



RETURN OFFERS TO:

Parks Canada Agency Bid Receiving Unit
National Contracting Services

Offer Fax: 1-855-983-1808

Offer Email:

pc.soumissionsami-bidsrpc.pc@pc.gc.ca

This is the only acceptable email address for responses to the Request for Standing Offer. Offers submitted by email directly to the Contracting Authority or to any other email address will not be accepted.

The maximum email file size is 15 megabytes. Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to offer documents will not be accepted.

REVISION 001 TO A

REQUEST FOR STANDING OFFER

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

Offer To: Parks Canada Agency

We hereby offer to sell to His Majesty the King in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Issuing Office

**Parks Canada Agency
Cornwall, ON**

Title-Sujet Request for Standing Offer - Environmental Engineering Services for National Parks and National Historic Sites	
Solicitation No. - No. de l'invitation 5P468-23-0161/A	Date: March 05, 2024
Amendment No. - N° de modification: 001	

Solicitation Closes – L'invitation prend fin :		
at – à 2:00 PM	on – le April 04, 2024	Time Zone - Fuseau horaire EDT - HAE

F.O.B. - F.A.B.		
Plant-Usine: <input type="checkbox"/>	Destination: <input checked="" type="checkbox"/>	Other-Autre: <input type="checkbox"/>
Address Inquiries to: - Adresser toute demande de renseignements à :		
Sheldon Lalonde sheldon.lalonde@pc.gc.ca		
Telephone No. - No de telephone (343) 585-3836		
Destination of Goods, Services, and Construction: Destinations des biens, services et construction:		
See Herein – Voir aux présentes		

**TO BE COMPLETED BY THE BIDDER
À ÊTRE COMPLÉTÉ PAR LE SOUMISSIONNAIRE**

Vendor/Firm Name – Nom du fournisseur/de l'entrepreneur	
Address - Adresse	
Name of person authorized to sign on behalf of the Vendor/Firm Nom de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur	
Title - Titre	
Telephone No. - N° de téléphone: _____	
E-Mail Adress – Adresse E-Mail: _____	
Signature	Date

Amendment 001

This amendment is raised to:

- A. Tender Package / Solicitation Revisions, provides clarification.**
- B. Amend Section SI 5 OFFERORS' CONFERENCE, provides contact details.**
- C. Amend Section SP 5 CALL-UP PROCEDURE, provides correction.**
- D. Insert ANNEX I - ATTESTATION FORM, provides clarification.**
- E. Amend APPENDIX B - PRICE OFFER FORM, provides correction.**

A. Tender Package / Solicitation Revisions

Delete section **2.4 Specific Requirements for Offer Format** from **PART 10 SUBMISSION REQUIREMENTS AND EVALUATION (SRE)** in its entirety and replace it with the following:

Replace with:

2.4 Specific Requirements for Offer Format

The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under SRE 3.2 is **forty-five (45)** pages (per region of application indicated in 3.1.4B).

The following are not part of the page limitation mentioned above;

- Covering letter
- Cover page
- Table of Contents
- Section Dividers (Limited text for titles only)
- CVs (curriculum vitae) – subject to CV page limitation of two pages per individual
- Declaration/Certifications Form (Appendix A)
- Integrity Provisions –Required Documentation
- Front page of the Request for Standing Offer document
- Front page of revision(s) to the Request for Standing Offer document
- Price Offer Form (Appendix B)
- Indigenous Benefits Criteria (IBC) (Part E)
- **Attestation and Proof of Compliance with Occupational Health & Safety (Appendix I)**

Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the offer and will not be forwarded to the PCA Evaluation Board members for evaluation.

B. Amend Section SI 5 OFFERORS' CONFERENCE

Delete section **SI 5 OFFERORS' CONFERENCE** in its entirety and replace it with the following:

Replace with:

SI 5 OFFERORS' CONFERENCE

An Offerors' conference will be held via Microsoft Teams and teleconference on **Wednesday, March 20, 2024**. The conference will begin at **1:30pm EDT**. The scope of the requirement outlined in the Request for Standing Offers (RFSO) will be reviewed during the conference and questions will be answered. It is recommended that Offerors who intend to submit an offer attend or send a representative.

Any clarifications or changes to the RFSO resulting from the Offerors' conference will be included as an amendment to the RFSO. Offerors who do not attend will not be precluded from submitting an offer.

Contact details as follows:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 250 214 280 249

[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device

teams@pc.video.canada.ca

Video Conference ID: 112 708 953 1

Or call in (audio only)

[+1 343-644-9934,132981045#](tel:+13436449934132981045#) Canada, Ottawa

Phone Conference ID: 132 981 045#

C. Amend Section SP 5 CALL-UP PROCEDURE

Delete section **SP 5 CALL-UP PROCEDURE, paragraph 2**, in its entirety and replace it with the following:

Replace with:

- 2. Call-up Distribution:** For each individual Call-Up, consultants will be considered using a computerized distribution system. This system will track all call-ups assigned to each consultant and will maintain a running total of the dollar value of business distributed. The system will contain for each consultant an ideal business distribution percentage which has been established as follows:

Disciplines 1-4 (up to 4 SOA Holders)			
Discipline 5: Multidisciplinary Engineering (up to 3 SOA Holders)			
Region	Description	Number of Estimated DISOs	Ideal Business Distribution Percentage:
1	British Columbia and Alberta Region	5	35% / 25% / 20% / 10% / 10%
2	Saskatchewan and Manitoba Region	3	40% / 35% / 25%
3	Ontario Region	5	35% / 25% / 20% / 10% / 10%
4	Quebec Region	3	40% / 35% / 25%
5	Atlantic Region - New Brunswick, Newfoundland and Labrador, Nova Scotia, and Prince Edward Island	5	35% / 25% / 20% / 10% / 10%

Note: Canada reserves the right to increase or decrease estimates and/or percentages at its discretion.

D. Insert APPENDIX I - ATTESTATION FORM

Insert Appendix I – Attestation Form, sample document follows:

INSERT

- Appendix I - Attestation and Proof of Compliance with Occupational Health & Safety

E. Amend APPENDIX B - PRICE OFFER FORM

Delete section **APPENDIX B - PRICE OFFER FORM** in its entirety and replace it with the following:

Replace with:

APPENDIX B - PRICE OFFER FORM (rev.)

Document follows below.

ALL OTHER TERMS & CONDITIONS REMAIN UNCHANGED

APPENDIX I - ATTESTATION FORM *(Not required at solicitation closing)*

Attestation and Proof of Compliance with Occupational Health and Safety (OHS)

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the workplace.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the workplace. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada workplaces.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority (delete as required)		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed

Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name _____

Signature _____

Date _____

APPENDIX B - PRICE OFFER FORM (rev.)

INSTRUCTIONS

1. Complete price offer form and submit in accordance with the instructions in this solicitation.
2. Price offers are not to include Applicable Taxes and will be evaluated in Canadian Dollars.
3. Offerors are not to alter or add information to the form.
4. For each of the disciplines listed (Sr. lead/Principal Senior, Intermediate and Junior) below, to ensure that fair and competitive hourly rates are received for each of the positions listed, the following requirement must be strictly adhered to:
 - a) Proponents must provide an hourly rate for each listed position. In the event that the firm consists of fewer personnel than listed, provide an hourly rate that corresponds with each position listed. For the categories where a Sr. lead/Principal Senior, Intermediate and/or Junior Personnel is requested, the hourly all-inclusive rate must demonstrate a level of salary progression reflective of the seniority of the resource.
 - b) 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.
5. The hourly rates identified will be for the period (s) identified in the Standing Offer Agreement.
6. Travel and Living Expenses: Firms are advised that any travel time and travel-related expenses associated with the delivery of services within a 100 km radius of the employee's home office are to be calculated as an integral part of the hourly rates. For delivery of services outside of this 100 km radius, travel-related expenses will be paid (with prior approval of the Departmental Representative) in accordance with current National Joint Council Travel Directive.
7. Each Hourly Rate will be multiplied by the estimated usage/weighting to determine the Evaluated Rate for each resource category. The Evaluated Rates for all categories will be added together to total the Sub-Total Evaluated Rate.
8. **Proponents identifying as the #5 Multidisciplinary Environmental Engineering Services discipline stream must provide an hourly rate for each listed position as described in APPENDIX B1 - PRICE OFFER.**
9. **Proponents not identifying as the #5 Multidisciplinary Environmental Engineering Services discipline stream must provide an hourly rate for each of the following listed positions within APPENDIX B1 - PRICE OFFER:**

a) Project Manager	h) Environmental Technician
b) Civil Engineer – Environmental	i) Risk Assessor
c) Environmental Scientist - specialized in Biology	j) Geotechnical Engineer
d) Environmental Scientist – specialized in Impact Assessment	k) Environmental Scientist – specialized in Geophysics
e) Environmental Scientist – specialized in Chemistry	l) CADD/Draftsperson
f) Environmental Scientist – specialized in Geology	m) Field Technician
g) Environmental Scientist – specialized in Hydrogeology	n) Administration

Appendix B – Basis of Payment

1. Professional Fees

- 1.1 The Consultant will be paid for actual hours worked/operated, as approved by the Project Authority, at the firm hourly rate, detailed in the Professional Fees Unit Price Table, GST extra. The hourly rates identified will be for the period of Standing Offer Agreement Issuance until March 31, 2027.
- 1.2 Firm, all-inclusive, hourly rates by classification must be inclusive of full compensation for payroll, burdens, WCB, Insurance, and general overheads related to the normal operation of the business.
- 1.3 Personnel substituted, with the prior written approval of the Project Authority, are to be charged out at their standard rate which cannot exceed the hourly rate of the personnel that they are substituted for.
- 1.4 Overtime will be charged at the firm hourly rate, no multiplier shall be allowed.

2. Disbursements

2.1 Major Disbursements

2.2.1 Major disbursements will be charged at actual cost with no mark-up and no provision for profit. Major disbursements shall include: materials, supplies, testing & analysis, equipment rentals, freight, subcontracting, sub-consulting, one time large printing jobs (i.e.: final reports, tender documents with full sized plans). Major disbursements shall be invoiced with supporting documentation including back-up receipts. Air craft charters for the purposes of transporting project personnel will not be treated as major disbursements and shall be processed as a travel expense.

2.2.2 Major disbursements must be specific project related and must not include expenses that are related to the normal operation of the Consultant's business or will be shared for other projects. The following costs must not be included in the major disbursement fees required to deliver the consultant services and will not be reimbursed separately:

- Office equipment including telephones and cell phones;
- Personal Protective Equipment;
- First Aid Kits;
- computers;
- software;
- cameras;
- video cameras;
- Communications (such as Information Technology, telecom, faxcom, cellcom, day to day printing, courier)

2.1.3 Consumables and rental rates for equipment owned by Consultant will not be recovered as a major disbursement with the use of internal Consultant receipt. The definition of consumables and rental equipment owned by Consultant includes but is not limited to all materials and supplies required to complete the objective of testing and analysis such as paper towels, plastic bags, pens, markers, shovels, first aid kits, tool kits, hand tools, pin finders, interface probes, vapour analysers (PIDs), personal protective equipment, safety gear, hard hats, confined space meter, water level meter, field note books, water samplers, water quality meters, multi-meters, sampling pumps, two way radios, GPS trackers, air sampling pumps and stands, sediment samplers, garbage bags, bailers, string, etc. These expenses should be included in the Professional hourly fees.

2.2 Travel and Living Expenses

2.2.1 In case of pre-authorized travel and living expenses, the Consultant will be paid for reasonable and proper travel and living expenses, supported by appropriate receipts, incurred by personnel directly engaged in the performance of the Work, calculated in accordance with the then-current National Joint

Council on Travel and Living Expenses, at actual cost only without any allowance thereon for overhead or profit. Charges for air travel must not exceed that for economy class. Company owned vehicles used for project related work (traveling to the site and use while on the job) outside the designated 100 km radius of the employees home office, will be reimbursed with the applicable kilometric rate only. Daily use charges will not be allowed.

2.2.2 All travel must have the prior authorization of the Project Authority.

2.2.3 All payments are subject to government audit.

2.2.4 All information relating to National Joint Council Travel Directive 2.3 can be access through the following web site: <http://www.njc-cnm.gc.ca/directive/travelvoyage/index-eng.php>

3. Limitation of Expenditure

With the exception of the firm elements above, the amounts shown in the respective categories of the Basis of Pricing are estimates, and it is the intention that changes from item to item will be accepted for billing purposes as the work proceeds, provided that the total cost of the authorized Call-up does not exceed the limitation of expenditure specified in the authorized Call-up.

4. Prices are F.O.B: Destination

APPENDIX B1 - PRICE OFFER (will form Basis of Payment)

Name of Offeror: _____

Address: _____

A. Initial Standing Offer Period: Date of award to March 31, 2027

Category of Personnel	Estimated Usage / Weight Factor (A)	Fixed Hourly Rates by year			Total Evaluated Rate (A X (B+C+D)) Applicable taxes not included
		Date of award to March 31, 2025 (B)	April 01, 2025 – March 31, 2026 (E)	April 01, 2026 - March 31, 2027 (D)	
Project Management					
Senior Project Manager / Principal	200	\$	\$	\$	\$
Intermediate Project Manager	300	\$	\$	\$	\$
Civil Engineer – specialized in Environmental					
Senior	200	\$	\$	\$	\$
Intermediate	300	\$	\$	\$	\$
Junior	100	\$	\$	\$	\$
Mechanical / Petroleum Engineer – specialized in Storage Tanks Systems					
Senior	50	\$	\$	\$	\$
Intermediate	100	\$	\$	\$	\$
Junior	75	\$	\$	\$	\$
Geotechnical Engineer– specialized in Environmental					
Senior	200	\$	\$	\$	\$
Intermediate	300	\$	\$	\$	\$
Junior	100	\$	\$	\$	\$
Environmental Technician / Technologist					
Senior	50	\$	\$	\$	\$
Intermediate	100	\$	\$	\$	\$
Junior	75	\$	\$	\$	\$
Environmental Scientist – specialized in Geophysics					
Senior	200	\$	\$	\$	\$
Intermediate	300	\$	\$	\$	\$
Junior	100	\$	\$	\$	\$

Environmental Scientist - specialized in Biology					
Senior	200	\$	\$	\$	\$
Intermediate	300	\$	\$	\$	\$
Junior	100	\$	\$	\$	\$
Environmental Scientist – specialized in Impact Assessment					
Senior	200	\$	\$	\$	\$
Intermediate	300	\$	\$	\$	\$
Junior	100	\$	\$	\$	\$
Environmental Scientist – specialized in Chemistry					
Senior	200	\$	\$	\$	\$
Intermediate	300	\$	\$	\$	\$
Junior	100	\$	\$	\$	\$
Environmental Scientist – specialized in Geology					
Senior	50	\$	\$	\$	\$
Intermediate	100	\$	\$	\$	\$
Junior	75	\$	\$	\$	\$
Environmental Scientist – specialized in Hydrogeology					
Senior	50	\$	\$	\$	\$
Intermediate	100	\$	\$	\$	\$
Junior	75	\$	\$	\$	\$
Environmental Scientist – specialized in Hydrology					
Senior	50	\$	\$	\$	\$
Intermediate	100	\$	\$	\$	\$
Junior	75	\$	\$	\$	\$
Environmental Scientist – specialized in Geomorphology					
Senior	50	\$	\$	\$	\$
Intermediate	100	\$	\$	\$	\$
Junior	75	\$	\$	\$	\$
Environmental Scientist – specialized in Climate Change Modeling and Adaptation					
Senior	200	\$	\$	\$	\$
Intermediate	300	\$	\$	\$	\$

Junior	100	\$	\$	\$	\$
Environmental Scientist - specialized in Botanist					
Senior	50	\$	\$	\$	\$
Intermediate	100	\$	\$	\$	\$
Junior	75	\$	\$	\$	\$
Landscape Architect – Specialized in Ecological Restoration					
Senior	50	\$	\$	\$	\$
Intermediate	100	\$	\$	\$	\$
Junior	75	\$	\$	\$	\$
Industrial / Occupational Hygienist					
Senior	200	\$	\$	\$	\$
Intermediate	300	\$	\$	\$	\$
Junior	100	\$	\$	\$	\$
Archaeologist / Archaeology					
Senior	50	\$	\$	\$	\$
Intermediate	100	\$	\$	\$	\$
Junior	75	\$	\$	\$	\$
Other Personnel					
Risk Assessor	75	\$	\$	\$	\$
Indigenous Relations Liaison	75	\$	\$	\$	\$
CADD/Draftsperson	75	\$	\$	\$	\$
Field Technician	75	\$	\$	\$	\$
Administration	100	\$	\$	\$	\$
Total for Initial Standing Offer Period					\$
Applicable taxes not included					\$

B. Optional Standing Offer Period

If the Standing Offer is authorized for use beyond the initial period (ending March 31, 2027), the Consultant offers to extend its offer for an additional three (3) one (1) year option periods under the same conditions and at the rates or prices specified in the Standing Offer.

Annual Rate Adjustments

Prior to the commencement of the **optional standing offer period** and each subsequent year for which the Standing Offer is in effect the firm hourly rates for these periods will be based upon the previous years firm hourly rate adjusted by the percentage change in the Average Weekly Earnings for Canada, unadjusted for

seasonal variation, NAICS = Professional, scientific and technical services [541], excluding overtime, published by Statistics Canada, *Table 14-0203-01 (formerly CANSIM 281-0026)*, over the two immediately preceding Calendar years. Information is available electronically from:

Average weekly earnings by industry, monthly, unadjusted for seasonality (statcan.gc.ca)
<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1410020301&pickMembers%5B0%5D=1.1&pickMembers%5B1%5D=2.1&pickMembers%5B2%5D=3.2&cubeTimeFrame.startMonth=01&cubeTimeFrame.startYear=2021&cubeTimeFrame.endMonth=12&cubeTimeFrame.endYear=2021&referencePeriods=20210101%2C20211201>

Example Calculation

The following formula will be used to calculate the percentage change as described in items 1 above:
 Percentage Change =

$$\frac{((\text{Sum of Indices for Calendar Year prior to Calendar Year of the Option Period}) - 1)}{\text{Sum of Indices for Calendar Year two years prior to Calendar Year of the Option Period}} \times 100$$

Example Scenario

To calculate the firm hourly rate for the Option Year of the Standing Offer, whereby the Option Year will commence April 1, 2023, the firm hourly rate for Standing Offer Year 4 would be increased by 2.64% based on the following assumptions:

Calendar Year Two Years prior to the Calendar Year of the Option Period - January 2021 - December 2021		Calendar Year prior to the Calendar Year of the Option Period - January 2020 - December 2020	
Month	Indice	Month	Indice
Jan. 2021	1,046.72	Jan. 2022	1,053.88
Feb. 2021	1,049.34	Feb. 2022	1,045.03
Mar. 2021	1,029.99	Mar. 2022	1,078.88
Apr. 2021	1,021.16	Apr. 2022	1,054.66
May. 2021	1,014.95	May. 2022	1,051.80
Jun. 2021	1,044.14	Jun. 2022	1,081.64
Jul. 2021	1,045.33	Jul. 2022	1,066.64
Aug. 2021	1,046.26	Aug. 2022	1,066.13
Sep. 2021	1,063.52	Sep. 2022	1,066.82
Oct. 2021	1,059.46	Oct. 2022	1,082.54
Nov. 2021	1,037.66	Nov. 2022	1,099.69
Dec. 2021	1,085.09	Dec. 2022	1,127.23
Sum of Indices (2021):	12,534.62	Sum of Indices (2022):	12,874.94

$$\text{Percentage change} = \left(\frac{12,847.94}{12,543.62} - 1 \right) \times 100 = 2.64\%$$

END OF PRICE OFFER FORM