



PART 6 SUBMISSION REQUIREMENTS AND EVALUATION (SRE)

The following is intended to clarify the general structure of the SRE document.

- SRE 1 General Information
- SRE 2 Offer Requirements
- SRE 3 Submission Requirements and Evaluation
- SRE 4 Price of Services
- SRE 5 Total Score
- SRE 6 Submission Requirements - Checklist

SRE 1 GENERAL INFORMATION

1.1 Reference to the Selection Procedure

An 'Overview of Selection Process' 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, for each region, 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

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 Framework (IBF) (Part 7)
- 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 Parks Canada Agency (PCA) Evaluation Board members for evaluation.

SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

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 regions, 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 number or how you intend to meet the provincial licensing requirements.

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 Region(s) of Offer

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

Note:

If Offerors are bidding on more than one region, a separate technical, Indigenous Benefits Framework and price offer **MUST** be submitted for each region. **Each submitted region will be evaluated separately.**

Solicitation No. - N° de l'invitation
5P468-24-0003/A
Client Ref. No. - N° de réf. du client
N/A

Amd. No. - N° de la modif.
000
File Name - Nom du dossier
Request for Standing Offer - Environmental Engineering Services for National Parks and
National Historic Sites

Contracting Authority - Autorité contractante
Sheldon Lalonde

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.

3.2 RATED REQUIREMENTS

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

Overview ALL REGIONS:

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

1. Technical Discipline - 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. Technical Discipline - 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. Technical Discipline - 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. Technical Discipline - 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 description of:

- 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 (20 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 (35 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) A brief description of a maximum of four (4) significant projects over the last ten (10) years by the Offeror, relating to the following **Technical Disciplines**:
 - i. **One (1) Environmental Impact Assessment, Permitting and Related Studies project**
 - ii. **One (1) Environmental Management of Federal Facilities project**
 - iii. **One (1) Contaminated Sites Consulting Services project**
 - iv. **One (1) Construction Planning, Design, Supervision 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, innovative and sustainable technology/approaches; and
- e) Client references - name, address, phone and fax of client contact at working level. Reference checks may be completed if deemed necessary to verify presented information only.

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 (30 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:

1. Senior Project Manager
2. Senior Civil Engineer – Environmental

3. Senior Environmental Scientist - specialized in Biology
4. Senior Environmental Scientist – specialized in Impact Assessment
5. Senior Environmental Scientist – specialized in Chemistry
6. Senior Environmental Scientist – specialized in Geology
7. Senior Environmental Scientist – specialized in Hydrogeology / Hydrology
8. Senior Environmental Technician
9. Senior Risk Assessor
10. Senior Geotechnical Engineer
11. Senior Environmental Scientist – specialized in Geophysics
12. Senior Environmental Scientist – specialized in Geomorphology
13. Senior Environmental Scientist/Landscape Architect – Specialized in Ecological Restoration
14. Senior Environmental Scientist – specialized in Climate Change Modeling and Adaptation
15. Senior Environmental Scientist - specialized in Botanist
16. Senior Mechanical/Petroleum Engineer – specialized in Storage Tanks Systems
17. Senior Industrial/Occupational Hygienist – Specialized in Abatement of Historic Structures/Vessels
18. Senior Archaeologist
19. Senior Indigenous Relations Liaison

4. The Offeror must identify Senior Personnel that are within the Proponent Firm and/or Joint Venture and further identify all positions, individuals and firms that would be sub-contracted.

3.2.5 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 7 Indigenous Benefits Framework (IBF) may also be reviewed at this stage and is scored separately.

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	2.0	0 - 10	0 - 20
Past Experience	3.5	0 - 10	0 - 35
Senior Personnel Expertise and Experience	2.5	0 - 10	0 - 25
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 Standing Offers (SOs) 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.

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 and/or Joint Venture):

Position	Firm Name	Individual Name	License	Years Experience
Senior Project Manager				

Note: Insert key individuals and positions from the below Table “ II. Key Sub Consultants / Specialists” if they are included within the Prime Consultant and/or Joint Venture.

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):

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

Note: Move key individuals and positions from the Table “ II. Key Sub Consultants / Specialists” into the Table “I. Prime Consultant (Proponent)” if they are included within the Prime Consultant and/or Joint Venture.