



Procurement Services – Ottawa  
200 Kent Street,  
Ottawa, Ontario K1A 0E6

October 13, 2023

Subject: **Request for Standing Offer 30004115** - Environmental Site Assessment Services for Various Locations in Quebec

### **ADDENDUM #3**

Further to the above-mentioned Request for Proposal, this **Addendum #3** is issued to answer questions received to date and to change the solicitation closing date.

#### **1. Questions and Answers**

##### **Q1**

For Stream 2, mandatory criterion M4 states:

" The Offeror must have completed at least three (3) projects in Canada recently (i.e. carried out in the last five [5] years) involving risk assessment studies related to section 2.3 of the Statement of Work.

Overall, the projects presented must have included at least:

- One toxicological and ecotoxicological assessment conducted according to the federal approach;
- A risk management plan. »

As we understand it, this criterion implies that a firm whose most recent study including a risk management plan was completed in 2018 would not qualify (project of more than 5 years), even if that firm has completed many complex projects, according to the federal approach, and that meet all the needs set out in Appendix A.

Would it be possible to relax this criterion, for example:

- i. Projects submitted must include at least the following:
  - A toxicological and ecotoxicological assessment using the federal approach
  - A risk management plan OR remediation recommendations developed based on the risk findings
- ii. Extending the period for eligible projects by at least 1 year

##### **A1**

Projects that were completed in Canada on or after January 1, 2018 will be considered eligible, in full, for criterion M4. Projects submitted must include at least one toxicological and ecotoxicology assessment project using the federal approach as well as two projects related to the following services (it may be the same service twice):

- Problem formulation according to the federal approach;
- Toxicological and ecotoxicological risk assessment according to provincial and/or federal approaches;
- Risk Management Plan for terrestrial and/or aquatic sites;
- Development of site-specific rehabilitation criteria;
- Development of toxicological reference value;
- Development of contaminant threshold concentrations according to specific conditions, receptors and routes of exposure.
- Risk investigation as described in section 3.14 of the RFSO.



**Q2**

Regarding Stream2, criterion RC5 (on page 19 of the tender document), the evaluation grid indicates the possibility of obtaining a maximum of 5 points/sheet for a maximum of 25 points, whereas for this stream, only three (3) project sheets are requested (i.e. a maximum of 15 points). Can you please review the score?

**A2**

The maximum total score for Stream 2 RC5 is 25 points. For each of the three project sheets presented: maximum of 1.5 points for each criterion listed up to a maximum of 7.5 points/project sheet. If a fourth project is submitted, it may add a maximum additional score of 2.5 points depending on whether the criteria listed are met (0.5 points for each criterion listed). See the modified Evaluation Grid for the criterion RC5 as follows:

**AT ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA – RC5:**

**Replace** the text in the Evaluation Grid with:

For each of the three project sheets presented: maximum of 1.5 points for each criterion listed up to a maximum of 7.5 points/project sheet. If a fourth project is submitted: maximum of 0.5 points for each criterion listed up to a maximum of 2.5 points for this fourth project.

**Q3**

Can you tell, if it is possible, which firms have previously been selected for the Fisheries and Oceans regional standing offer for the management of various contaminated sites in Quebec?

**A3**

The three firms selected in the current Fisheries and Oceans regional standing offer for the management of contaminated sites are:

- EnviroServices Inc.
- WSP Canada Inc.
- Englobe Corp.

**Q4**

Knowing that projects from provinces other than Quebec can be submitted for Stream 2, how will DFO ensure that the persons submitted by the various bidders actually have the level of French required in section 5.2.3.2?

**A4**

It is the responsibility of the firm to ensure that the resources they provide have the required level of French. This is not assessed at the solicitation level, but rather a contractual obligation at the call-up level. If a resource provided does not currently have the level of French certified by the provider, they will be asked to replace them with another resource that does. No additional costs will be borne by the department to compensate for a deficiency in French among the firm's personnel. (e.g., for the translation of a report).

**Q5**

Section 5.1.1, Integrity Provisions, states:

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, if applicable, the declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.



Could you clarify the instructions for submitting this form? Does it have to be submitted both in the bidders' proposal and at the same time submitted according to the instructions in the integrity form?

**A5**

You have 2 options to fill out this form. You can fill in the information on the website directly and "Print" the result which will be a pdf document of the completed fields. Alternatively, you can upload the blank PDF document and fill in the fields manually. For either option, you can attach the completed PDF file to your Section III: Certifications document and include it in your Offer.

**Q6**

Response 9 to Addendum 2 to this RFSO states:

If you are submitting an offer for both streams, you can complete the tables in Appendix B (Sections II), Appendix E and the attestations (Section III) once. [...]

It says that the tables in Appendix B may be completed only once in the case of submissions for both streams. However, Appendix B can be found in PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

Can you confirm that Appendix B must be completed for the tender and not once the contract has been awarded? It contains the same information as ATTACHMENT 2 OF PART 4 – Financial Proposal that must be completed for each of the components.

In addition, for Appendix E "Non-Disclosure Agreement" should it also be provided with the offer rather than when a contract is awarded? If it must be provided with the offer, does this Appendix E need to be signed by all mandatory resources or only by the signing authority?

**A6**

Indeed, there is no need to complete Annex "B" as the information will be found in the tables in ATTACHMENT 2 TO PART 4. Annex "B" will be completed at Award based on the rates of each Offeror that is awarded a SO.

There is also no need to provide a signed copy of Annex "E" with the offer. This appendix will be used at the call-up stage when required.

**Q7**

On page 9 of 103 of the RFSO document, certifications are requested to be attached:

- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

We understand that even if we don't submit "paper" we need to submit them.

Can you tell us in which section we should submit them (Section I: Technical Offer) or (Section III: Certifications)?

**A7**

Submit them in Section III: Certifications

**Q8**



30004115

For the analyses of organic contaminants in plants, can you specify whether the goal is to obtain fresh or dry weight results to know whether a freeze-drying step should be considered in the analysis costs?

**A8**

As part of this Request for Standing Offer, it is not requested to provide pricing for organic contaminant testing in plants, only testing for inorganic metals. Results are usually provided on a dry weight basis. In the case of risk assessments, it is often needed to convert the results to fresh weights, either by using the moisture content of the plants from laboratory measurements or by providing values taken from the literature. Analyses requirements will be discussed at the time of call-ups.

**Q9**

On page 14 of the .pdf file, in the mandatory criteria for Stream1, it is stated that "The Offeror must have completed at least five (5) projects recently (i.e. carried out in the last five (5) years) ... ». Is a project that was started more than 5 years ago but completed within the last 5 years fully eligible or only for tasks completed in the last 5 years?

**A9**

Projects completed in Quebec on or after January 1, 2018 will be considered eligible in their entirety for criterion M2.

**Q10**

On page 16 of the pdf, in the section that describes the technical criteria rated for Stream1, it is stated that " The Offeror must demonstrate that it has resources within its company that have the necessary academic training, professional experience and skills for all the services required to carry out the types of projects described..." ». Is it required to present the resumes for each of the requested resources or would it be sufficient to present for each position a table summarizing the information requested (in particular category, level of experience, professional expertise relevant to the services required, experience with the Federal Approach)?

**A10**

A table or short paragraphs presenting each member of the proposed team, and including the required information, is sufficient. Resumes will be required at the time of call-ups.

**Q11**

In the context of the 30004115 call for tenders, I would like to know if the key resources for Stream 2 must be internal resources or if subcontractors are permitted.

**A11**

For Stream 2, at criterion RC4, Offerors may subcontract resources from outside the company, but the project director and project manager must be employees of the Offeror and not subcontractors. The management of the project must come from a single firm.



**2. Solicitation Closing Date**

**To Delete**

Solicitation Closing date: October 27, 2023 at 14:00 EDT (Eastern Time)

**To insert**

Solicitation Closing date: November 17, 2023 at 14:00 EDT (Eastern Time)

***All other terms and conditions remain the same.***

Regards,

**Mazen Obeid**

Senior Contracting Officer | Agent principal des marchés  
Procurement Services | Services d'approvisionnement  
Fisheries and Oceans Canada | Pêches et océans Canada  
Government of Canada | Gouvernement du Canada  
[Mazen.Obeid@dfo-mpo.gc.ca](mailto:Mazen.Obeid@dfo-mpo.gc.ca) | 613 299-2564