



**RETURN PROPOSALS TO:**

Parks Canada Agency Bid Receiving Unit  
National Contracting Services

**Proposal Fax:** 1-855-983-1808

**Proposal Email:**

[soumissionsami-bidsrpc@pc.gc.ca](mailto:soumissionsami-bidsrpc@pc.gc.ca)

This is the only acceptable email address for responses to the Request for Proposal. Proposals 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 proposal documents will not be accepted.

**REVISION 002 TO A**

**REQUEST FOR PROPOSAL (RFP)**

**Proposal 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.

**Proposition à: l'Agence Parcs Canada**

Nous offrons par la présente de vendre à Sa Majesté le Roi du Chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et travaux de construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Issuing Office - Bureau de distribution

Parks Canada Agency  
Cornwall, Ontario K6H 6S2

<b>Title-Sujet</b> <b>Landons Bay Learn-to-Hub Project, Thousand Islands National Park, ON</b>		
<b>Solicitation No. - N° de l'invitation</b> <b>5P468-23-0088/A</b>		<b>Date:</b> <b>October 23, 2023</b>
<b>Amendment No. - N° de modification :</b> <b>002</b>		
<b>Client Ref. No. – N° de réf du client</b> 2324		
<b>Solicitation Closes – L'invitation prend fin :</b>		
<b>at – à</b> 2:00 PM	<b>on – le</b> November 02, 2023	<b>Time Zone - Fuseau horaire</b> EST - HNE
<b>F.O.B. - F.A.B.</b> Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
<b>Address Inquiries to: - Adresser toute demande de renseignements à :</b> <b>Sheldon Lalonde</b> <a href="mailto:sheldon.lalonde@pc.gc.ca">sheldon.lalonde@pc.gc.ca</a>		
<b>Telephone No. - N° de téléphone</b> (343) 585-3836		<b>Fax No. – N° de FAX</b> 1-855-983-1808
<b>Destination of Goods, Services, and Construction:</b> <b>Destination des biens, services et construction:</b> See Herein – Voir aux présentes		
<b>TO BE COMPLETED BY THE BIDDER</b> <b>À COMPLÉTER PAR LE SOUMISSIONNAIRE</b>		
<b>Vendor/Firm Name – Nom du fournisseur/de l'entrepreneur</b>		
<b>Address - Adresse</b>		
<b>Name of person authorized to sign on behalf of the Vendor/Firm</b> <b>Nom de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>		
<b>Title - Titre</b>		
<b>Telephone No. - N° de téléphone:</b> _____		
<b>E-mail Address – Adresse E-mail::</b> _____		
<b>Signature</b>		<b>Date</b>

## Amendment 002

This amendment is raised to provide the following:

- A. Questions and Answers;

### A. Questions and Answers

Question	Answer																																
<p>1. Appendix C - Price Proposal Form has a Note that reads: "Payment will be based on actual hours spent. Travel time and/or expenses will not be reimbursed separately;" however, the fee form requests a Fixed Fee rather than an hourly-based fee for both the Required Services and the Optional Services. Please confirm that the project will be Fixed Fee based rather than hourly-based?</p>	<p>The project will be Fixed Fee but please note that under the Terms and Conditions, the Government of Canada has the right to audit invoices for payment. This audit may include a breakdown of actual hours spent on each deliverable.</p>																																
<p>2. Appendix C - Price Proposal Form breaks up each of the phases into deliverables, requesting a price per deliverable and in some instances duplicating fees (for example there is a line item for RS4 as a whole, and then 4 sub items for the 4 different submissions). It is much more typical for Proponents to provide a fixed fee by overall phase – please confirm that a Fixed Fee by overall phase should be provided and if so, provide an updated Price Proposal Form?</p> <table border="1" data-bbox="142 1150 406 1327"> <tr><td>RS 3B</td><td>Design Report</td></tr> <tr><td>RS 4</td><td>Coordination Documentation (Section 3)</td></tr> <tr><td>RS 4A</td><td>30% Submission</td></tr> <tr><td>RS 4B</td><td>60% Submission</td></tr> <tr><td>RS 4C</td><td>90% Submission</td></tr> <tr><td>RS 4D</td><td>100% Submission</td></tr> <tr><td>RS 5</td><td>Tendering Services (Section 7)</td></tr> <tr><td>RS 6</td><td>Construction Administration Services (Section 8)</td></tr> <tr><td>RS 7</td><td>Post-Construction Services (Section 9)</td></tr> <tr><td colspan="2">TOTAL FEE FOR OPTIONAL SERVICES (taxes not included)</td></tr> </table> <table border="1" data-bbox="425 1171 799 1327"> <thead> <tr> <th>ID</th> <th>TASK NAME*</th> </tr> </thead> <tbody> <tr><td>RS 1</td><td>Initiation &amp; Site Investigation - Analysis of Project Scope, Start-Up Meeting and Site Investigations (Section 3)</td></tr> <tr><td>RS 2</td><td>Schematic Design Services - Option-Analysis (Section 4)</td></tr> <tr><td>RS 2A</td><td>Schematic Design Options (draft)</td></tr> <tr><td>RS 2B</td><td>Completed Schematic Design Report</td></tr> <tr><td colspan="2">TOTAL FIXED FEE FOR REQUIRED SERVICES (taxes not included)</td></tr> </tbody> </table>	RS 3B	Design Report	RS 4	Coordination Documentation (Section 3)	RS 4A	30% Submission	RS 4B	60% Submission	RS 4C	90% Submission	RS 4D	100% Submission	RS 5	Tendering Services (Section 7)	RS 6	Construction Administration Services (Section 8)	RS 7	Post-Construction Services (Section 9)	TOTAL FEE FOR OPTIONAL SERVICES (taxes not included)		ID	TASK NAME*	RS 1	Initiation & Site Investigation - Analysis of Project Scope, Start-Up Meeting and Site Investigations (Section 3)	RS 2	Schematic Design Services - Option-Analysis (Section 4)	RS 2A	Schematic Design Options (draft)	RS 2B	Completed Schematic Design Report	TOTAL FIXED FEE FOR REQUIRED SERVICES (taxes not included)		<p>For items that contain sub-items, please enter a value for each sub-items. (I.e. 4a, 4b and 4c) and leave the main item row (I.e. 4) blank.</p>
RS 3B	Design Report																																
RS 4	Coordination Documentation (Section 3)																																
RS 4A	30% Submission																																
RS 4B	60% Submission																																
RS 4C	90% Submission																																
RS 4D	100% Submission																																
RS 5	Tendering Services (Section 7)																																
RS 6	Construction Administration Services (Section 8)																																
RS 7	Post-Construction Services (Section 9)																																
TOTAL FEE FOR OPTIONAL SERVICES (taxes not included)																																	
ID	TASK NAME*																																
RS 1	Initiation & Site Investigation - Analysis of Project Scope, Start-Up Meeting and Site Investigations (Section 3)																																
RS 2	Schematic Design Services - Option-Analysis (Section 4)																																
RS 2A	Schematic Design Options (draft)																																
RS 2B	Completed Schematic Design Report																																
TOTAL FIXED FEE FOR REQUIRED SERVICES (taxes not included)																																	
<p>3. Can Parks Canada please provide an updated schedule for the project?</p>	<p>Schedule is tentative and subject to change. It will be discussed shortly after contract award.</p> <p>The current objective is to have the Draft Schematic Report to be submitted in April 2024 and the Final Schematic Report in June 2024.</p>																																
<p>4. What is the budget for the project? (same as 16)</p>	<p>The cost estimate that accompanied the Conceptual Design deliverables will be provided shortly after contract award.</p>																																
<p>5. Permits/Approvals</p> <p>a. Please confirm the permits that Parks Canada will be obtaining for the project in accordance with Section 2.2 of Appendix D (ie. development permit, building permit, heritage permit, etc)?</p>	<p>a. It is unlikely that permits will be required. Should any permits be required, Parks Canada will facilitate the process with the assistance of the consultant, as required.</p> <p>b. Parks Canada's project manager will coordinate internal resources for items such as FHBRO,</p>																																

<p>b. Please confirm the approvals that Parks Canada will be seeking for the project (ie. FHBRO, any other stakeholder approvals)?</p>	<p>Environmental Impact Assessment, Archeology Assessment, etc.</p>
<p>6. Appendix D, 1.6.2 Consultant Requirements notes an extensive list of additional 'other specialist services as needed and agreed to by Park's Canada.'</p> <p>a. Please confirm that 'Geotechnical Engineering' and 'Environmental Engineering and Specialists' will be engaged directly by Parks Canada; Architect's professional liability limitations prevent us from carrying these consultants.</p> <p>b. Please confirm that Parks Canada will be engaging a specialist consultant for Habitat/Ecology management, design, and input?</p> <p>c. Does Parks Canada anticipate requiring the services of an Archaeologist for the project given the level of site disturbance anticipated and Indigenous history of the site? If so, will Parks Canada be engaging this consultant directly?</p> <p>d. Please confirm that Commissioning Services, Cost Consultant, and Interior Design Consulting Services are <u>required</u> in the Fixed Fee for the project? <i>Section 1.6.2. of Appendix D</i> notes them as 'other specialist services,' however there are many deliverables/services outlined for each of these specialists in the project phases later in the document (commissioning services, Class D, C, B, A estimates, FF&amp;E and material/colour schemes respectively, etc.).</p> <p>e. 'Other specialist services' includes 'Code Specialist;' however, this specialist is already included in the Key Sub-Consultants/Specialist Team identified in <i>SRE 3 Submission Requirements and Evaluation</i> as 'National and Provincial Codes and Regulatory Analyst.' Please confirm that Code Specialist services are required to be included in the Fixed Fee and provide a summary of the services required under <i>1.6.2. Consultant Requirements</i>, similar to what was done for the other Key Sub-Consultants/Specialists.</p> <p>f. Please confirm that if any of the 'other specialist services' (traffic, municipal, signage, security/comms, building sciences, universal accessibility, lighting, acoustic, fire protection, and energy modeling) are deemed 'as needed and agreed to by Parks Canada'</p>	<p>6a. PCA will procure the services of a geotechnical firm and will ask the consultant for guidance when drafting the Terms of Reference.</p> <p>b. Internal resources (ie. Habitat/Ecology) are available at Parks Canada and will be engaged on an as-required basis.</p> <p>c. Archeological investigation will be coordinated separately, and results will form part of the environmental and cultural impact assessment. Parks Canada will procure an archeological consulting firm directly.</p> <p>d. Please note that Section 1.6.2 stipulates that: <i>...the consultant team must provide expertise in a variety of disciplines including but not limited to the following specialities or key sub-Consultant. Commissioning services, cost consultant and interior design consultant are to be included in the proposal.</i></p> <p>e. SRE3 Submission Requirements and Evaluation lists the minimum key sub-consultants/specialists to be included in the proposal for the purpose of team evaluation.</p> <p>Please note Appendix A's last sentence stipulates that: <i>Copy from the above for other required disciplines.</i></p> <p>In other words, please include all disciplines following the format provided.</p> <p>For example:</p> <p>IX. Key Sub Consultants / Specialists</p> <p>Firm Name: .....</p> <p>Key Individual and provincial professional licensing status and/or professional accreditation:        .....</p> <p>f. Same as d. above.</p>

<p>during the project, that they will be an additional fee outside of the Fixed Fee for the proposal?</p>	<p>Section 1.6.2 of Appendix D stipulates that <i>the consultant team must provide expertise in a variety of disciplines including but not limited to the following specialities or key sub-Consultant. Commissioning services, cost consultant and interior design consultant are to be included in the proposal.</i></p>
<p>7. Sustainability: a. Given the sustainability considerations listed in <i>Section 1.5 of Appendix D</i>, would the client like the team to carry a Sustainability Specialist? b. Will the client be pursuing any sustainability certification (LEED, WELL, Living Building, etc) for the buildings/site as part of the project?</p>	<p>a. Sustainability resources to form part of the proposals. b. No. Please refer to Appendix D, Section 1.5 – Design Principles where of the Government of Canada Greening Government Strategy, where net zero initiatives, low carbon operation and materials, Life-Cycle-Cost-Analysis to determine the optimal GHG by using software such as RETScreen are mentioned.</p>
<p>8. Section 1.7 Reference Documents of Appendix D includes FHBRO Assessments for Buildings at Landons Bay. Please confirm if any of the existing buildings have heritage designation, and if so, if a Heritage Consultant is required for the project?</p>	<p>The existing buildings do not have heritage designation.</p>
<p>9. Section 6.4.3 of Appendix D notes the requirement for six (6) hard copies of 100% Schedules, Specifications, and Drawings. Given that pricing for printing of these deliverables cannot be determined until the page count is established during the Construction Documents phase, can Parks Canada please provide Proponents with a cost allowance for document printing and courier (to facilitate equality of price proposals)?</p>	<p>It is unlikely that hardcopies will be requested.</p>
<p>10. Section 7.2 of Appendix D notes that Proponent's are to provide 'advice and assistance if PCA decides to re-tender the project.' Please confirm that assistance with re-tendering would be additional fees if re-tendering is deemed required during the Tender Phase?</p>	<p>If re-tendering is required and tendering task has been fully expended, then consideration for a contract amendment will be given.</p>
<p>11. Section 8.3 Project Meetings of Appendix D notes that the Consultant is responsible for meeting minutes during the Construction Phase; however, this is typically the responsibility of the Contractor. Please confirm that the Contractor will be responsible for meeting minutes during Construction?</p>	<p>Minutes will be the responsibility of the Consultant.</p>
<p>12. Section 8.18 of Appendix D notes to 'include final survey drawing and Real Property Report in the 'as-built' record. Please confirm that a surveyor will be engaged by Parks Canada directly to provide the survey and RPR?</p>	<p>The services of a professional surveyor, for the purpose of producing design deliverables, are to be procured by the consultant.</p>
<p>13. Section 8.18 incorrectly uses the terms 'As-Built Drawings' and 'Record Drawings' interchangeably. Please note that 'As-Built Drawings' are the deliverables of the Contractor,</p>	<p>The consultant will be submitting both, i. As-Built drawings (marked-up drawings) that the contractor will provide them along with ii. 'Record Drawings'</p>

<p>while 'Record Drawings' are the deliverable of the Consultant and are based on the 'As-Built Drawings' received from the Contractor. In light of this, please update Section 8.18 accordingly to clearly distinguish the responsibilities of the Consultant and Contractor.</p>	<p>to be based on the info provided by the contractor and verified by the consultant.</p>
<p>14. As Found Drawings: a. Please confirm that Parks Canada will provide complete and current drawings for the entire site and buildings that form part of the project in AutoCAD format? b. Please confirm that the As Found Drawings being provided from Parks Canada include complete and current drawings necessary for all disciplines (architectural, structural, mechanical, electrical, civil, and landscape)?</p>	<p>a. Very little site information (hard or electronic copy) is available. Whatever is available will be provided by Parks Canada. (I.e. Park boundaries, Digital Elevation Model, and site utilities survey that maps existing known infrastructure)  b. Conceptual plans are available in both AutoCAD and PDF format and will be shared with consultant shortly after contract award.</p>
<p>15. Given the extensive consultant team effort required for the proposal and significant number of items requiring clarification, we would like to request a minimum 3 week extension to the proposal submission deadline.</p>	<p>Closure date to be changed from Nov. 2/23 to Nov.9/23.</p>
<p>16. Please confirm, and share if possible, if a budget / cost estimate for the works has been determined for the project. (same as 4)</p>	<p>The cost estimate that accompanied the Conceptual Design deliverables will be provided shortly after contract award.</p>
<p>17. Please clarify the 'Provisional' note in the SOW Proposed Schedule (P22/57) – is this to indicate that the timeline following Schematic Design is provisional, or that the stages themselves (R3 – R7) are provisional and the project may not proceed beyond Schematic Design?</p>	<p>The intent is for Parks Canada to gradually proceed with the design beyond the schematic design stage as funding becomes available.</p>
<p>18. Please confirm, and share if possible, if expectations for the engagement process, including number of different participating groups, timing, and manner in which participants are to be engaged, have been established?</p>	<p>Parks Canada will coordinate most engagement processes with the stakeholders. The Consultant may be asked to take part as Parks Canada engages partners. (I.e. A few design summary presentations may be requested from consultant.)</p>
<p>19. Are design of trail upgrades part of the scope of work.</p>	<p>Note that some trails will be created in open areas as part of this project. Refer to p.4 -12 of the Concept Plan by Brook McIlroy.</p>
<p>20. Are site utilities (water, sewer and electricity) to be designed.</p>	<p>Yes</p>
<p>21. Are any of the existing buildings to be removed?</p>	<p>Yes, most existing buildings are to be demolished.</p>
<p>22. Will roofed accommodation be operating all year?</p>	<p>Roofed accommodations are to be used seasonally (i.e. May to Oct.)</p>
<p>23. Will roofed accommodation be requiring utilities (water, sewer)</p>	<p>At a minimum a dry-pit or composting toilet is to be provided with hand washing capacity (running water).  Additionally, the main washroom building should be located relatively close (approx. 300m. walk) from the roofed accommodation.</p>

Solicitation No. - N° de l'invitation  
5P468-23-0088/A  
Client Ref. No. - N° de réf. du client  
2324

Amd. No. - N° de la modif.  
002  
File Name - Nom du dossier  
Landons Bay Learn-to-Hub Project, Thousand Islands National Park, ON

Contracting Authority - Autorité contractante  
Sheldon Lalonde

24. Is signage part of scope of work.	Signage that is part of the scope of work is the site direction and main entrance sign. Refer to Section 1.6.1 of Annex D.  Wayfinding signage for existing trail is not part of the scope of work.  Note that some trails will be created in open area as part of this project.
25. Is a maintenance shed to be replaced?	A maintenance shed is to be erected on Parks Canada's Property at the north end of Cross Cemetery Rd. Demolishment to occur prior to erecting building.

**ALL OTHER TERMS & CONDITIONS REMAIN UNCHANGED**