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**REVISION 002 TO A
 REQUEST FOR STANDING
 OFFER**

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
 Calgary, AB

Title: Standing Offer for Parks Canada Detailed Impact Assessments	
Solicitation No.: 5P420-21-0254/A	Date: May 10, 2022
Amendment No.: 002	
Client Reference No.: N/A	
GETS Reference No.: PW-22-00991810	

Solicitation Closes: At: 14:00 On: May 18, 2022	Time Zone: MDT
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F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
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Address:	
Telephone No.:	Fax No.:
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):	
Signature:	Date:

Amendment 002

This amendment is raised to:

- A. Answer questions from bidders;
- B. Amend Part 6 Section 6.8 "Call-up procedures";
- C. Amend Annex A Statement of Work; and
- D. Amend Annex D to Part 4 of the Bid Solicitation – Technical Evaluation.

Offerors must submit offers in accordance with the amended Annex "A", Statement of Work. Offers not submitted in accordance with this amended Annex "A", Statement of Work will be deemed non-responsive to the requirements of the Request for Standing Offer.

Offerors **MUST** submit their offers in accordance with the amended Technical Evaluation included herein. Offers that are not submitted in accordance with this amendment will be deemed non-responsive to the solicitation requirements.

A. Questions and Answers

- Q1.** With reference to Mandatory Criteria 2.1 What is meant by « small-scale infrastructure projects »? Can examples please be provided? Appendix A also suggests that the DIA is generally reserved for complex projects.
- A1.** [While the complexity of projects can sometimes be attributable to project details, it is more reflective of our mandate and particular sensitivities inherent to a national park property. Examples of small scale infrastructure projects that may be candidates for DIA are: new campgrounds, new construction or major modifications to roads, or certain bridge replacements.](#)
- Q2.** The requirement for the bidder to provide two (2) EIA reports is not specified in mandatory 2.1; however, this is inferred in Sections 3.2 and 3.3 on Point Rated Criteria. Can you please confirm that Mandatory criteria 2.1 or subsequent point-rated criteria do not also require a summary project description for these two EIA examples?
- A2.** [Refer to amended wording for 2.1 below to provide clarity. Complete impact assessment reports are to be provided. Report appendices and stand-alone report summaries are not required and will not be reviewed.](#)
- Q3.** Can a pre-final EIA report be provided as one of the required report examples e.g. draft EIA report issued for public consultation, prior to completing the EIA process (EIA in progress)?
- A3.** [Pre-final EIA reports will not be accepted as example IA reports. The evaluation of DIA methodology in 3.2 requires the submission of final impact assessment reports.](#)
- Q4.** Could you please clarify the possible role of subject area specialists for a Parks Canada DIA, and how their hourly rates will be established? This question is based on the following excerpts from the RFSO Appendix A – Statement of Work:
- App A, SOW p. 2: "... the consultant should expect that certain DIAs may require technical expertise from subject area specialists not available within Parks Canada and the consultant should therefore have access to such expertise. The nature of the expertise will depend upon the circumstances of the individual DIAs."
 - App. A, SOW, p.3: "Because Parks Canada will be providing the site specific information relevant to each DIA, it is not necessary for consultants to travel to the site, or to conduct any supplemental studies or field work as part of this work."

- A4.** Some Parks Canada projects require that scientific studies (i.e., supplemental studies) be conducted prior to or during the DIA to inform the consideration of alternatives, project design, potential impacts and mitigations. Parks Canada's expectation is that the bidder, or a subcontractor hired by the bidder, will have the specialized expertise to apply information contained in such studies to their analysis of impacts so that DIA findings are technically sound and defensible. Examples of possible subject area specialists are agronomists, ground and surface hydrologists, wildlife biologists, botanists (e.g. rare plants identification), and wetland ecologists, although other specialists may be required depending on the project. It is our belief that current pricing tables provide adequate payment structure for all potential specialists under generic price categories.
- Q5.** Are "supplemental studies", that are excluded from this RFSO (per SOW, p. 3), related in any way to the "Supplemental information reports (SIRs)" portion of the DIA Terms of Reference referenced in App. A, SOW, p.2? If the SIRs can involve supplemental studies, please clarify what the consultant will be responsible for in delivering the SIRs.
- A6.** Refer to amended wording in the SOW to provide clarity.
- The consultant is not required to prepare SIRs. Site specific information necessary to inform the impact assessment will be provided to the consultant by Parks Canada. However, in situations where the SIRs are not yet complete, or where gaps in evidence become apparent through the course of the DIA, recommendations from the consultant pertaining to SIRs or the DIA findings may be required.
- Q7.** The bidder must provide examples of at least 2 environmental impact assessments. Do these examples need to be DIAs specifically, or can they be BIAs or other environmental assessments completed under the Federal *Impact Assessment Act* or similar provincial requirements? Due to the size of typical DIAs, do you have a total file size limit? We understand it will need to be divided between several emails due to the 15 MB limit per email.
- A7.** Example impact assessments must have been prepared under Canadian and/or provincial legislative requirements. The projects that are the subject of the example impact assessments must be small-scale infrastructure projects, but they are not required to be Parks Canada projects.
- Unfortunately, we are unable to accommodate email transmission for a larger file size than 15MB, or accept external links. Larger transmissions are possible via fax.
- Q8.** For the Financial Offer Submission, is there an expectation by PCA that all DIA deliverables can be produced in a total of 250-hours and under \$100,000 for first submission, or are these budget estimates being provided as a standard basis for evaluation purposes only?
- A8.** Total hours are estimates for evaluation purposes only. The \$100,000.00 limit is anticipated to be adequate for the type of infrastructure project that will be assessed.
- Q9.** Individual call-ups against the Standing Offer must not exceed \$100,000, taxes included. Is this the maximum amount allowable for a given project?
- A9.** It is possible to seek approval for projects of higher value if necessary. We do not expect the DIAs will typically surpass this threshold.
- Q10.** For the DIA Work Planning requirement for a hypothetical campground development (Evaluation Criteria 2.6), should the allocation of resources, effort (hours) and cost align with the 250-hour total and \$100,000 limitation imposed in the Financial Offer Submission Requirements?
- A10.** Planning should reflect expected level of effort, hourly estimates do not need to inform this component of the technical submission.
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- Q11.** Assuming a four (4) month duration for the preparation of the final DIA report (Evaluation Criteria 2.6), does this period also include the public and Indigenous engagement and consultation period? If so, how long should we assume engagement and consultation will be for the purposes of submitting the DIA Work Plan?
- A11.** The four (4) month duration includes the public engagement and the Indigenous engagement and consultation period. Bidders should assume a fourteen (14) day review period for both, understanding that for actual DIAs review periods will vary and may be in excess of longer than fourteen (14) days.
- Q12.** What is the maximum number of CVs that will be evaluated in item 3.4 under point rated criteria?
- A12.** There are no limitations on the number of CVs provided, but Bidders are encouraged to provide at minimum the CVs of the core team who will be managing and producing Parks Canada DIAs. CVs are to be comprised of no more than two (2) page summaries per individual, highlighting that person's relevant experience and education.
- Q13.** Point Rates Technical Criteria – Item 3.4 states that the Evaluation Team is looking for bidders with individuals in the Project Lead position who have the greatest amount of experience in IA and IA Project Lead roles, the greatest number of people with the specific academic qualifications, and the greatest number of key staff with relevant qualifications and experience.
- How will this item be scored? Can you provide an example of how different respondents with different numbers of key staff will be evaluated?
- A13.** Respondents will only be evaluated on the information provided in their technical submission and assessed on their own merit. Comparative evaluations will not be conducted when assessing strength of staff proposed. The note referenced was included to provide context that Parks Canada is looking for individuals with the highest levels of experience and qualifications available for these projects.
- Q14.** Would Parks Canada be able to clarify the allocation of the 20 points as it relates to the Contingency Plan, and if a detailed CV and information detailing the Contingency Project Lead's experience in leading two recent Impact Assessments would provide sufficient information to establish 'high confidence in the replacement's abilities as there will be an absence of any sample reports led by the Contingency Project Lead?
- A14.** It is up to the offeror to determine their best contingency plan for replacement of team members and how they propose to meet the requested item at 3.5. Parks Canada will assess the suitability of contingency plans based solely on the information provided by the offeror in accordance with the provided scoring table.

B. Amend Part 6 "Resulting Contracting Clauses"

Delete section 6.8 Call-up Procedures in its entirety and replace with the following:

INSERT

6.8 Call-up Procedures

6.8.1 When a requirement is identified, the identified user will contact the highest-ranked Offeror to determine if the requirement can be satisfied by that Offeror.

6.8.2 The Offeror must indicate acceptance of a requested call-up within five (5) days of the request by the identified user. If that Offeror is unable to meet the requirement, or does not indicate

acceptance within five (5) days of the request the identified user will contact the next ranked Offeror.

6.8.3 Prior to issuing a call-up, the identified user and the Offeror will agree to the full scope of services to be provided under the call-up. The Offeror must provide information on their proposed project team for review and approval prior to issuing a call-up. It is expected that the Offeror will provide the project team proposed in their Offer or a team with a comparable level of experience and education.

If the highest-ranked Offeror is able to meet the requirement and responds in accordance with articles 6.8.2 and 6.8.3, a call-up is made against its Standing Offer.

C. Amend Annex A Statement of Work

The Statement of Work at Annex "A", of solicitation 5P420-21-0254/A, titled "Standing Offer for Parks Canada Detailed Impact Assessments" is deleted in its entirety and replaced with the Annex A Statement of Work in accordance with the attachment "Revision 1 - Annex A Statement of Work_21-0254

(See attachment titled: Revision 1 - Annex A Statement of Work_21-0254)

Offerors must submit offers in accordance with this amended Annex "A", Statement of Work. Offers not submitted in accordance with this amended Annex "A", Statement of Work will be deemed non-responsive to the requirements of the Request for Standing Offer.

D. Amend Annex E to Part 4 of the Request for Standing Offers – Technical Evaluation

Offerors **MUST** submit their offers in accordance with the amended Technical Evaluation included herein. Offers that are not submitted in accordance with this amendment will be deemed non-responsive to the solicitation requirements.

- Under Annex E to Part 4 of the Standing Offer Solicitation – Technical Evaluation, 2. Mandatory Technical Criteria, delete mandatory criteria 2.1 in its entirety and replace it with the following:

INSERT

2.1	<u>IA Examples</u> The bidder must provide two (2) environmental impact assessment reports that the company has authored within the past five (5) years. Both impact assessment (IA) examples must have been prepared for small-scale infrastructure projects, under Canadian federal and/or provincial legislative requirements. Report appendices and stand-alone summaries are not required. The Project Lead identified in section 2.2 must have been responsible for the preparation of both example IAs.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
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ALL OTHER TERMS & CONDITIONS REMAIN UNCHANGED