 2017) is insufficient, or even absent, for many parts, how should Bidders conceptualize their inventory (work) plans and determine the level of effort along with their corresponding costs so that comparisons with the state of the reference and the monitoring years are valid? May INFC identify the expected level of effort for the inventory requested for each component so as to enable comparable technical and financial proposals from Bidders?

A31:

INFC considers the level of effort to have been sufficiently described in Annex A – Statement of Work, which is the same as the initial plan presented in the Hémisphère (2017) report. Bidders must evaluate their monitoring efforts and base their budget on this same basis as well as the rules of the art for the monitoring services requested.

Q30:

It is important to understand that the comments from the regulatory authorities can result in an increase in the level of effort that is impossible to foresee in the context of competitive bidding. Are Bidders required to take into account all comments from DFO and ECCC?

A30:

INFC is well aware of the possibility that comments/feedback from regulatory authorities could result in an increase to the level of effort. In any case, it is important to note that Annex A – Statement of Work was reviewed by the regulatory authorities and partners before the RFP was launched. This does not guarantee that no such comments/feedback will be provided. To the extent where any additional requests are consistent with the objectives of this compensation project, the commitments of INFC and the authorizations issued for the project, all the comments/feedback coming from DFO and ECCC must be taken into account.

Q29:

Considering that bids comprise a preliminary approach to conducting the Work and a lump-sum budget, how does INFC intend to manage the additional requests that could possibly arise from the revision of the work plan by DFO and ECCC? Bidders must provide a competitive price, based on the terms of the RFP, but the comments/feedback, an increase in the level of effort, and the characterisation method can be increased by DFO and ECCC and seriously undermine the proposed budget structure.

A29:

If necessary due to the comments/feedback and requirements of DFO and ECCC, the monitoring activities could be modified. In the case where this happens and the level of effort increases as a result, the additional effort can be remunerated on a cost-per-service basis, provided in section 2.3, or by the firm hourly rate provided in section 2.5 of Annexe 1 to Part 3 of the RFP – Pricing Schedule.

Q28:

Would it be possible to make an editable template available for the information to be included in the financial proposal?

A28:

INFC has posted a separate file with the revised Pricing Schedule in PDF format and in MS Word format in both official languages.

Q27:

In the definition of mandatory corporate criterion MC-3, it is stated that the presentation of the work team must demonstrate the availability of a team that is completely capable of responding to all the primary services. By availability, is it to be understood that it is the current availability for each resource for the year 2021 based on the Bidder's current state of work orders (in terms of percentage of other engagements) or of the presence of a certain number of resources within the Bidder's capacity to deliver each of the monitoring streams (in other words, general capacity)?

A27:

This criterion is to indicate how the Bidder intends to bring to bear the resources it has proposed to complete the Work and how, in the exceptional case where the key resources proposed are not available, the Bidder will compensate with the equivalent experience and expertise of the resource to be replaced.

Q26:

In the definition of mandatory corporate criterion MC-3, it is stated that the presentation of the work team must include the profile of key positions (special authorities and assignments). May INFC further specify what is required for this point and how it differs from the first element (that is to say, the tasks assigned to each of the proposed resources)?

A26:

For the profile of the key positions, INFC means Bidders must indicate who will be responsible for the various activities beyond the more technical tasks. For example: coordination of the preparation of the various deliverables, controlling the quality of the deliverables, monitoring the budget, keeping track of deadlines, health and safety at work, various interactions with the client, etc.

Q25:

May INFC please extend the solicitation period for this RFP?

A25:

INFC hereby extends the solicitation period. The new solicitation closure is **December 3rd, 2020 at 3pm EST.**

Q24:

May INFC please provide the English version of Annex 3 to the SOW?

A24:

The Annex 3 of the Statement of Work has been translated to English and is on the same web page as the documents related to this RFP. Note: The Statement of Work states that the supplier will need to provide all deliverables (including meetings) in French.

Q23:

Please confirm whether or not Bidders need to have organisation security clearance.

A23:

Bidders do NOT require any security documentation since the only security requirement is to be escorted if they are present at INFC offices.

Q22:

Is there a part missing to the first sentence of criterion TO-1 in the French version of the RFP?

A22:

The full and complete first sentence of criterion TO-1 in the French version of the RFP is:

Le soumissionnaire doit proposer une ressource et la description d'un maximum de 3 projets pour lesquelles la ressource proposée a œuvré comme Directeur de projet.

Q21:

Is a temporary permit subject to the Endangered Species Act of Canada (L.R.C. (1985), ch. W-9) and issued under article 4 of the Wildlife Area Regulations (C.R.C., ch. 1609) required to complete the Work?

A21:

As mentioned in section 8 of Annex A – Statement of Work, a temporary permit subject to the Endangered Species Act of Canada (L.R.C. (1985), ch. W-9) and issued under article 4 of the Wildlife Area Regulations (C.R.C., ch. 1609) is required to complete the Work.

Q20:

Is a temporary permit subject to the 1994 law on the convention concerning migratory birds (L.C. 1994, ch. 22) and issued under article 9 of the Wildlife Area Regulations (C.R.C., ch. 1036) required to complete the Work?

A20:

As mentioned in section 8 of Annex A – Statement of Work, a temporary permit subject to the 1994 law on the convention concerning migratory birds (L.C. 1994, ch. 22) and issued under article 9 of the Wildlife Area Regulations (C.R.C., ch. 1036) is required to complete the Work.

Q19:

For the optional monitoring years (2024, 2026, and 2028), we understand that the tasks covered in the Statement of Work are exactly the same for the year 2021. Is that correct?

A19:

The optional monitoring years are years 3, 5, and 7 following completion of the constructed works, which are the years 2023, 2025, and 2027. In the RFP, the services requested for the optional monitoring years are the same as those for the first year of monitoring. As mentioned in section 5.4 of Annex A – Statement of Work, it is possible that all or a part of the tasks foreseen may not be done for the optional monitoring years.

Q18:

The mandatory criteria MT-1 and MT-2 in the RFP include an annexe presenting a CV of 5 pages for the Project Director and the Project Lead. The CVs of the other key team members do not

seem to be required for mandatory criterion MT-3. May the CVs of the other key team members be included in the evaluation of a proposal?

A18:

The CVs of the members of the team of proposed professionals can be attached to the technical bid in support of them. Regardless, the demonstration of the response to the mandatory and point-rated criteria must be made in the text for each of the criteria for the technical bid. The CVs can come complete for those who are presented in the text for the mandatory and point-rated criteria to all evaluators to validate that the information presented in the bid is fair and verifiable.

Q17:

Regarding the capture of turtles using fyke nets, a permit SEG (provincial) is required as well as a certificate of Good Animal Practice. Is a federal permit also required to complete the Work? If yes, which one?

A17:

Provincial legal requirements must be respected regarding the capture of turtles. Equally so for other animals concerned, including, among other things, their eggs, depending on the case.

Is it the responsibility of the Contractor to respect all provincial legal requirements, notably via the acquiring of an SEG permit at a certificate of Good Animal Practice.

Regarding federal requirements, it is equally the responsibility of the Contractor to check with the relevant authorities regarding the necessary permits and authorisations to conduct the Work. It is also the responsibility of the Contractor to obtain these permits.

As mentioned in section 8 of Annex A – Statement of Work, the following permits are necessary according to the Work:

- a temporary permit subject to the Endangered Species Act of Canada (L.R.C. (1985), ch. W-9) and issued under article 4 of the Wildlife Area Regulations (C.R.C., ch. 1609)
- a temporary permit subject to the 1994 law on the convention concerning migratory birds (L.C. 1994, ch. 22) and issued under article 9 of the Wildlife Area Regulations (C.R.C., ch. 1036)

The Contractor must also consider the possibility that it may be necessary to obtain a permit under the following regulations :

- a temporary permit subject to the 1994 law on the convention concerning migratory birds (L.C. 1994, ch. 22) and issued under articles 4 and 19 of the Wildlife Area Regulations (C.R.C., ch. 1035)

- a temporary permit subject to the law on endangered species and issued under articles 73 and 74.

In any case, the costs of the permits and authorisations must be defrayed by the Contractor.

Q16:

How does the RFP change to include the details for monitoring the use by mammals?

A16:

There are four changes.

1 & 2: Additional rows need to be added to **two tables** in the **Pricing Schedule** as follows. Bidders must include these rows in their financial proposal and the amounts in these additional rows must be included in the sum for their respective tables.

Table 2.1.1 Breakdown of Prices for Primary Services in the Initial Contract Period

PRIMARY SERVICE	Quantity (Q)	Firm all-inclusive unit price (excluding applicable taxes) (P)	Total estimated cost (Q X P)
<i>Note: The following table was designed to facilitate the bid's financial proposal and evaluation process. The bidder must propose a firm unit price for the monitoring described in Annex A for Year 1 of the environmental monitoring.</i>			
<u>Monitoring of use by semi-aquatic mammals</u> - To meet the requirements of section 5.3.4.4 of Annex A – Statement of Work (including all expenses)	1	[\$[bidder to insert]]	[\$[bidder to insert]]

Table 2.2.1 Breakdown of Prices for Primary Services in the Option Periods

Primary Service	Monitoring Year	Quantity (Q)	Firm all-inclusive unit price (excluding applicable taxes) (P)	Total estimated cost (Q X P)
<i>Note: The following table was designed to facilitate the bid's financial proposal and evaluation process. Bidders must propose a firm unit price for the monitoring described in Annex A – Statement of Work with the approximate schedule indicated below.</i>				
<u>Monitoring of use by semi-aquatic mammals</u> - To meet the requirements of section 5.3.4.4 of Annex A – Statement of Work (including all expenses)	Year 3	1	[\$[bidder to insert]]	[\$[bidder to insert] (a)]
	Year 5	1	[\$[bidder to insert]]	[\$[bidder to insert] (b)]
	Year 7	1	[\$[bidder to insert]]	[\$[bidder to insert] (c)]

3: The Basis of Payment in Annex B now includes the following article:

1.1.1 Breakdown of Primary Services for All Monitoring Years

j) Firm, all-inclusive price for *monitoring of use by semi-aquatic mammals* (Section 5.3.4.4 of the Statement of Work [Annex A]) in:

- i. Monitoring year 1: \$ [to be taken from the firm prices provided in the Bidder's financial proposal]
- ii. Monitoring year 3, if option period 1 is exercised: \$ [to be taken from the firm prices provided in the Bidder's financial proposal]
- iii. Monitoring year 5, if option period 2 is exercised: \$ [to be taken from the firm prices provided in the Bidder's financial proposal]
- iv. Monitoring year 7, if option period 3 is exercised: \$ [to be taken from the firm prices provided in the Bidder's financial proposal]

4: The Statement of Work now includes the following article:

5.3.4.4 Monitoring of use by Semi-aquatic Mammals

Unless it is suspected that there is a species at risk, it is expected that only incidental observations of mammals will be used. The Contractor must take note of the species, the number of individuals, location, behavior, weather conditions, etc.

Signs of the presence of the species representing a risk to the vegetation present in the completed works, like beavers, for example, must also be noted, located, and counted.

Q15:

Given the lump sums for each aspect of the Work, is article 7 in Annex B required for actual total amounts or the activities with a firm price? The latter would add a large administrative burden on companies.

A15:

Article 7 in Annex B pertains only to any optional services obtained. This article does not apply to the lump sum costs for primary services. Bidders are required to be clear in their proposed methodology given that this will also have an impact on costing. Since 20% of the evaluation is based on price, Bidders accept the risk associated with balancing the cost of technical assumptions relative to offering competitive prices when developing their financial proposal, which must be full, complete, and submitted by the bid closure date and time.

Q14:

Concerning the Basis of Payment in Annex B, would it be possible to separate Milestone 3 into two milestones, 3A and 3B in order to permit payment for significant sums of money that will have been spent on data collection in the field for several aspects of the Work? These include

important amounts for salaries, equipment rentals, etc. The first piece of 30% would be paid upon delivery of the preliminary report for milestone 3A and 20% payable upon delivery of the final version for milestone 3B.

A14:

Article 1.1.a – Schedule of Milestones for All Monitoring Years in Annex B – Terms of Payment is replaced as follows:

Original Text	Revised Text
<p><u>1.1 Schedule of Milestones for All Monitoring Years</u></p> <p>a) The Schedule of Milestones according to which payments will be made under the Contract for each monitoring year is presented below. The percentages are the same for the work performed in any option period, if exercised. The percentages are based on the sum of the prices for primary services (stated in Section 1.1.1 – Breakdown of primary services for all monitoring years (below)) selected by the INFC Project Authority for that monitoring year.</p> <p>i. Milestone 1: Work program: 10% of the total price of primary services for that monitoring year</p> <p>ii. Milestone 2: Health and safety plan: 5% of the total price of primary services for that monitoring year</p> <p>iii. Milestone 3: Progress report: 50% of the total price of primary services for that monitoring year</p> <p>iv. Milestone 4a: Monitoring year DRAFT report: 20% of the total price of primary services for that monitoring year</p> <p>v. Milestone 4b: Monitoring year FINAL report: 15% of the total price of primary services for that monitoring year</p>	<p><u>1.1 Schedule of Milestones for All Monitoring Years</u></p> <p>a) The Schedule of Milestones according to which payments will be made under the Contract for each monitoring year is presented below. The percentages are the same for the work performed in any option period, if exercised. The percentages are based on the sum of the prices for primary services (stated in Section 1.1.1 – Breakdown of primary services for all monitoring years (below)) selected by the INFC Project Authority for that monitoring year.</p> <p>i. Milestone 1: Work program: 10% of the total price of primary services for that monitoring year</p> <p>ii. Milestone 2: Health and safety plan: 5% of the total price of primary services for that monitoring year</p> <p>iii. Milestone 3a: DRAFT Progress Report: 30% of the total price of primary services for that monitoring year</p> <p>iv. Milestone 3b: FINAL Progress Report: 20% of the total price of primary services for that monitoring year</p> <p>v. Milestone 4a: Monitoring year DRAFT report: 20% of the total price of primary services for that monitoring year</p> <p>vi. Milestone 4b: Monitoring year FINAL report: 15% of the total price of primary services for that monitoring year</p>

Q13:

Article 5.3.1 in Annex says “In addition to the readings, surveys, field measurements and observations, the Contractor must plan to compare and analyze aerial photos of the compensation area taken annually or bi-annually”. Please state who will provide the aerial photographs, the dates those photos were taken, when they will be delivered to the Contractor, and whether will they be geo-referenced or in a digital format that permits 3D modeling (PAR file type or similar).

A13:

The Contractor is responsible for obtaining the relevant aerial photographs and in defraying the costs.

Q12:

In Annex A article 5.2, it says “the process of revising the first version of the follow-up program will take approximately four months” and that “the Contractor must submit the revised work program in an electronic version to the INFC Project Authority within five business days”. Would it be possible to revise these deadlines to the following: 3 months for the program revision period and 15 working days for the delivery of the revised program?

A12:

Given the anticipated start date of the Work and that of the monitoring activities, likewise with implications of two other government departments in the revision of the work plan, the conditions in Annex A – Statement of Work remain as is. It should be noted that the Department of Fisheries and Oceans (DFO) requires 90 days for the program revision period.

Q11:

To help determine accurate costing of additional meetings (Annex B article 1.2.2.e), are we correct in assuming they are held online or via videoconference due to the corona virus?

A11:

That is correct. Meetings will be held online, that is, via videoconference.

Q10:

Can the permanent landmarks be installed on the completed structures to facilitate the taking of photographs? (Annex A articles 5.3.2 and 5.3.3)

A10:

It is possible to install landmarks on the completed structures, but their nature and their position must be discussed with the INFC Project Authority and the guardian department of the National Wildlife Reserve (NWR) of the Îles-de-la-Paix as well as Environment and Climate

Change Canada (ECCC). They cannot guarantee acceptance of such a measure with knowing the details of the landmark type proposed.

Q9:

Given the bid closure date, it seems that the preliminary version of the work plan, due on December 21, 2020 (Annex A article 7.0), is very close to potential contract award as well as the first kickoff meeting. Can the date for the preliminary work plan be postponed to early 2021?

A9:

The deadline for submitting the draft version of the work plan for year 1 is hereby changed to January 15, 2021.

Q8:

Annex A article 5.3.4.3 states “In all cases, this plan and these methods must make it possible to obtain data comparable to the data from the 2017 survey (Hémisphères, 2017), as well as the data obtained for each previous follow-up year”. However, fishing was used well before mid-August during this study, thereby making it difficult to see how objectives of the study can be met when documenting the use of the works built strictly by visual observations before mid-August. Are we correct with the understanding that, given these restrictions, egg collecting cannot be used during reproduction periods and only visual observations are permitted? We also understand that no fishing gear, even non-lethal, cannot be used before mid-August.

A8:

No fishing may be undertaken before mid-August. The comparison with data from the Hemisphere (2017) study must take this restriction into account. That said, it is possible to use egg collecting during reproduction periods.

Q7:

In regards to Annex A article 4.2, the following is stated, “The Contractor must demonstrate the creation or not of these functions through direct observations, inferences, comparisons with similar environments, etc.” If a Bidder conducts an inventory in an undeveloped area in order to qualitatively compare the resulting concerning the functions created by installations yet another Bidder does not conduct such an inventory, there will be repercussions on costs as well as points received. Will any technical points be attributed to compensating for this cost?

A7:

It is not expected that the Contractor conduct any inventories in any environments other than those mentioned in Annex A – Statement of Work. The comparison with similar environments is only one example of an approach that the Contractor could take in order to show the creation or not of functions that Infrastructure Canada (INFC) is looking to create. It is expected

that such a comparison, case depending, would be done with the study reports or the data available in the literature, for example.

Q6:

Would we be correct in saying that the authorised number of pages excluding the CVs for Bidders are: 2 pages for the Director; 2 pages for the Project Lead; 2 pages for the rest of the team; 10 pages for the description of the work, approach, scheduling, org chart, and the support team; and 3 pages for the company's expertise? This would result in 19 pages excluding CVs, correct?

A6:

The maximum number of pages for each technical criteria is correct. The technical bid could effectively include a maximum of 19 pages excluding CVs so long as the maximum number of pages for each criterion is respected. Pages in excess of the maximum number of pages for each criterion will not be considered in the technical bid evaluation.

Q5:

May the CVs for the proposed team of professionals be attached to the technical bid or are only the CVs of the Director and Project Lead required?

A5:

The CVs of the proposed team members can be included as attachments to the technical bid.

Q4:

In order to determine the costs for meetings involving the Director and Project Lead, are those meetings to be held online or via videoconference due to the corona virus?

A4:

Yes. As indicated in article 5.1 of Annex A – Statement of Work, meeting are expected to be held online. This means meetings will be held via videoconferencing.

Q3:

May Infrastructure Canada provide the most recent orthophotos?

A3 :

No, Infrastructure Canada will not provide orthophotos. Bidders must forecast the costs of various tools they will use to carry of the Work in the firm prices in their financial bids.

Q2:

In order to properly plan out the required surveys, is it possible:

- a) To know by which method the bathymetric surveys were done, both before and after the arrangements were made?
- b) To obtain the bank survey carried out before and after the construction was done?
- c) If not, to at least obtain a cross section of the site in order to see the natural terrain elevations, dikes, and other works?

A2:

Bathymetric surveys were carried out during the work using a single-beam echosounder with transects two meters apart perpendicular to the shore. A few secondary lines parallel to the shore were followed to validate the accuracy of the survey. For breakwaters, data from hydraulic excavators equipped with a positioning system operating with RTK GPS are used for as-built plans. This method was also used for beach recharging by combining it with the bathymetric survey and with a topometric survey.

During the Groupe Hémisphère (2017) study, only one bank survey was carried out. The methodology used for that bank survey is describe in section 2.8 and the results are shown in figure 7 of annexe II of the report.

As-built plans are not available at this time. The plans for construction with cross sections of the structures are attached to this amendment. Although the beach nourishment structures have undergone modifications due to the banks shape and the obstacles encountered, the elevation of the structures and the slopes have not been significantly modified.

Q1:

Can a project done by a sub-contractor be included for the mandatory and point-rated corporate criteria MC-4 and PRC-4?

A1:

A subcontractor's project may be presented for the mandatory corporate/rated criteria MC-4/PRC-4 as long as the Bidder demonstrates that this project was carried out in whole or in part by one or more members of the team proposed by the Bidder. For this purpose, the Bidder must ensure that the key resource(s) who participated in the realization of said project are (a) identified in the description for criteria MC-4 and PRC-4 and (b) at least one of these resources is included in the team proposed by the Bidder for at least one of the mandatory technical criteria.

**ALL OTHER TERMS AND CONDITIONS OF THIS BID SOLICITATION REMAIN
UNCHANGED**



Procurement Services – Services et Approvisionnement
Infrastructure Canada

Contact us at – vous pouvez nous rejoindre:

infprocurement-approvisionnement.inf@canada.ca