



TENDER ADDENDUM

Professional Services in Environmental Impact Assessment and Ecological Services

ES022

March 14, 2023

ADDENDUM No. 2

The following shall be read in conjunction with and shall form an integral part of the Tender / Proposal and Contract Documents:

- **Under section 6.2.2.4 - Rated Requirement 4 - Personnel Expertise and Experience, Sub-section 'Structure of Response':**
DELETE bullet point: CVs for back-up personnel should be clearly marked as such and must indicate the individual for which they are acting as back-up.
- **Under Section 6.2.2.4 - Rated Requirement 4 - Personnel Expertise and Experience, Sub-section 'Evaluation Criteria for Rated Requirement 4':**
DELETE Rated Requirement 4B. Total evaluated points for all rated requirements are 92.
- **Under Section 6.2.3 - Evaluation and Rating:**
DELETE Rated Requirement 4B. Total evaluated points for all rated requirements are 92.
- **Under Section 6.2.3 - Evaluation and Rating, Rated Requirement 4E (Personnel expertise and experience):**
DELETE FULLY. Replace by:
 - 0%: Did not submit information which could be evaluated.
 - 25%: Personnel proposed participated negligibly in the projects listed in their work experience.
 - 50%: Personnel proposed participated a little in the projects listed in their work experience.
 - 75%: Personnel proposed participated actively in the projects listed in their work experience.
 - 100%: Personnel proposed was fully involved in the projects listed in their work experience.

The following questions and answers shall be read in conjunction with and shall form an integral part of the Tender / Proposal and Contract Documents:

- **Question 3:** For Rated Requirement 4 – Personnel Expertise and Experience, the NCC has asked for “Curriculum Vitae (CVs) of four (4) in-house personnel who will perform the majority of services for call-ups resulting from this SOA (refer to 4C, 4D and 4E for additional information).” Under Structure of the Response, it is noted that “Personnel CVs for back-up personnel should be clearly marked as such and must indicate the individual for which they are acting as back-up”, is the NCC expecting CV’s for backup individuals as well?

Answer 3: The NCC does not require CVs for backup personnel. However, should there be changes over the duration of the SOA to the four (4) in-house personnel who will perform the majority of services for call-ups resulting from this SOA, the new personnel(s)’ CV(s) shall be submitted to the

NCC for approval.

- **Question 4:** It is stated that CVs for back-up personnel should be clearly marked as such and must indicate the individual for which they are acting as back-up – are there points allocated to these CVs? In the Evaluation Criteria there is only the four (4) in-house personnel CVs that are evaluated. Can a resource be used in a prime role and be a back-up for another role?

Answer 4: The NCC does not require CVs for backup personnel. No points will be allocated for these CVs. A resource in a prime role can act as a back-up in a different role.

- **Question 5:** In Section 6.2.2.3 – Rated Requirement 3 – Example Projects, in circumstances where specific project examples don't reflect the exact requirements as outlined in Section 4, can similar Provincial and/or Municipal Class Environmental Assessment examples be used?

Answer 5: Up to two (2) of the three (3) projects submitted can be from a provincial or municipal example with a similar objective (identifying effects and providing mitigation measures; or an ecological characterization) if all the required services (listed in section 6.2.2.3, sub-heading "Example Projects must include:") are met in the other example project(s) submitted.

- **Question 6:** : In Section 6.2.2.3 – Rated Requirement 3 – Example Projects, if a project example provided covers multiple services as described in Section 4, does that satisfy the second bullet of Section 6.2.2.3, where example projects must include the five (5) different types shown? For example, if a project outlines specifics for three (3) of the five (5) sub-bullets listed, are we required to still provide five (5) example projects, or just three (3) because one example covers three (3) of the sub-bullets. We understand that only three (3) projects will be reviewed, but are unclear if five (5) separate project examples must be provided regardless.

Answer 6: As per section 6.2.2.3, the Proponent should provide three (3) example projects. The three (3) example projects combined must include the five (5) services listed under sub-heading "Example Projects must include:".

- **Question 7:** Section 6.2.2.3 notes: "At least one (1) Example Project where the Proponent prepared a compensation plan for impacts to habitat on Federal Land." Please confirm if this refers specifically to compensation plans completed as part of a Fisheries Act authorization, or if other compensation plans will be considered (e.g., wetland compensation; fish habitat compensation not tied to a fisheries act authorization, etc.).

Answer 7: The compensation does not need to be under a Fisheries Act Authorization, other compensation plans will be considered.

- **Question 8:** For project examples, will projects consisting of multiple Purchase Orders (POs) for the same client/same site, within a consecutive time period, be considered a single project for the purposes of this RFSOA? (e.g., if an Ecological Characterization was performed for Site A - Project A under one PO; and an Environmental Effects Evaluation (EEE) was performed for Site A - Project A under a separate PO - would they qualify as the same project if submitted as a project example?)

Answer 8: Yes, that would be considered the same project, as one document feeds directly into another for the purposes of one construction event.

- **Question 9:** Please confirm the number of CVs expected as part of the RFSOA submission and their associated evaluated weight. Please also confirm what roles each CV should represent - the request is currently for four (4) CVs (1 senior, 1 intermediate, 1 junior, 1 other) which will ultimately portray an

unbalanced team with one of the levels of professional outweighing the others.

Answer 9: The number of CVs expected as part of the RFSOA submission is four (4) and their associated evaluated weight can be found on page 38 under subtitle 'Evaluation Criteria for Rated Requirement 4'. DELETE Rated Requirement 4B. Total evaluated points for all rated requirements are 92. At your discretion, please select any of the category levels for the "other" CV to best represent the abilities of your firm to complete the requested services.

- **Question 10:** In regards to Rated Requirement 4, the RFSO asks for “Details about the personnel, including years of Environmental Consulting Services experience and work location”. Is the NCC asking for work history (employers) or years of experience and physical location of the individual?

Answer 10: The NCC is asking for the work history of employees. Please provide the place of employment (firm), location and years of employment.

- **Question 11:** Page 37 of the RFP document identifies that Curriculum Vitae (CVs) of four (4) in-house personnel whom will perform the majority of services for call-ups should be provided for evaluation. Please confirm that NCC is requesting one (1) CV for the each of the following categories: Principal, Senior Scientist/Biologist, Intermediate Scientist/Biologist and Junior Scientist/Biologist/Technician/Technologist.

Answer 11: As per Section 6.2.2.4, second bullet point, the submitted CVs should include individuals at proposed Senior, Intermediate, Junior, and Other category levels.

- **Question 12:** If one CV is to be provided for the levels as defined above, how will Rated Requirement 4B be evaluated to determine the extent to which the submitted CVs present a team of individuals having a balanced representation of junior, intermediate, and senior levels?

Answer 12: DELETE Rated Requirement 4B. Total evaluated points for all rated requirements are 92.

- **Question 13:** If one CV is to be provided for various levels, how would Rated Requirement 4E (100%) “*Personnel proposed was the principal consultant for the projects listed in their work experience*” apply for Intermediate Scientist/Biologist, Junior Scientist/Biologist/Technician/Technologist, and other positions?

Answer 13: Under Section 6.2.3 Evaluation and Rating, Rated Requirement 4E (Personnel expertise and experience), DELETE FULLY. Replace by:

- 0%: Did not submit information which could be evaluated.
 - 25%: Personnel proposed participated negligibly in the projects listed in their work experience.
 - 50%: Personnel proposed participated a little in the projects listed in their work experience.
 - 75%: Personnel proposed participated actively in the projects listed in their work experience.
 - 100%: Personnel proposed was fully involved in the projects listed in their work experience.
- **Question 14:** Page 30 of the RFP identifies that “*For all staff categories, the hourly all-inclusive rate must demonstrate a level of salary progression reflective of the seniority of the resource. For example, the hourly all-inclusive rate of a senior personnel must be equal to or greater than the hourly all-inclusive rate of the intermediate personnel and the hourly all-inclusive rate of an intermediate personnel must be equal to or greater than the hourly all-inclusive rate of the junior personnel within that category.*” Can you confirm that the Draftsperson/CAD Operator and Surveyor/Geomatics Professional do not need to follow the salary progression? For example, a Draftsperson/CAD Operator and Surveyor/Geomatics Professional (minimum 3 years of experience) could have more experience than Junior Scientist/Biologist/Technician/Technologist (minimum 1-2 year of experience) which may

not follow the seniority progression as listed on Page 30.

Answer 14: The NCC confirms that the Draftsperson/CAD Operator and Surveyor/Geomatics Professional could have more experience than junior staff and do not need to follow the salary progression as stated on Page 30.

- **Question 15:** Page 35 of the RFP document identified that Project Examples should include a range from minor to major projects. Can you confirm if minor to major projects should be considered based on the Respondent's scope of work or the overall project. For example, if the respondent's project included Ecological Characterisations elements as identified in ECS1 of Chapter 4 (< \$ 10,000), but the overall Project for the client was a multiple phase construction project (> \$10,000,000), would that be considered a minor or major project?

Answer 15: Minor to major projects should be considered based on the Respondent's scope of work.

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