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**REVISION 001 TO A
REQUEST FOR PROPOSAL
(RFP)**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions remain the same.

Issuing Office:

Parks Canada Agency
National Contracting Services
Gatineau, QC

Title: Infrastructure Master Plan, Programme of the Main Station & Schematic Design of the Weather office, Sable Island National Park Reserve	
Solicitation No.: 5P201-20-0238/A	Date: March 29, 2021
Amendment No.: 001	
Client Reference No.: 2005	
GETS Reference No.: PW-21-00948614	

Solicitation Closes: At: 2:00PM On: April 8, 2021	Time Zone: EDT - HAE
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F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Enquiries to: Christine Piché	
Telephone No.: 873-355-8841	Fax No.: 1-877-558-2349
Email Address: Christine.piche2@canada.ca	
Destination of Goods, Services, and Construction: See Herein	

TO BE COMPLETED BY THE BIDDER

Vendor/ Firm Name:	
Address:	
Telephone No.:	Fax No.:
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):	
Signature:	Date:

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Contracting Authority:
Christine Piché

Client Reference No.:
2005

Title:
Infrastructure Master Plan, Programme of the Main Station & Schematic Design of the Weather office, Sable Island National Park Reserve

Amendment 001

The following is hereby amended:

- A. Answer questions from bidders;
- B. Updates to the Solicitation Document;

A. QUESTIONS AND ANSWERS

Question 1

Reference 3.1.2 on Page 20 and 3.2.2 on Page 22 – Some of the Key Personnel positions are redundant, for example the Prime Consultant (Proponent – Architect), Senior Architect, and Architect. Is it acceptable to provide one (1) Senior Architect for these roles in combination? If not, please provide more information on the distinguishing requirements between these positions.

Response: Yes, it is acceptable to provide one (1) Senior Architect for the roles listed in the question. However, it is up to the proponent to completely and thoroughly address each element of the requirements. Points will not be allocated if the information provided is insufficient to confirm that their experience meets the requirements of the criterion.

To provide further clarification, refer to the following amendments to sections 3.1.2 and 3.2.2.

Question 2

Reference 3.1.2 on Page 20 – The RFP states that “Sub-consultants / Specialists / Key Staff members may include” but the overall section is “Mandatory Requirements”. Please confirm that these positions are optional and how having or not having these individuals on the team will impact the evaluation.

Response: If the proponent proposes to provide multidisciplinary services that might normally be provided by a sub-consultant, this should be indicated in Appendix A. The fees for each sub-consultant should be included in the fee proposal in Appendix C

To provide further clarification, refer to the following amendment to section 3.1.2.

Question 3

Can you advise if this project is to be certified under the EnerPHit program? It is mentioned in Section 5.6 Establishing a Direction for Sustainability, but it is not clear whether full certification is required.

Response: This project design is required to adhere to the targets and actions listed in the Parks Canada Agency Departmental Sustainability Development Strategy June (2020-2023). Full certification under the EnerPHit program is not mandatory at this time.

Question 4

Is it required that the project meet any other certification requirements (energy efficiency such as LEED or Net Zero, Rick Hansen Accessibility Certification, etc.)?

Response: This project design is required to adhere to the targets and actions listed in the Parks Canada Agency Departmental Sustainability Development Strategy (June 2020-2023). Certification under the programs listed above is not mandatory at this time.

Question 5 Could you provide the latest version of the following documents:

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Parks Canada Agency supports the goals listed in the FSDDS (Federal Sustainable Development Strategy 2019-2022) through the activities described in the Departmental Sustainability Development Strategy (June 2020-2023).

Response: The link to the document is:

<https://www.pc.gc.ca/en/agence-agency/bib-lib/plans/docs2i/durable-sustainable-2020-2023>.

Question 6

Can you please provide an extension of time to the closing date?

Response: Tender closing is extended to April08, 2021.

B. AMENDMENT TO INVITATION TO TENDER DOCUMENT

1. The closing date has changed to Thursday, April 08, 2021 at 2:00pm EDT;

2. Section "3.1.2 Consultant Team Identification" is deleted and replaced by:

3.1.2 Consultant Team Identification

The consultant team to be identified must include the following:

1. **Senior Architect (also acts as prime consultant) with a minimum ten (10) years of licensed experience on architectural projects and as a senior member of the proponent who has the legal authority to bind the Proponent.**

Information required - name of firm, key personnel to be assigned to the project. For the prime consultant indicate current license and/or how you intend to meet the provincial or territorial licensing requirements.

In the case of a joint venture identify the existing or proposed legal form of the joint venture (refer to R1410T General Instructions to Proponents, GI9 Limitation of submissions).

An example of an acceptable format (typical) for submission of the team identification information is provided in Appendix A.

If the proponent proposes to provide multidisciplinary services that might normally be provided by a sub-consultant, this should be indicated in Appendix A. For example:

- 1) Structural engineering services
- 2) Mechanical engineering services
- 3) Electrical engineering services
- 4) Quantity surveying services
- 5) Energy modelling services (if not a separate consultant, explain how these services will be provided).

3. Section “3.2.2 Achievements of Key Personnel on Projects” is deleted and replaced by:

3.2.2 Achievements of Key Personnel on Projects

Describe the experience and performance of key personnel to be assigned to this project. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, **education**, commitments and achievements.

What we are looking for:

1. Senior Architect;

- A senior member of the team who has the legal authority to bind the Proponent, and a proven ability to work collaboratively and effectively with clients;
- Minimum ten (10) years of experience as a licensed professional in the province where the required services will be provided;

Demonstrated ability in:

- Design development of sustainable design projects, knowledge of Passive House principles;
- Preparation of design development and construction contract documents;
- Contract administration;
- Managing multi-disciplinary project teams, including sub-consultants through all project stages;
- Providing (or arrange provision of) reliable cost and time estimates for architectural projects.

2. Intermediate Architect;

- Minimum six (6) years as a licensed professional in the province where the required services will be provided;

Demonstrated ability of:

- Design and construction experience in sustainable building design; knowledge of Passive House principles;
- Preparation of design documents, construction documents and contract administration of a constructed project.

3. Senior Architectural Technician / Senior Architectural Technologist;

- Minimum six (6) years as a licensed professional in the province where the required services will be provided;
- Hold an architectural technician or architectural technologist diploma from a recognised post-secondary institution;

Demonstrated ability of:

- Design and construction experience in sustainable building design; knowledge of Passive House principles;
- Preparation of design documents, construction documents and contract administration services of a constructed project.

Information that should be supplied for each key personnel in their CV (curriculum vitae):

- Professional accreditation, number of years of accreditation, **license number**;
- Relevant experience, expertise, number of years' experience. Include experience in sustainable and green Building services and building science /energy efficient services;
- Role, responsibility and degree of involvement of individual in past projects

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- Accomplishments/achievements/awards
- Other certifications

4. Section “APPENDIX A - TEAM IDENTIFICATION FORMAT” is deleted and replaced by “APPENDIX A - TEAM IDENTIFICATION FORMAT” (rev.032921):

As follows below.

5. Section “APPENDIX C - PRICE PROPOSAL FORM” is deleted and replaced by “APPENDIX C - PRICE PROPOSAL FORM (rev.032921)”:

As follows below.

ALL OTHER TERMS & CONDITIONS REMAIN UNCHANGED

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APPENDIX A - TEAM IDENTIFICATION FORMAT (rev.032931)

For details on this format, please see Appendix E - SRE in the Request for Proposal.

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.

I. Prime Consultant (Proponent – Architect)

Firm or Joint Venture Name:

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Key Individuals and provincial professional licensing status and/or professional accreditation:

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Senior Architect

Firm Name:

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Key Individuals and provincial professional licensing status and/or professional accreditation:

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Intermediate Architect

Firm Name:

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Key Individuals and provincial professional licensing status and/or professional accreditation:

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Senior Architectural Technician / Senior Architectural Technologist

Firm Name:
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Key Individuals and provincial professional licensing status and/or professional accreditation:

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II. Key Sub Consultants / Specialists:

If the proponent proposes to provide multidisciplinary services that might normally be provided by a sub-consultant, this should be indicated here.

Structural engineering services

Firm Name:
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Key Individuals and provincial professional licensing status and/or professional accreditation:

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Mechanical engineering services

Firm Name:
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Key Individuals and provincial professional licensing status and/or professional accreditation:

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Electrical engineering services

Firm Name:
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Key Individuals and provincial professional licensing status and/or professional accreditation:

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Quantity surveying services

Firm Name:
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Key Individuals and provincial professional licensing status and/or professional accreditation:

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Energy modelling services (if not a separate consultant, explain how these services will be provided).

Firm Name:
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Key Individuals and provincial professional licensing status and/or professional accreditation:

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APPENDIX C - PRICE PROPOSAL FORM rev.032921

INSTRUCTIONS: Complete this Price Proposal Form and submit to the bid fax or email designated on the Front Page "Request for Proposal" for the receipt of the proposals with the Name of Proponent, Name of Project, PCA Solicitation Number, and the words "PRICE PROPOSAL FORM" typed on the fax cover page or email subject line. Price Proposals are not to include Applicable Taxes.

PROPOSERS SHALL NOT ALTER THIS FORM

Project Title: Infrastructure Master Plan, Programme of the Main Station & Schematic Design of the Weather office, Sable Island National Park Reserve

Name of Proponent:

The following will form part of the evaluation process:

REQUIRED SERVICES

Fixed Fee (R1230D (2018-06-21), GC 5 - Terms of Payment)

Required Services including all related cost, services and deliverables to complete the services specified in the Project Brief and in the RFP documents:

1. REQUIRED SERVICES

SERVICES		FIXED FEE
RS1	Functional Analysis and Programme	\$
RS2	Schematic Design	\$
MAXIMUM FIXED FEES <i>(Excluding applicable taxes)</i>		\$

2. OPTIONAL SERVICES

Optional Services including all related cost, services and deliverables to complete the services specified in the Project Brief and in the RFP documents

SERVICES		FIXED FEE
OS1	Design Development Services	\$
OS2	Construction Document	\$
OS3	Tendering Services	\$
OS4	Construction Administration Services	\$
OS5	Post-Construction Services	\$
TOTAL FEES FOR OPTIONAL SERVICES <i>(Excluding applicable taxes)</i>		\$
GRAND TOTAL (RS 1-2 and OS1-5) <i>(Excluding applicable taxes)</i>		\$

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APPENDIX C - PRICE PROPOSAL FORM rev.032921 (CONT'D)

The following will NOT form part of the evaluation process

Canada may accept or reject any of the following fees, disbursements and/or hourly rates. Canada reserves the right to negotiate on these fees, disbursements and/or hourly rates.

HOURLY RATES

The following hourly rates may be used for future contract amendments

A) Principal / Proponent

Name	Category of Personnel	Hourly Rate

B) Sub Consultants / Specialists

Multidisciplinary services that might normally be provided by a sub-consultant should be indicated here:

Name	Category of Personnel	Hourly Rate
	Structural engineering services	
	Mechanical engineering services	
	Electrical engineering services	
	Quantity surveying services	
	Energy modelling services	

END OF PRICE PROPOSAL FORM