



PART 10 SUBMISSION REQUIREMENTS AND EVALUATION (SRE)

SRE 1 GENERAL INFORMATION

1.1 Reference to the Selection Procedure

An 'overview of the selection procedure' can be found in General Instructions to Offerors (GI 9).

1.2 Submission of Offers

The Offeror is responsible for meeting all submission requirements. Please follow detailed instructions in "Submission of Offers", General Instructions to Offerors (GI 10).

1.3 Calculation of Total Score

For this Standing Offer the Total Score will be established as follows:

For All Regions the Total Score will be established as follows:

For Individual Disciplines the Total Score will be established as follows:

Technical Rating	X	70%	=	Technical Score (Points)
Indigenous Benefits Framework	X	10%	=	Indigenous Benefits Framework Score (Points)
Price Rating	X	20%	=	Price Score (Points)
Total Score		Max. 100 Points		

For Multi-Disciplinary Evaluation the Total Score will be established as follows:

Technical Rating	X	70%	=	Technical Score (Points)
Indigenous Benefits Framework	X	10%	=	Indigenous Benefits Framework Score (Points)
Price Rating	X	20%	=	Price Score (Points)
Total Score		Max. 100 Points		

SRE 2 OFFER REQUIREMENTS

Canada is conducting the PBCP as described in GI 9.1 for the Offer Requirements as follows:

2.1 Offer by Email

The only acceptable email address for responses to proposal solicitations is soumissionsami-bidsrpc@pc.gc.ca. Proposals submitted by email directly to the Contracting Authority or to any email address other than soumissionsami-bidsrpc@pc.gc.ca will not be accepted. The maximum email file size that Parks Canada is capable of receiving is 15 megabytes.

The Offeror is responsible for any failure attributable to the transmission or receipt of the emailed proposal due to file size.

The Offeror should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Offeror should send the proposal in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to proposal documents will not be accepted. Proposal documents must be sent as email attachments.

Canada requests that the offer be gathered per separate electronic document (attachment) as follows:

Section I: Technical Offer;

Section II: Indigenous Benefits Framework

Section III: Price Offer

The electronic attachment should be labelled with the name of the section and the Solicitation Number.

2.2 Offer by Facsimile

Due to the nature of the solicitation, offers transmitted by facsimile will not be accepted.

2.3 Requirement for Offer Format

The following offer format information should be implemented when preparing the offer.

- Paper size should be - 216mm x 279mm (8.5" x 11")
- Minimum font size - 11 point Times or equal
- Minimum margins - 12 mm left, right, top, and bottom
- One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
- 279mm x 432mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.
- The order of the offers should follow the order of the Request for Standing Offer SRE 3 section.

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 thirty-five (35) 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 D)

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.

SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

Canada is conducting the PBCP as described in GI 9.1 for the Mandatory Requirements as follows:

3.1 MANDATORY REQUIREMENTS

Failure to meet the mandatory requirements will render the offer as non-responsive and no further evaluation will be carried out.

3.1.1 Declaration/Certifications Form

Offerors must complete, sign and submit Appendix A, Declaration / Certifications Form.

3.1.2 Licensing, Certification or Authorization

The Proponent and Key Personnel shall be authorized to provide environmental engineering services and must include an environmental engineer or geoscientist licensed, or eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law in the proposed region(s):

- 1) British Columbia and Alberta Region
- 2) Saskatchewan and Manitoba Region
- 3) Ontario Region
- 4) Quebec Region
- 5) Atlantic Region - New Brunswick, Newfoundland and Labrador, Nova Scotia, and Prince Edward Island

If the Proponent and Key Personnel is licensed to practise in only one of the provinces listed in the proposed zone, then that Proponent must be eligible and willing to be licensed in the province(s) in which they are not licensed.

You must indicate current license or how you intend to meet the provincial licensing requirements. At its discretion Canada may seek further information from Curriculum Vitae.

3.1.3 Integrity Provisions – Required documentation.

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide, **as applicable**, to be given further consideration in the procurement process, the required documentation as per General instructions to Offerors (GI), Integrity Provisions – Offer, **section 3a**.

3.1.4 Small and Medium-sized Enterprise (SME)

A small enterprise is one with fewer than 100 employees, including those that do not report any employment. Medium-sized enterprises have 100 to 499 employees, and a large one (multi-disciplinary) has over 500.

- A.** Offerors who identify as a SME must indicate for which technical discipline(s) they wish to be considered for. Offerors may submit an offer for any or all technical discipline(s).

	Technical Discipline	Offer of Service
i	Environmental Impact Assessment, Permitting and Related Studies	Yes / No
ii	Environmental Management of Federal Facilities	Yes / No
iii	Contaminated Sites Consulting Services	Yes / No
iv	Construction Planning, Design, Supervision	Yes / No

- B.** All offerors must indicate for which Region(s) and Province(s) they wish to be considered for. Offerors may submit an offer for any or all Region (s) and Province(s).

	Region	Offer of Service
1	British Columbia and Alberta Region	Yes / No
2	Saskatchewan and Manitoba Region	Yes / No
3	Ontario Region	Yes / No
4	Quebec Region	Yes / No
5	Atlantic Region - New Brunswick, Newfoundland and Labrador, Nova Scotia, and Prince Edward Island	Yes / No

Note: All submissions must indicate for which Region(s) and Province(s) they wish to be considered for.

3.1.5 Consultant Team Identification

The proponent must identify the name of the Proponent firm, key Sub-Consultant firms, key Specialists and key personnel to be assigned to this assignment, along with their licensing and/or professional affiliation(s). An example of an acceptable format for submission of the team identification information is provided in Appendix "C" attached. At its discretion Canada may seek further information from Curriculum Vitae.

3.2 RATED REQUIREMENTS

Offers meeting the mandatory requirements will be evaluated in accordance with the following criteria.

The Phased Bid Compliance Process does NOT apply to the following technical criteria.

Overview ALL REGIONS:

The Technical Evaluation process will assess an Offeror's technical strengths and expertise under the following technical disciplines and project types as described in Part 5 – Statement of Work:

1. Environmental Impact Assessment, Permitting and Related Studies

Project Categories:

- 1.1 Environmental Impact Assessment
- 1.2 Permitting and Regulatory Support
- 1.3 Biological Studies and Investigations
- 1.4 Archaeological Assessment

2. Environmental Management of Federal Facilities

Project Categories:

- 2.1 Environmental Management and Compliance
- 2.2 Designated Substances and Hazardous Materials Surveys Audits and Abatement
- 2.3 Air Quality
- 2.4 Storage Tank System Audits, Design and Site Supervision
- 2.5 Demolition Assessment and Waste Survey
- 2.6 Waste Diversion
- 2.7 Greenhouse Gas, Sustainability and Greening Technology

3. Contaminated Sites Consulting Services

Project Categories:

- 3.1 PH I/II/III Environmental Site Assessment (ESA)
- 3.2 Geotechnical Assessment
- 3.3 Human Health and Ecological Risk Assessment
- 3.4 Remedial Options Analysis and Remedial Action Plans / Risk Management Action Plans

4. Construction Planning, Design, Supervision

Project Categories:

- 4.1 Design and Specifications Including Tendering Assistance
- 4.2 Site Supervision and Contract Administration Services
- 4.3 Cost Estimating

The clarity of the offer writing will form part of the evaluation (use of language, document structure, conciseness and completeness of the response).

3.2.1 Comprehension of the Scope of Services (10 points)

1. *What we are looking for:*
A demonstration of the understanding of the overall requirements for services, including specific deliverables, expected approaches, technical expectations, and coordination requirements, especially in delivering government projects.
2. *What the Offeror should provide:*
 - a) scope of services - detailed list of services;
 - b) summary of your proposed typical work breakdown structure, i.e. resources assigned, time schedule, level of effort;
 - c) broader goals (federal image, sustainable development, sensitivities);
 - d) risk management strategy;
 - e) project management approach to working with PCA (understanding of PCA management structure, Client environment, standing offer process, working with the government in general);

3.2.2 Team Approach / Management of Services (10 points)

1. *What we are looking for:*
How the team will be organized in its approach and methodology in the delivery of the Required Services.
2. *What the Offeror should provide:*
A description of:
 - a) Roles and responsibilities of key personnel who will perform the majority of the work resulting from the individual Call-ups;
 - b) Assignment of the resources and availability of back-up personnel;
 - c) Management and organization (reporting structure) provide Organizational Chart;
 - d) The firm's approach to responding to the individual call-ups which will arise as a result of this standing offer;
 - e) The design technologies which the firm will apply to develop design documents;
 - f) Quality control techniques and coordination of the design work between all required disciplines;
 - g) How the team intends to meet the 'Project Response Time Requirements';
 - h) Conflict resolution methods.

3.2.3 Past Experience (30 points)

1. *What we are looking for:*
Demonstration that over at least the past **ten (10)** years, the Offeror has participated in a range of projects requiring a full scope of services in accordance with the Required Services (RS) section. The Offeror's participation in these projects should have involved the scope of services listed in the Required Services (RS) section.

Projects may receive higher scores where they involve special characteristics such as difficult site conditions, recalcitrant contaminants, non-trivial remedial technologies, consultation with multiple stakeholders, and remote site locations.

2. *What the Offeror should provide:*

A. Small and Medium-sized Enterprise (SME)

- a) A brief description of a maximum of three (3) significant projects over the last ten (10) years by the Offeror, relating to the following:
 - One (1) environmental site assessment

- One (1) risk assessment
 - One (1) remediation project
- b) For the above projects, include the names of senior personnel and project personnel who were involved as part of the project team and their respective responsibilities, as well as the scope, and budget per discipline;
- c) Indicate the dates the services were provided for the listed projects;
- d) Scope of services rendered project objectives, constraints and deliverables; and
- e) Client references - name, address, phone and fax of client contact at working level. Reference checks may be completed if deemed necessary.

B. Multi-Disciplinary Firms

- a) A brief description of a maximum of four (4) significant projects over the last ten (10) years by the Offeror, relating to the following :
- One (1) Abatement/Demolition/Historical Structure Restoration project
 - One (1) Climate Change/Sustainability/GHG Audit/Greening project
 - One (1) Ecological Restoration project
 - One (1) Storage Tank Inspection/Upgrade/Replacement project
- b) For the above projects, include the names of senior personnel and project personnel who were involved as part of the project team and their respective responsibilities, as well as the scope, and budget per discipline;
- c) Indicate the dates the services were provided for the listed projects;
- d) Scope of services rendered project objectives, constraints and deliverables; and
- e) Client references - name, address, phone and fax of client contact at working level. Reference checks may be completed if deemed necessary.
3. These projects have to be relevant to this RFSO, and completed over the last ten (10) years by the Offeror;
4. The Offeror (as defined in General Instructions GI 1) must possess the knowledge on the above projects. Past project experience from entities other than the Offeror will not be considered in the evaluation unless these entities form part of a joint venture Offeror.

Please indicate those projects which were carried out in joint venture and the responsibilities of each of the involved entities in each project.

3.2.4 Senior Personnel Expertise and Experience (20 points)

1. *What we are looking for:*
A demonstration that the Offeror has senior personnel with the capability, capacity and expertise in each area listed in the Required Services (RS) section. Senior personnel will have at minimum 15 (fifteen) years of direct experience.
2. *What the Offeror should provide: (approximately two (2) pages per senior personnel)*
- a) submit a maximum of a two (2) page c.v of each senior personnel. Each curriculum vitae should clearly indicate the years of experience the senior personnel has in the provision of the services specified in the Required Services (RS) section; and
 - b) Identify the personnel's years of experience, the number of years with the firm; and
 - c) professional accreditation; and
 - d) accomplishments/achievements/awards.
3. Senior personnel as follows:

For all submissions, Small/Medium/Large enterprises must have:

- Senior Project Manager
- Senior Civil Engineer – Environmental
- Senior Environmental Scientist - specialized in Biology
- Senior Environmental Scientist – specialized in Impact Assessment
- Senior Environmental Scientist – specialized in Chemistry
- Senior Environmental Scientist – specialized in Geology
- Senior Environmental Scientist – specialized in Hydrogeology
- Senior Environmental Technician
- Senior Risk Assessor
- Senior Geotechnical Engineer
- Senior Environmental Scientist – specialized in Geophysics

In addition, for all Large enterprises (Multi-disciplinary) the following must be included:

- Senior Environmental Scientist – specialized in Hydrology
- Senior Environmental Scientist – specialized in Geomorphology
- Senior Environmental Scientist/Landscape Architect – Specialized in Ecological Restoration
- Senior Environmental Scientist – specialized in Climate Change Modeling and Adaptation
- Senior Environmental Scientist - specialized in Botanist
- Senior Mechanical/Petroleum Engineer – specialized in Storage Tanks Systems
- Senior Industrial/Occupational Hygienist – Specialized in Abatement of Historic Structures/Vessels
- Senior Archaeologist
- Senior Indigenous Relations Liaison

3.2.5 Showcase Project (20 points)

1. *What we are looking for:*
Describe one (1) Showcase Project that describes the proponents' skills and accomplishments. This Showcase Project must have been completed over the past **ten (10)** years and must have involved the scope of services listed in the Required Services (RS) section.
2. *What the Offeror should provide for the showcase project:*
 - a) description of the approach and methodology that was employed to solve the problem;
 - b) summary of completed work breakdown structure, i.e. scope of work, resources assigned, time schedule, level of effort in terms of number of hours of all identified resources;
 - c) appropriateness of assigned resources, identify key members of project.
 - d) level of effort and project management approach.
 - e) problem-solving methodology and risk management strategy.
 - f) **components related to innovation, green/sustainable technologies and climate change adaptation/GHG Reduction**
 - g) Client references - name, address, phone and fax of client contact at working level. Reference checks may be completed if deemed necessary.

3.2.6 Indigenous Collaboration: (10 points)

Describe the Proponent's accomplishments, achievements, and experience as prime consultant on projects where there was:

1. Focus and approach to Indigenous partner collaboration and communication is effective and appropriate. Consideration is given to engagement workshops and draft review opportunities.
2. Experience working collaboratively with Indigenous partners to achieve successful completion of projects.
3. Submission of Part 11 Indigenous Benefits Framework (IBF) will also be reviewed at this stage.

3.3 EVALUATION AND RATING

Offers that are responsive (i.e. which meet all the mandatory requirements set out in the Request for Standing Offer) will be reviewed, evaluated and rated by a PCA Evaluation Board. In the first instance, price submissions will remain unopened and only the technical components of the offer will be evaluated in accordance with the following to establish Technical Ratings:

Criterion	Weight Factor	Rating	Weighted Rating
Comprehension of the Scope of Services	1.0	0 - 10	0 - 10
Team Approach / Management of Services	1.0	0 - 10	0 - 10
Past Experience	3.0	0 - 10	0 - 30
Senior Personnel Expertise and Experience	2.0	0 - 10	0 - 20
Showcase Project	2.0	0 - 10	0 - 20
Indigenous Collaboration	1.0	0 - 10	0 - 10
Total	10.0		0 - 100

To be considered further, offerors **must** achieve a minimum weighted rating of fifty (50) out of the hundred (100) points available for the rated technical criteria as specified above.

No further consideration will be given to offerors not achieving the pass mark of fifty (50) points.

Generic Evaluation Table

PCA Evaluation Board members will evaluate the strengths and weaknesses of the Offeror's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below.

At the final consensus evaluation meeting, the PCA Evaluation Board members will assign both even and odd numbers in determining the final score for each evaluation criteria.

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 point	2 points	4 points	6 points	8 points	10 points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has 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
	Offeror do not possess qualifications and experience	Offeror lacks qualifications and experience	Offeror has an acceptable level of qualifications and experience	Offeror is qualified and experienced	Offeror is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

SRE 4 PRICE OF SERVICES

All price offer submissions corresponding to responsive offers which have achieved the pass mark of fifty (50) points will be opened upon completion of the technical evaluation.

To establish the Price Rating, each responsive bid will be prorated against the lowest evaluated price. The Price Rating is equal to the applicable percentage to establish the Price Score.

SRE 5 TOTAL SCORE

Total Scores will be established in accordance with SRE 1.3.

The offers will be ranked in order from the highest to the lowest using the total score (technical plus price). The offerors submitting the highest ranked offers will be recommended for issuance of a standing offer. In the case of a tie, the Offeror submitting the lower price for the services will be selected.

Canada reserves the right to issue multiple Departmental Individual Standing Offers (DISOs) under each Region.

- 1) British Columbia and Alberta Region
- 2) Saskatchewan and Manitoba Region
- 3) Ontario Region
- 4) Quebec Region
- 5) Atlantic Region - New Brunswick, Newfoundland and Labrador, Nova Scotia, and Prince Edward Island

SRE 6 SUBMISSION REQUIREMENTS - CHECKLIST

The following list of documents and forms is provided with the intention of assisting the Offeror in ensuring a complete submission. The Offeror is responsible for meeting all submission requirements.

Please follow detailed instructions in "Submission of Offers", General Instructions to Offerors (GI 10).

- Declaration / Certifications Form - completed and signed form provided in Appendix A
- Integrity Provisions – Required documentation – **as applicable**, in accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per General instructions to Offerors (GI), Integrity Provisions – Offer, **section 3a**.
- Integrity Provisions - Declaration of Convicted Offences – **with its bid, as applicable**, in accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per General instructions to Offerors (GI), Integrity Provisions – Offer, **section 3b**.
- Offer - one (1) electronic signed copy (PDF format)
- Front page of Request for Standing Offer
- Front page of Revision(s) to a Request for Standing Offer
- Indigenous Benefits Framework (IBF)

In a separate submission:

- Price Offer Form - one (1) completed and submitted to the bid fax or email designated on the Front Page "Request for Standing Offer" for the receipt of the bids.

Note: Offerors submitting their documents via fax: please include a cover page for each submission labeled "Submission 1" for the Technical Offer and "Submission 2" for the Price Offer Form. Offerors submitting their documents via email: please attach 2 separate files each labeled "Submission 1" for the Offer and "Submission 2" for the Price Offer

APPENDIX C - TEAM IDENTIFICATION FORMAT

For details on this format, please see PART 6 SUBMISSION REQUIREMENTS AND EVALUATION (SRE) – para. 3.2.4 in the Request for Proposal.

The prime consultant and other members of the Consultant Team shall be, or eligible to be, licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law.

I. Prime Consultant (Proponent):

Firm or Joint Venture Name:

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Key Individuals and provincial professional licensing status and/or professional accreditation (list all positions and individuals that are within the proponent firm):

Position	Name	License	Years Experience
Senior Project Manager			

Copy from the above for other disciplines.

II. Key Sub Consultants / Specialists:

Key Individuals, provincial professional licensing status and/or professional accreditation and firm name, (list all positions, individuals and firms that would be sub-contracted):

Positions for all firms Small, Medium or Large

Position	Firm Name	Individual Name	License	Years Experience
Senior Civil Engineer – Environmental				
Senior Environmental Scientist - specialized in Biology				
Senior Environmental Scientist – specialized in Impact Assessment				
Senior Environmental Scientist – specialized in Chemistry				
Senior Environmental Scientist – specialized in Geology				

Senior Environmental Scientist – specialized in Hydrogeology				
Senior Environmental Technician				
Senior Risk Assessor				
Senior Geotechnical Engineer				
Senior Environmental Scientist – specialized in Geophysics				

Additional positions for Multi-disciplinary (Large) Firms:

Position	Firm Name	Individual Name	License	Years Experience
Senior Environmental Scientist – specialized in Hydrology				
Senior Environmental Scientist – specialized in Geomorphology				
Senior Environmental Scientist/Landscape Architect – Specialized in Ecological Restoration				
Senior Environmental Scientist – specialized in Climate Change Modeling and Adaptation				
Senior Environmental Scientist - specialized in Botanist				
Senior Mechanical/Petroleum Engineer – specialized in Storage Tanks Systems				
Senior Industrial/Occupational Hygienist – Specialized in Abatement of Historic Structures/Vessels				
Senior Archaeologist				
Senior Indigenous Relations Liaison				

Copy from the above for other disciplines.