

Solicitation No.:
5P420-21-0254/A

Amendment No.:
002

Contracting Authority:
Ryan Taylor

Client Reference No.:
N/A

Title:
Standing Offer for Parks Canada Detailed Impact Assessments

AMENDMENT 002 - ANNEX E TO PART 4 OF THE REQUEST FOR STANDING OFFERS – REVISION 1

TECHNICAL EVALUATION

1. Technical Bid Format

The technical bid must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient.

In order to facilitate the evaluation of the bid, **Canada strongly requests that bidders address and present topics in the order of the evaluation criteria under the same headings.**

To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

The Bidder is advised to pay careful attention to the wording used throughout this Request for Proposal (RFP). Failure to satisfy a term or condition of this RFP may result a bid being deemed non-responsive.

All information required for evaluation purposes must be included directly in the Bidder's technical bid. The evaluation team cannot consider information not provided directly in the technical bid (e.g. links to additional website content, references checks, etc.).

2. Mandatory Technical Criteria

Technical bids will be evaluated against the mandatory technical criteria below.

For a bid to be declared responsive to the solicitation requirements it must demonstrate and meet all of the mandatory technical criteria. Bids declared non-responsive to the mandatory technical criteria will be given no further evaluation.

Note: Any dates provided must indicate months and years (e.g. November 2008 – July 2015).

Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
		To Be Completed by Evaluation Team		
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	
2.2	<u>Project Lead</u> The bidder must provide one (1) Project Lead who will be responsible for the oversight and completion of the IAs to be conducted for Parks Canada under this Standing Offer. The Project Lead must have a minimum of five (5) years experience in project IA in Canada, and at least three (3) of	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	

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	these years must have been as the IA Project Lead, all within the last ten (10) years.			
2.3	<u>Academic Requirements</u> The bidder must include at least one (1) team member that has a Master's level university degree or higher in an environmental sciences discipline, for example biology, agrology, or geography.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
2.4	<u>General Qualifications, Experience and Roles of Key Staff</u> The bidder must outline the qualifications and experience of key staff who will be assigned to the IAs, and the qualifications and experience must be relevant and commensurate to the environmental IA of infrastructure projects. The proposed roles for specific individuals as it relates to DIA work planning, meeting preparation and attendance, document preparation including maps, diagrams, communication logs, and IA analysis and DIA report writing will be explicitly specified.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
2.5	<u>Contingency Plan for Key Staff</u> The bidder must provide a contingency plan that describes how the company will ensure that key staff, including the IA Project Lead, are replaced with individuals with equivalent qualifications and competencies, in the event of staff turnover or reassignment, such that DIAs conducted under this Standing Offer are not likely to be compromised in quality and scheduling.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
2.6	<u>DIA Work Plan</u> The bidder must demonstrate a comprehensive and detailed understanding of DIA planning by submitting a generic work plan for the completion of a Parks Canada DIA for a hypothetical new campground development within a national park. The work plan must include: <ul style="list-style-type: none">• Identification and scheduling of tasks, assuming a four (4) month duration for the preparation of the Final Draft DIA report, from the initiation of work to completion.• The identification and scheduling of tasks must include assignment of activities and allocation of time spent to be undertaken by individual team members, including the Project Lead, and subcontractors.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
2.7	<u>Official Languages</u> The bidder must be capable of offering full services in French and English.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	

Bids that do not demonstrate and meet all of the mandatory technical criteria will be given no further evaluation.

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3. Point Rated Technical Criteria

Technical bids will be evaluated against the point rated technical criteria below.

For a bid to be declared responsive to the solicitation requirements it must meet or exceed the minimum weighted points required for the point rated technical criteria. Bids that do not meet or exceed the minimum weighted points required for the point rated technical criteria will be given no further evaluation.

Each point rated technical evaluation criterion has a weight that reflects its importance in the proposal submission. The degree to which the proposal satisfies the requirement of each criterion will be assessed and a score will be assigned ranging from 0 to 10 as outlined under the 4. Generic Evaluation Criteria, with 0 meaning the proposal completely fails to satisfy the requirements, and 10 meaning the proposal fully meets the outlined criterion. This score will then be multiplied by the weight indicated for that point rated evaluation criterion. An odd number of points may be awarded in consensus evaluation.

Item No.	Evaluation Criteria	Weight	Points Awarded <i>**To Be Completed by Evaluation Team**</i>
3.1	<p>DIA Work Plan</p> <p>The bidder is expected to demonstrate a comprehensive and detailed understanding of DIA planning by submitting a generic work plan for the completion of a Parks Canada DIA for a hypothetical new campground development within a national park.</p> <p><u>The bidder's proposal will be assessed according to the following Criteria:</u></p> <ul style="list-style-type: none">• The identification of Key Meetings with FU Project Management Team, design consultants, subcontractors• The number and type of key meetings supports DIA communication and planning• The assignment of activities and allocation of time spent by the individual team members and subcontractors adequately supports DIA communication and planning while maximizing efficiency• The submission of draft DIA reports, including identification of the parties reviewing and the appropriate review periods• The number, scheduling, and type of draft reports and review periods, and the identification of the appropriate reviewers, supports DIA communication and planning likely to satisfy DIA deadlines• The assignment of activities and allocation of time spent by the individual team members and subcontractors adequately supports DIA communication and planning while maximizing efficiency• The submission of Final DIA Draft Report and supporting documentation, including appendices• The submission of the Final Draft Report and supportive documentation satisfies DIA deadlines	1.0	/10 x 1.0 = /10

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3.1 **To Be Completed by Evaluation Team**	Reference(s):
	Strengths:
	Weaknesses:

Item No.	Evaluation Criteria	Weight	Points Awarded **To Be Completed by Evaluation Team**
3.2	DIA Methodology The bidder is expected to demonstrate competency in environmental IA methodology. <u>The two (2) example IA reports provided by the bidder will be evaluated based on the following criteria:</u>	1.0	/10 x 1.0 = /10
	1. The appropriate identification of effects: <ul style="list-style-type: none"> • There is evidence that all obvious effects related to regulatory requirements have been considered • There is focus on effects that require further investigation, may be prevented and that require mitigation • If applicable, Indigenous and community knowledge are provided. 		
	2. The appropriate analysis of significance of residual adverse effects <ul style="list-style-type: none"> • There is a statement of significance of residual adverse effects that is non-generic and provides supporting information for the statement • The statement supports the conclusions in a manner that is logical and defensible. 		
3.2 **To Be Completed by Evaluation	Reference(s):		
	Strengths:		

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ion Team**	Weaknesses:
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Item No.	Evaluation Criteria	Weight	Points Awarded <small>**To Be Completed by Evaluation Team**</small>
3.3	<p>DIA Report Writing</p> <p>The bidder is expected to demonstrate proficiency in environmental IA report writing.</p> <p><u>The two (2) example IA reports provided by the bidder will be evaluated based on the following criteria:</u></p> <ul style="list-style-type: none"> • Project-valued component interaction is clearly and concisely described • The potential impact of the project-valued component is precisely and clearly identified • The evidence used in the analysis of the impact is clearly and logically presented • Mitigation is identified and if not, an explanation of why no mitigation is necessary is provided • Residual impacts are identified • Professional technical/scientific writing style and document appearance, based on a sample review of each example impact assessment: <ul style="list-style-type: none"> ○ Proper use of grammar and terminology ○ Professional technical/scientific writing style and document appearance, based on a sample review of each example impact assessment ○ Absence of typographical errors ○ Figures and graphs are legible ○ The document is professional in appearance ○ Work from others is properly cited 	2.0	/10 x 2.0 = /20
3.3 <small>**To Be Completed by Evaluation Team**</small>	<p>Reference(s):</p> <hr/> <p>Strengths:</p> <hr/> <p>Weaknesses:</p>		

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Item No.	Evaluation Criteria	Weight	Points Awarded <i>**To Be Completed by Evaluation Team**</i>
3.4	<p>Team Qualifications and Experience</p> <p>The bidder is expected to demonstrate that the personnel who will be managing and producing the Parks Canada DIAs have qualifications and experience that is relevant and commensurate to the environmental impact assessment of infrastructure projects, and that the proposed roles of these staff support the efficient production of high confidence and defensible DIA recommendations throughout the duration of the Standing Offer.</p> <p><u>The bidder's proposal will be assessed according to the following Criteria:</u></p> <ul style="list-style-type: none"> • The Project Lead's number of years of IA Project Lead experience in Canada (minimum three (3) years). • The Project Lead's number of years of project IA experience in Canada (minimum five (5) years). • The number of people on the bidder team who hold a Master's level university degree or higher in an environmental sciences discipline, for example biology, agronomy, or geography (minimum one (1) person). • The bidder team's key staff's qualifications and experience are relevant to and commensurate with the assigned roles in the IA of infrastructure projects. <p><i>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.</i></p>	1.5	<p>/10 x 1.5 = /15</p>
3.4	<p>Reference(s):</p> <hr/> <p>Strength:</p> <hr/> <p>Weaknesses:</p>		

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Item No.	Evaluation Criteria	Weight	Points Awarded **To Be Completed by Evaluation Team**
3.5	<p>Contingency Plans for Staff Turnover and Work Planning</p> <p>Parks Canada requires that the DIAs produced under this Standing Offer are of consistent high quality. The bidder is expected to demonstrate how the quality of DIAs will be maintained in the event of bidder staff turnover or reassignment, with explicit consideration given to the specific roles various staff fulfill in the production of a DIA (i.e., how the bidder plans to mitigate changes to senior level specialist staff should be addressed differently than changes to junior technical staff).</p> <p><u>The bidder's proposal will be assessed according to the following Criteria:</u></p> <ul style="list-style-type: none"> The information and detail in the contingency plan provides high confidence that the Project Lead's replacement will be an individual with equivalent qualifications and competencies suitable for the specific DIA and that the timelines will not interfere with the original DIA work plans. The information and detail in the contingency plan provides high confidence that key staff replacements will be individuals with equivalent qualifications and competencies suitable for the specific DIA and that the timelines will not interfere with the original DIA work plans. 	2.0	<p>/10 x 2.0 = /20</p>
3.5 **To Be Completed by Evaluation Team**	<p>Reference(s):</p> <hr/> <p>Strengths:</p> <hr/> <p>Weaknesses:</p>		

Maximum Points Available for Point Rated Technical Criteria	75
Minimum Points Required for Point Rated Technical Criteria	40

Bids that do not obtain the required minimum of 40 points overall for the point rated technical criteria will be given no further evaluation.

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4. Generic Evaluation Criteria

Parks Canada Agency (PCA) Evaluation Board members will individually evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion using the generic evaluation table below. The PCA Evaluation Board may award an odd number for evaluation criterion once consensus has been reached.

Non Responsive	Inadequate	Weak	Adequate	Fully Satisfactory	Strong
0 Point	2 Points	4 Points	6 Points	8 Points	10 Points
No information submitted	Lacks complete or almost complete understanding of the requirements	Some understanding of the requirements but lacks adequate understanding in some areas of the requirements	Demonstrates a good understanding of the requirements	Demonstrates a very good understanding of the requirements	Demonstrates an excellent understanding of the requirements
Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected		No significant weaknesses	No apparent weaknesses
	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced	Proponent is a leader in their field
Sample projects not related to this requirement	Sample projects Are generally not related to this requirement	Sample projects generally related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Sample projects precisely related to this requirement
Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, could ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results	Exceptionally capable, no doubt of efficacy