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Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

Ce document comporte des exigences relatives à la sécurité.

Vendor/Firm Name and Address

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| | |
|--|--|
| Title - Sujet Env. Compliance & Env. Assessments | |
| Solicitation No. - N° de l'invitation T3033-220003/A | Date 2022-05-04 |
| Client Reference No. - N° de référence du client T3033-22-0003 | Amendment No. - N° modif. 002 |
| File No. - N° de dossier QCL-1-44095 (058) | CCC No./N° CCC - FMS No./N° VME |
| GETS Reference No. - N° de référence de SEAG PW-\$QCL-058-18312 | |
| Date of Original Request for Standing Offer | 2022-04-11 |
| Date de la demande de l'offre à commandes originale | |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2022-05-24 Heure Avancée de l'Est HAE | |
| Address Enquiries to: - Adresser toutes questions à: Parent, Alexandra | Buyer Id - Id de l'acheteur qcl058 |
| Telephone No. - N° de téléphone (418) 563-8334 () | FAX No. - N° de FAX () - |
| Delivery Required - Livraison exigée | |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: | |
| 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 | Yes - Oui | No - Non |
| Accusé de réception requis | <input type="checkbox"/> | <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 | | |

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AMENDMENT 001

Project Title

Environmental compliance, contaminated sites and Environmental assessments.

The purpose of the amendment 002 **is to answer questions #4 to #11** and modify **ATTACHMENT 1 TO PART 4 – MANDATORY AND POINT RATED TECHNICAL CRITERIA.**

DELETE

ATTACHMENT 1 TO PART 4 – MANDATORY AND POINT RATED TECHNICAL CRITERIA.

INSERT

ATTACHMENT 1 TO PART 4 – MANDATORY AND POINT RATED TECHNICAL CRITERIA.

QUESTIONS

Question #4

Section 2. Mandatory Technical Criteria, pages 22 and 23.

In many projects, there is no project director. It is the project manager who carries out the tasks that the specifications present in the last paragraph of page 23.

These tasks are to 1) manage potential conflicts between the project manager and the client, 2) ensure the smooth progress of the project by supervising its evolution through the project manager, 3) representing the consultant, having the necessary authority to manage the entire project, including the assignment and supervision of tasks to the Consultant's staff, 4) reviewing and signing off on deliverables, and 5) representing the Consultant regarding changes, extensions and other negotiations related to the project.

Therefore, can we submit projects of the proposed candidate as a project director, but whose title was project manager with all the tasks that the specifications list for the project director. If the answer is no, can you explain to us why this would not be acceptable since these are the role and tasks the resource would have performed in certain projects, confirming the experience and skills required.

Question #5

Section Part 2 Impact Assessment and Natural Environment management, Table 2, 2. Mandatory technical criteria related to staff. 2.1 Project director, page 29

Do all the projects presented to demonstrate the experience of the Project Director have to be impact assessments carried out according to the IAA or if other types of environmental projects would also be accepted by Transport Canada, for example fauna and flora inventories in order to developing a compensation program and transplantation projects following in both cases a federal environmental assessment?

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Question #6

Section Part 2 Impact Assessment and Natural environment management, Table 2, 2. Mandatory technical criteria related to staff. 2.1 Project director, page 29

Would environmental assessments carried out under Quebec provincial legislation also be accepted as relevant experience for the project director, such as an impact study concerning the protection of a structure on the St-Lawrence River which there have been discussions.

Question #7

Can you specify if by CV, you mean a curriculum vitae which includes the biography, diplomas, educational background, career history, list of projects, and which would be at the end of the offer or is it just a short presentation of the resource containing the required criteria on a maximum of 2 pages including the 3 requested projects and which would be in the 1st part of the offer, Criterion 1 - Mandatory technical criteria related to staff?

Question #8

Could a 11x17 format be accepted for the organizational chart and schedule for readability purposes? If so, should a 11x17 page be counted as 2 pages?

Question #9

In relation to the Rated technical requirements: It is required to attach Tables 1 (4 pages) and 3 (1 page) for Part 1, as well as the title page of the offer Request for Standing Offer (1 page), form 5.2.3.3 Language skills (1 page) and finally 7.5.3 Offeror's representative (To be completed by the Offeror) for a total of 8 pages.

First, could you confirm if these forms should be included in Section I: Technical offer? If so, should these pages be included in the calculation of the 44 pages allocated to the Technical Offer?

Question #10

Can it be considered to increase the page limit allocated to the Technical Offer?

Question #11

In section 7.2 Security Requirement, item 2 it states: "The Contractor/Offeror personnel requiring access to PROTECTED information, assets or site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CSP, PWGSC". Are the personnel with current or renewal applications accepted at the time of bid submission?

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ANSWERS

Answer #4

The project director proposed by the offeror must meet the mandatory technical criteria in terms of experience as a project director. Therefore, it is not possible to submit the candidacy of a project director based on experience obtained as a project manager. However, the experience of a project director will be evaluated on the services required #3 and #7 of Part 1 or on services required #1 of Part 2, as well as on the completion of at least 4 projects for each of the Parts. . In order to better distinguish the roles and tasks between the project director and the project manager, we have updated the tasks of the project director.

Answer #5

Projects presented to demonstrate the experience of the Project director may also be projects covered by services required 5 or 6 of Part 2. We have updated section 2.1.3 of Table 2 (P.29) to reflect this change.

Answer #6

Impact assessments under the Quebec Environmental Quality Act (EQA) will also be accepted as relevant experience. Consequently, we have updated service required #1 of Part 2 to include impact assessments under the EQA.

Answer #7

The information provided must demonstrate that the staff proposed by the offeror meets the technical criteria, including the experience covering the appropriate services required (number of years (MM/YYYY), title and role in the project, etc. .). This information can be presented in different ways, such as in text form, in the CV or in the project sheets. All of the information submitted in the technical offer will be considered to assess the staff. However, it remains the responsibility of the offeror to provide clear and precise information.

Answer #8

All pages for the technical offer must have a 8.5 x 11 format, including the organization chart and the schedule.

Answer #9

It is up to the offeror to determine how it chooses to submit its technical offer. In that sense, it is not mandatory to attach tables 1 and 3. The information must however be submitted in a clear and precise manner, in order to be able to demonstrate compliance with mandatory and rated technical criteria. Note that an offeror's cover page is included in the total technical offer page count.

The first page signed by PWGSC, as well as the amendments, Part 5 certifications, insurance requirement and Offeror's representative can be provided in Section III: Certifications

Answer #10

The page limit allocated to the Technical offer will be increased to 46 pages.

Answer #11

As part of this Request for Standing Offer under item 7.2 only the Designated Organization Verification (DOV) will be verified prior to the issuance of the Standing Offer. Personnel requirements will be verified by Transport Canada at the time of call-up. Personnel must have the required ratings to perform the work. Therefore, personnel whose applications are in progress or in the process of being renewed are accepted for bidding.

ATTACHMENT 1 TO PART 4 – MANDATORY AND POINT RATED TECHNICAL CRITERIA

1. Services required

Any reference to “services required” in the technical and rated requirements refers to section 2 of the statement of work in Appendix A.

PART 1: Environmental compliance and management of contaminated sites

The services required presented in Part 1 should include:

1. Phase I Environmental site assessment (ESA);
2. Phase II Environmental site assessment (ESA);
3. Phase III Environmental site assessment (ESA);
4. Drafting and/or implementation of a detailed environmental characterization program or a detailed environmental monitoring protocol (short or long term) for all media types¹;
5. Environmental compliance audit (ECA) studies including oil tank audits; commercial or industrial site;
6. Drafting or update of environmental emergency measures plans (EEMP);
7. Contaminated sites management plan; environmental remediation;
8. Risk analyses study for human health and the environment.

PART 2: Impact assessment and natural environment management

The services required presented in part 2 should include:

1. Impact assessment (*Impact Assessment Act – IAA or Quebec Environmental Quality Act (EQA)*);
2. Environmental monitoring of the application of environmental impact mitigation measures related to projects;
3. Monitoring of the efficiency of environmental impact mitigation measures;
4. Authorizations, approvals, permits and certificates of an environmental nature;
5. Characterization, sampling and/or inventory studies aimed at describing one or several biological or biophysical component(s) of various environments;
6. Identification of sites and/or projects with a potential for compensation and determination of the potential for development based on environmental study results, as well as implementation of surveillance and monitoring programs regarding compensation projects;
7. Conduct of related environmental studies and development of general application tools for natural environment protection, such as fauna or flora management plans.

2. Mandatory technical requirements

At the closing date and time of the call for tenders, the offeror must meet the mandatory technical requirements presented hereafter in Tables 1 and 2, and provide the documents needed to show it complies with these requirements. The offer must comply with all mandatory requirements. If this is the case, the technical offer will be considered admissible and will be assessed in accordance with rated requirements (technical requirement first, followed by financial requirements). Failure to comply with mandatory requirements will render the offer inadmissible. Each of the requirements should be addressed separately.

¹ Throughout the document, the term “media” refers to: soil, residual material, sediment, ground water, surface water, waste water, non-miscible phase product (floating or dense), air, etc.

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In the *Reference* column of Tables 1 and 2, the offeror should indicate on which page(s) of its offer the requested information and documents are presented. The Met (Y/N) column will be completed by the assessment team.

The offeror must submit the names of key members of the team involved in this standing offer, who must meet the requested years of relevant² experience. Directors, project managers and technicians must be company employees. Other persons can be either employed or subcontracted. Therefore, the offeror must identify a distinct person for each of the key persons defined below

Part 1- Environmental compliance and management of contaminated sites

- One (1) project director with at least ten (10) years of relevant experience over the last fifteen (15) years
- Two (2) project managers with at least five (5) years of relevant experience over the last seven (7) years: **one (1) in contaminated terrestrial sites and one (1) in contaminated aquatic sites management**
- Two (2) technicians with at least five (5) years of relevant experience over the last seven (7) years.

Part 2- Impact assessment and management of the natural environment

- One (1) project director with at least ten (10) years of relevant experience over the last fifteen (15) years
- Two (2) project managers with at least five (5) years of relevant experience over the last seven (7) years: **one (1) in impact assessment and one (1) in the natural environment**
- Two (2) technicians with at least five (5) years of relevant experience over the last seven (7) years

Only offered resources meeting the mandatory requirements will be considered for obtaining a standing offer. The *resumes* (CV) of these resources (maximum of two pages per CV) must also be provided in the proposal.

The project director's tasks should include, but not be limited to:

- Coordinating TC call-ups by dedicating a qualified team to carry out the request;
- Managing potential conflicts between the project manager and TC;
- Ensure quality control and signing off on deliverables;
- Representing the consultant regarding changes, extensions, or other negotiations related to the project.

² Relevant experience refers to experience in the services presented in Appendix A.

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A project manager's tasks should include, but not be limited to:

Under the supervision of the project director, the project manager's responsibilities include, among others:

- Completing the call-ups assigned in accordance with its description and the standing offer;
- Being responsible for all decisions to be made pursuant to the project;
- Ensuring the smooth progress of the project down to the last details;
- Ensuring the efficient management, coordination and monitoring of the project (accomplishment of tasks, adherence to budgets, meeting the schedule and deadlines);
- Ensuring the economic and technical feasibility of the project in accordance with the established budget and methods;
- Developing and validating project objectives as well as the implementation plan;
- Approving the activities program and the detailed work plan;
- Supervising and coordinating the project completion team, including environmental professionals, technicians and subcontractors for the entire duration of the project;
- Managing issues and being involved in the resolution of conflicts;
- Producing the documents needed to complete the field work (e.g., permit requests, health and safety plans, etc.);
- Ensuring quality control;
- Reviewing and signing off on deliverables;
- Ensuring compliance with the various applicable requirements, such as those related to occupational health and safety;
- Participating in management and/or technical meetings, among others, between the consultant and TC;
- Acting as the primary contact with TC.

A technician's tasks should include, but not be limited to:

Under the supervision of the project manager, the technician's responsibilities include, among others:

- Ensuring that the various technical tasks assigned are carried out in order to complete the project;
- Assuming responsibilities related to aspects of the planning, organization, coordination and supervision of field work;
- Preparing the material required to conduct studies;
- Performing field work required during completion of the contract;
- Acting as the consultant's representative in the field, in particular with subcontractors;
- Ensuring compliance with health and safety requirements in the field;
- Compiling, organizing and processing collected data.

Other resources can also be useful to carry out these mandates, such as draftspersons and cartographers, other types of professionals, or any other resource considered useful to perform the services required.

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PART 1 Environmental compliance and management of contaminated sites

TABLE 1

| 1. Mandatory technical requirements related to staff – PART 1 | | Reference | Met (Y/N) |
|--|---|-----------|-----------|
| 1.1 Project director | | | |
| The technical proposal regarding the project director must meet mandatory requirements 1.1.1 to 1.1.4 | | | |
| 1.1.1 | Provide the name of the offered resource | | |
| 1.1.2 | <p><u>Education:</u> The offered resource must have, as a minimum, a Bachelor's degree specializing in a field related to environmental sciences, conferred by a university recognized* by the Government of Canada.</p> <p>* The list of recognized organizations is published on the website of The Canadian Information Centre for International Credentials, at the following address: http://cicic.ca.</p> | | |
| 1.1.3 | <p><u>Minimum experience:</u> The offered resource must have ten (10) years* of experience over the last fifteen (15) years* in carrying out environmental projects as a project director.</p> <p>The experience must cover elements 3 and 7 of the services required under part 1.</p> <p>* (start and end dates; MM/YYYY format)</p> | | |
| <p><u>Instructions for requirement 1.1.4</u></p> <p>To show that requirement 1.1.4 is met, the offeror must provide project technical specifications (maximum of one page per project). The projects proposed to show acquired experience must be completed by the closing date of the call for tenders. For each project proposed, the offeror must include the information indicated in section 3.3 of this document.</p> | | | |
| 1.1.4 | <p><u>Minimum experience:</u> The offered resource must have completed at least four (4) environmental projects over the last ten (10) years* as project director, of which at least two (2) projects have been presented by the firm (section 3.3).</p> <p>* (start and end dates; MM/YYYY format)</p> | | |

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| TABLE 1 (continued) | | Reference | Met (Y/N) |
|---|---|------------------|------------------|
| 1. Mandatory technical requirements related to staff – PART 1 | | | |
| 1.2 Project manager – Management of terrestrial contaminated sites | | | |
| The technical proposal regarding the project manager must meet mandatory requirements 1.2.1 to 1.2.4 | | | |
| 1.2.1 | Provide the name of the offered resource | | |
| 1.2.2 | <p><u>Education:</u> The offered resource must have, as a minimum, a Bachelor's degree specializing in a field related to environmental sciences, conferred by a university recognized* by the Government of Canada.</p> <p>* The list of recognized organizations is published on the website of The Canadian Information Centre for International Credentials, at the following address: http://cicic.ca.</p> | | |
| 1.2.3 | <p><u>Minimum experience:</u> The offered resource must have five (5) years* of experience over the last seven (7) years* in carrying out environmental projects as a project manager.</p> <p>The experience must cover elements 1-2-3-4 and 7 of the services required under part 1.</p> <p>* (start and end dates; MM/YYYY format)</p> | | |
| Instructions for requirement 1.2.4 | | | |
| To show that requirement 1.2.4 is met, the offeror must provide project technical specifications (maximum of one page per project). The projects proposed to show acquired experience must be completed by the closing date of the call for tenders. For each project proposed, the offeror must include the information indicated in section 3.3 of this document. | | | |
| 1.2.4 | <p><u>Minimum experience:</u> The offered resource must have completed at least three (3) environmental projects over the last seven (7) years* as project manager, of which at least one (1) project has been presented by the firm (section 3.3).</p> <p>* (start and end dates; MM/YYYY format)</p> | | |

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| TABLE 1 (continued) | | Reference | Met (Y/N) |
|---|---|------------------|------------------|
| 1. Mandatory technical requirements related to staff – PART 1 | | | |
| 1.3 Project manager – Management of aquatic contaminated sites | | | |
| The technical proposal regarding the project manager must meet mandatory requirements 1.3.1 to 1.3.4 | | | |
| 1.3.1 | Provide the name of the offered resource | | |
| 1.3.2 | <p><u>Education:</u> The offered resource must have, as a minimum, a Bachelor's degree specializing in a field related to environmental sciences, conferred by a university recognized* by the Government of Canada.</p> <p>* The list of recognized organizations is published on the website of The Canadian Information Centre for International Credentials, at the following address: http://cicic.ca.</p> | | |
| 1.3.3 | <p><u>Minimum experience:</u> The offered resource must have five (5) years* of experience over the last seven (7) years* in carrying out environmental projects as a project manager.</p> <p>The experience must cover elements 1-2-3-4 and 7 of the services required under part 1.</p> <p>* (start and end dates; MM/YYYY format)</p> | | |
| Instructions for requirement 1.3.4 | | | |
| To show that requirement 1.3.4 is met, the offeror must provide project technical specifications (maximum of one page per project). The projects proposed to show acquired experience must be completed by the closing date of the call for tenders. For each project proposed, the offeror must include the information indicated in section 3.3 of this document. | | | |
| 1.3.4 | <p><u>Minimum experience:</u> The offered resource must have completed at least three (3) environmental projects over the last seven (7) years* as project manager, of which at least one (1) project has been presented by the firm (section 3.3).</p> <p>* (start and end dates; MM/YYYY format)</p> | | |

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| TABLE 1 (continued) | | Reference | Met (Y/N) |
|--|--|------------------|------------------|
| 1. Mandatory technical requirements related to staff – PART 1 | | | |
| 1.4 Technician #1 | | | |
| The technical proposal regarding the technician must meet mandatory requirements 1.4.1 to 1.4.4 | | | |
| 1.4.1 | Provide the name of the offered resource | | |
| 1.4.2 | <u>Education:</u> The offered resource must have, as a minimum, a college diploma specializing in a field related to environmental sciences. | | |
| 1.4.3 | <u>Minimum experience:</u> The offered resource must have five (5) years of experience* over the last seven (7) years* in carrying out environmental projects as a technician. The experience must cover elements 1-2-3-4 and 7 of the services required under part 1. * (start and end dates; MM/YYYY format) | | |
| 1.4.4 | <u>Minimum experience:</u> The offered resource must have completed at least three (3) environmental projects over the last seven (7) years* as a technician. * (start and end dates; MM/YYYY format) | | |

| TABLE 1 (continued) | | Reference | Met (Y/N) |
|--|--|------------------|------------------|
| 1. Mandatory technical requirements related to staff – PART 1 | | | |
| 1.5 Technician #2 | | | |
| The technical proposal regarding the technician must meet mandatory requirements 1.5.1 to 1.5.4 | | | |
| 1.5.1 | Provide the name of the offered resource | | |
| 1.5.2 | <u>Education:</u> The offered resource must have, as a minimum, a college diploma specializing in a field related to environmental sciences. | | |
| 1.5.3 | <u>Minimum experience:</u> The offered resource must have five (5) years of experience* over the last seven (7) years* in carrying out environmental projects as a technician. The experience must cover elements 1-2-3-4 and 7 of the services required under part 1. * (start and end dates; MM/YYYY format) | | |

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| | | | |
|-------|---|--|--|
| 1.5.4 | <p><u>Minimum experience:</u> The offered resource must have completed at least three (3) environmental projects over the last seven (7) years* as a technician.</p> <p>* (start and end dates; MM/YYYY format)</p> | | |
|-------|---|--|--|

PART 2 Impact assessment and management of the natural environment

TABLE 2

| 2. Mandatory technical requirements related to staff – PART 2 | Reference | Met (Y/N) | |
|--|---|-----------|--|
| 2.1 Project director | | | |
| The technical proposal regarding the project director must meet mandatory requirements 2.1.1 to 2.1.4 | | | |
| 2.1.1 | Provide the name of the offered resource | | |
| 2.1.2 | <p><u>Education:</u> The offered resource must have, as a minimum, a Bachelor's degree specializing in a field related to environmental sciences, conferred by a university recognized* by the Government of Canada.</p> <p>* The list of recognized organizations is published on the website of The Canadian Information Centre for International Credentials, at the following address: http://cicic.ca.</p> | | |
| 2.1.3 | <p><u>Minimum experience:</u> The offered resource must have ten (10) years* of experience over the last fifteen (15) years* in carrying out environmental projects as a project director.</p> <p>The experience must cover element 1, 5 or 6 of the services required under part 2.</p> <p>* (start and end dates; MM/YYYY format)</p> | | |
| <p>Instructions for requirement 2.1.4 To show that requirement 2.1.4 is met, the offeror must provide project technical specifications (maximum of one page per project). The projects proposed to show acquired experience must be completed by the closing date of the call for tenders. For each project proposed, the offeror must include the information indicated in section 3.3 of this document.</p> | | | |
| 2.1.4 | <p><u>Minimum experience:</u> The offered resource must have completed at least four (4) environmental projects over the last ten (10) years* as project director, of which at least two (2) projects have been presented by the firm (section 3.3).</p> <p>* (start and end dates; MM/YYYY format)</p> | | |

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| TABLE 2 (continued) | | Reference | Met (Y/N) |
|--|---|------------------|------------------|
| 2. Mandatory technical requirements related to staff – PART 2 | | | |
| 2.2 Project manager #1 – Impact assessment | | | |
| The technical proposal regarding the project manager must meet mandatory requirements 2.2.1 to 2.2.5 | | | |
| 2.2.1 | Provide the name of the offered resource | | |
| 2.2.2 | <p><u>Education</u>: The offered resource must have, as a minimum, a Bachelor's degree specializing in a field related to environmental sciences, conferred by a university recognized* by the Government of Canada.</p> <p>* The list of recognized organizations is published on the website of The Canadian Information Centre for International Credentials, at the following address: http://cicic.ca.</p> | | |
| 2.2.3 | <p><u>Minimum experience</u>: The offered resource must have five (5) years of experience* over the last seven (7) years* in carrying out environmental projects as a project manager.</p> <p>The experience must cover at least elements 1 to 4 of the services required under part 2.</p> <p>*(start and end dates; MM/YYYY format)</p> | | |
| Instructions for requirements 2.2.4 and 2.2.5 | | | |
| To show that requirements 2.2.4 and 2.2.5 are met, the offeror must provide project technical specifications (maximum of one page per project). The projects proposed to show experience must be completed by the closing date of the call for tenders. For each project proposed, the offeror must include the information indicated in section 3.3 of this document. | | | |
| 2.2.4 | <p><u>Minimum experience</u>: The offered resource must have participated, as project manager, in carrying out at least two (2) environmental projects presented by the firm (section 3.3).</p> | | |
| 2.2.5 | <p><u>Minimum experience</u>: The offered resource must, have conducted at least three (3) environmental assessments of projects, over the last seven (7) years.*</p> <p>*(start and end dates; MM/YYYY format)</p> | | |

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| TABLE 2 (continued) | | Reference | Met (Y/N) |
|--|---|-----------|-----------|
| 2. Mandatory technical requirements related to staff – PART 2 | | | |
| 2.3 Project manager #2 – Management of the natural environment | | | |
| The technical proposal regarding the project manager must meet mandatory requirements 2.3.1 to 2.3.5 | | | |
| 2.3.1 | Provide the name of the offered resource | | |
| 2.3.2 | <p><u>Education:</u> The offered resource must have, as a minimum, a Bachelor's degree specializing in a field related to environmental sciences, conferred by a university recognized* by the Government of Canada.</p> <p>* The list of recognized organizations is published on the website of The Canadian Information Centre for International Credentials, at the following address: http://cicic.ca.</p> | | |
| 2.3.3 | <p><u>Minimum experience:</u> The offered resource must have five (5) years of experience* over the last seven (7) years* in carrying out environmental projects as a project manager.</p> <p>The experience must cover at least elements 5 to 7 of the services required under part 2.</p> <p>* (start and end dates; MM/YYYY format)</p> | | |
| Instructions for requirements 2.3.4 and 2.3.5 | | | |
| To show that requirements 2.3.4 and 2.3.5 are met, the offeror must provide project technical specifications (maximum of one page per project). The projects proposed to show experience must be completed by the closing date of the call for tenders. For each project proposed, the offeror must include the information indicated in section 3.3 of this document. | | | |
| 2.3.4 | <p><u>Minimum experience:</u> The offered resource must have participated, as project manager, in carrying out at least two (2) environmental projects presented by the firm (section 3.3).</p> | | |
| 2.3.5 | <p><u>Minimum experience:</u> Over the last seven (7) years, the offered resource must have completed at least three (3) characterization study projects of various biological or biophysical components as a project manager, that include the preparation of a study plan/protocol as well as data analysis and interpretation.*</p> <p>* (start and end dates; MM/YYYY format)</p> | | |

| TABLE 2 (continued) | | Reference | Met (Y/N) |
|--|--|-----------|-----------|
| 2. Mandatory technical requirements related to staff – PART 2 | | | |
| 2.4 Technician #1 | | | |
| The technical proposal regarding the technician must meet mandatory requirements 2.4.1 to 2.4.4 | | | |
| 2.4.1 | Provide the name of the offered resource | | |
| 2.4.2 | <u>Education:</u> The offered resource must have, as a minimum, a college diploma specializing in a field related to environmental sciences. | | |
| 2.4.3 | <u>Minimum experience:</u> The offered resource must have five (5) years of experience* over the last seven (7) years* in carrying out biological or biophysical characterization projects as a technician. The experience must cover at least element 5 of the services required under part 2. * (start and end dates; MM/YYYY format) | | |
| 2.4.4 | <u>Minimum experience:</u> Over the last seven (7) years, the offered resource must have completed, as a technician, at least three (3) characterization study projects of various biological or biophysical, which includes the application of a study plan/protocol as well as data analysis and interpretation.* * (start and end dates; MM/YYYY format) | | |

| TABLE 2 (continued) | | Reference | Met (Y/N) |
|--|--|-----------|-----------|
| 2. Mandatory technical requirements related to staff – PART 2 | | | |
| 2.5 Technician #2 | | | |
| The technical proposal regarding the technician must meet mandatory requirements 2.5.1 to 2.5.4 | | | |
| 2.5.1 | Provide the name of the offered resource | | |
| 2.5.2 | <u>Education:</u> The offered resource must have, as a minimum, a college diploma specializing in a field related to environmental sciences. | | |
| 2.5.3 | <u>Minimum experience:</u> The offered resource must have five (5) years of experience* over the last seven (7) years* in carrying out biological or biophysical characterization projects as a technician. The experience must cover at least element 5 of the services required under part 2. * (start and end dates; MM/YYYY format) | | |
| 2.5.4 | <u>Minimum experience:</u> Over the last seven (7) years, the offered resource must have completed, as a technician, at least three (3) characterization study projects of various biological or biophysical, which includes the application of a study plan/protocol as well as data analysis and interpretation.* * (start and end dates; MM/YYYY format) | | |

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3. Rated technical requirements

Each offer meeting all above-mentioned mandatory requirements will be assessed and scored in accordance with the following rated technical requirements (items 3.1 to 3.3).

Table 3 indicates the maximum possible score as well as the pass mark to be obtained for the rated technical requirements described in the following sections. Table 3 should be completed to support the technical offer, for each of the parts for which the firm wishes to qualify.

Regarding requirements 3.2 and 3.3 of Table 3, the offeror should indicate in the *Reference* column on which page or pages of its offer the information and documents supporting the assessment of rated technical requirements are provided.

When applicable, a generic assessment grid will be used to determine the score for requirements. The score in this grid, presented in Table 4 at the end of this document, provides a maximum of 10 points for each identified requirement. The score obtained will then be weighted on the basis of the points presented in Table 3.

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TABLE 3: Score associated with the rated technical requirements

| RATED TECHNICAL REQUIREMENTS | MAXIMUM | REQUIRED PASS MARK | REFERENCE |
|--|----------------|---------------------------|------------------|
| 3.1 CLARITY OF THE PROPOSAL | 10 | - | |
| 3.1.1 Presentation and structure of the proposal | 10 | - | N/A |
| 3.2 UNDERSTANDING OF THE MANDATE AND PLANNING | 30 | 16 | |
| 3.2.1 Understanding of the scope of services | 10 | - | |
| 3.2.2 Breakdown of tasks and operational structure | 10 | - | |
| 3.2.3 Methods and tools associated with work execution | 10 | - | |
| 3.3 PROJECTS BY THE FIRM | 40 | 24 | |
| 3.3.1 Relevance (15 points) | | | |
| 3.3.1.1 <i>Project 1</i> | 1.5 | - | |
| 3.3.1.2 <i>Project 2</i> | 1.5 | - | |
| 3.3.1.3 <i>Project 3</i> | 1.5 | - | |
| 3.3.1.4 <i>Project 4</i> | 1.5 | - | |
| 3.3.1.5 <i>Project 5</i> | 1.5 | - | |
| 3.3.1.6 <i>Project 6</i> | 1.5 | - | |
| 3.3.1.7 <i>Project 7</i> | 1.5 | - | |
| 3.3.1.8 <i>Project 8</i> | 1.5 | - | |
| 3.3.1.9 <i>Project 9</i> | 1.5 | - | |
| 3.3.1.10 <i>Project 10</i> | 1.5 | - | |
| 3.3.2 Diversity (15 points) | | | |
| 3.3.2.1 <i>Diversity of services required</i> | 10 | - | |
| 3.3.2.2 <i>Diversity of the nature of projects</i> | 5 | - | |
| 3.3.3 Complexity (10 points) | | | |
| 3.3.3.1 <i>Project 1</i> | 1.0 | - | |
| 3.3.3.2 <i>Project 2</i> | 1.0 | - | |
| 3.3.3.3 <i>Project 3</i> | 1.0 | - | |
| 3.3.3.4 <i>Project 4</i> | 1.0 | - | |
| 3.3.3.5 <i>Project 5</i> | 1.0 | - | |
| 3.3.3.6 <i>Project 6</i> | 1.0 | - | |
| 3.3.3.7 <i>Project 7</i> | 1.0 | - | |
| 3.3.3.8 <i>Project 8</i> | 1.0 | - | |
| 3.3.3.9 <i>Project 9</i> | 1.0 | - | |
| 3.3.3.10 <i>Project 10</i> | 1.0 | - | |
| 3.4 ASSETS | 2 | - | |
| Various aspects (0.5 pts. per aspect) | 2 | - | |
| TOTAL | 82 | 48 * | |

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*The total does not correspond to the minimum required.

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3.1 Clarity of the proposal

3.1.1 Presentation and structure of the proposal (10 points)

The submitted technical offer should contain all of the information requested in this document without containing any extra or irrelevant information. The presentation and structure of the technical offer document must be meticulous to allow for easy identification of chapters, sections and information. The quality of the offeror's proposal must meet the standards normally required for reports and studies produced in the field of environmental sciences. The structure of the offer should follow the order of mandatory and rated assessment requirements. Particular attention will also be given to the quality of the language used in terms of spelling, grammar and syntax.

This criterion will be evaluated using the generic grid provided in Table 4.

3.2 Understanding of the mandate and planning

3.2.1 Understanding of the scope of services (10 points)

The offeror should clearly show that it has understood the entire scope and breadth of the services required, to which may be associated methods, techniques, criteria, regulatory requirements, etc., that will impact the services to be performed and the deliverables to be produced.

This criterion will be evaluated using the generic grid provided in Table 4.

3.2.2 Breakdown of tasks and operational structure (10 points)

The offeror should clearly present how its work team will be structured to complete the various mandates that may be given and comply with constraints. It must explain how it will make sure to assign the best resources to the best location. In particular, in addition to the explanations that should be presented, an organizational chart should be provided to illustrate the structure and breakdown of tasks. The operational structure should include, but not be limited to, key roles, roles and responsibilities, communication links, coordination features, monitoring, etc., within the framework of carrying out a mandate.

This criterion will be evaluated using the generic grid provided in Table 4.

3.2.3 Methods and tools associated with work execution (10 points)

The offeror should show that it understands the breadth of the services requested (Statement of Work) and the way in which they should be provided. The offeror should clearly describe the methods and tools that will be used to perform each step of a mandate. The methods and tools used can be associated with, but are not limited to, work planning, identification of issues and priorities, workload assessment, monitoring of tasks and activities, monitoring of budgets, the schedule and deadlines, etc.

This criterion will be evaluated using the generic grid provided in Table 4.

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3.3 Projects by the firm

Through the description of ten (10) projects per part, the offerors should show the services provided during previous mandates, for a minimum of one project per required services type. The projects presented should have been carried out as principal expert (prime contractor) and successfully completed by the closing date of the standing offer request. The relevance, diversity and complexity of the projects presented will be assessed.

The proposed projects should meet the following conditions:

- Have been carried out over the last five (5) years* (final report delivery must have occurred between 2017 and the closing date of this standing offer request);
- The projects must have been carried out in Canada.

* (start and end dates; MM/YYYY format)

For each proposed project, presented on one page (max.), the offeror should include at least the following information:

- a) Title
- b) Objectives
- c) Project team
- d) Scope of work/services provided
- e) Description and specific characteristics of projects
- f) Location of the project
- g) Start and end dates of the project (day/month/year)
- h) The client (organization, client, person, responsible officer and contact information)

The information contained in the technical proposal should provide the data required to assess the relevance of projects (section 3.3.1), their diversity (section 3.3.2), and their complexity (section 3.3.3).

If more than ten (10) projects are presented, TC will only assess the first ten (10).

3.3.1 Relevance (15 points)

The relevance of the ten (10) projects submitted will be assessed according to how well they align with elements of the services required for each of the parts for which the projects are presented. A project will be considered relevant if it aligns directly with at least one element of the required services.

The score associated with relevance will be assessed as follows:

Relevant project = 1.5 points
Irrelevant project = 0 points

3.3.2 Diversity (15 points)

3.3.2.1 Diversity of services required (10 points)

Diversity will be assessed according to the number of elements in the services required covered by the services provided in the projects proposed by the firm. The score is determined according to the number of components covered in all ten (10) projects proposed for each part:

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Part 1:

8 components = 10 points
7 components = 9 points
6 components = 8 points
5 components = 6 points
4 components = 4 points
3 components = 3 points
2 components = 2 points
1 component = 1 point

Part 2:

7 components = 10 points
6 components = 8 points
5 components = 6 points
4 components = 4 points
3 components = 3 points
2 components = 2 points
1 component = 1 point

3.3.2.2 Diversity of the nature of projects (5 points)

Diversity relative to the type of project for each part.

Part 1:

Diversity relative to the type of project will be assessed according to the following categories:

- a) Project carried out in an aquatic environment (sedimentary)
- b) Project carried out in a terrestrial environment
- c) Project carried out on port sites
- d) Project carried out on airport sites

The score will be determined according to the number of project types handled among the projects proposed by the firm:

4 types of projects = 5 points
3 types of projects = 4 points
2 types of projects = 2 points
1 type of project = 1 point

Part 2:

Diversity relative to the type of project will be assessed according to the following categories:

- a) Construction, rehabilitation, repair, demolition of port infrastructure (dock structures, breakwaters, etc.) or other water works;
- b) Dredging, disposal of sediments at sea;
- c) Compensation project in a marine environment;
- d) Construction / deconstruction of various infrastructure in an airport environment;
- e) Development of a fauna, flora or wetland management plan.

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The score will be determined according to the number of project types handled among the projects proposed by the firm:

5 types of projects = 5 points
4 types of projects = 4 points
3 types of projects = 3 points
2 types of projects = 2 points
1 type of project = 1 point

3.3.3 Complexity (10 points)

The complexity of proposed projects will be assessed according to the features likely to impart a more complex character. The list below presents the features used to assess complexity:

Part 1:

- a) Technical or environmental project with a high level of difficulty
(e.g., infrastructure demolition or construction, environmental reclamation, large scope of project, emerging contamination, innovative work method)
- b) Project with a complex level of logistics
(e.g., remote regions, multidisciplinary, Indigenous components, multi-year projects, several stakeholders, public consultation, project garnering media attention)

The project complexity score will be determined as follows:

Project including item a) = 0.5 points
Project including item b) = 0.5 points
Project not including an item = 0 points

Scores will be added (item a + item b = 1 point)

Part 2:

- a) Presence of sensitive components, such as threatened, vulnerable or at-risk species, heritage components, protected areas, wetlands, requiring the application of special protection measures;
- b) Project including characterization or inventory work aimed at several biological components AND including a complex level of logistics (e.g., remote regions, use of innovative techniques, Indigenous components, etc.).

The project complexity score will be determined as follows:

Project including item a) = 0.5 points
Project including item b) = 0.5 points
Project not including an item = 0 points

Scores will be added (item a + item b = 1 point)

3.4 ASSETS (2 points)

The offeror should show to what extent it can integrate the aspects listed below in call-ups. Thus, the offeror must show that the firm has deployed one or more of the following items in its own operations/studies/projects, for 0.5 points per asset.

- Implementation of a “zero waste” method during projects;
- Substantial reduction in greenhouse gases (GHG) during projects;
- Ability to evaluate and integrate the impact of climate change in projects;
- Partnership with members of local Indigenous communities in developing or carrying out projects.

Table 4 – Generic grid

| Rated requirement | Inadmissible | Unsatisfactory | Weak | Satisfactory | Good | Excellent |
|---|--|---|---|---|---|--|
| | 0 point | 2 points | 4 points | 6 points | 8 points | 10 points |
| 3.1.1 Presentation and structure | Did not provide assessable information | The presentation and structure are unsatisfactory | The presentation and structure are weak | The presentation and structure are satisfactory | The presentation and structure are good | The presentation and structure are excellent |
| 3.2.1 Understanding of the scope of services | Did not provide assessable information | The understanding of the scope of services is virtually nonexistent | Weak understanding of the scope of services | Satisfactory understanding of the scope of services | Good understanding of the scope of services | Excellent understanding of the scope of services |
| 3.2.2 Breakdown of tasks and operational structure | Did not provide assessable information | The breakdown of tasks and the operational structure are unsatisfactory | The breakdown of tasks and the operational structure are weak | The breakdown of tasks and the operational structure are satisfactory | Good breakdown of tasks and operational structure | Excellent breakdown of tasks and operational structure |
| 3.2.3 Methods and tools associated with work execution | Did not provide assessable information | The choice and description of methods and tools associated with work execution are unsatisfactory | Methods and tools associated with work execution are weak | Methods and tools associated with work execution are satisfactory | Good methods and tools associated with work execution | Excellent methods and tools associated with work execution |

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