



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

September 22, 2023

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

ADDENDUM #2

Further to the above-mentioned Request for Proposal, this **Addendum #2** is issued to answer questions received to date and to change the solicitation closing date. Note that there is also a change in the mandatory requirements in response to Question #3.

1. Questions and Answers

Q1

The total budget for the standing offer is not indicated. This information is required for us to make an informed decision as to whether or not we will submit an offer.

A1

DFO estimates an annual value of \$2.25M for the 2 components.

Q2

For component 2, up to 3 firms could be selected. It is our understanding and based on section 7.8 of the request for standing offer document (RFSO), that this procedure could result in a firm ranked 2nd or 3rd to never have a call-up against the standing offer. Considering the effort required to respond to the present RFSO, it is necessary for us to know more precisely the distribution of the standing offer amounts to allow an informed decision-making.

A2

DFO is not able to specify the distribution of amounts between the two components. Although the ordering procedure is based on the right of first refusal, DFO anticipates several simultaneous mandates annually in risk assessment and management. It is not expected that all mandates can be carried out by a single firm. For example, DFO has so far given six mandates in risk assessment and management for the current fiscal year 23-24 for a total amount of approximately \$500,000.

Q3

Mandatory criteria O3a and O3b (stream 2): Suitably qualified individuals who have completed their university studies outside Canada may not have a bachelor's degree but may hold a degree of the same level or higher (e.g. master's degree or doctorate obtained in France). Would it be possible to change this criterion accordingly?

A3



30004115

The Bachelor's degree can be replaced by an equivalent diploma or a higher level of education (master's, doctorate) in a field related to the environment. This also applies to the O1a and O1b assessment criteria. See the amended criteria below:

ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA:

Delete O1a, O1b, O3a and O3b entirely, and **replace with**:

M1a: The Offeror **must** propose one (1) Project Director with **at least** twelve (12) years of relevant experience in contaminated sites during the last fifteen (15) years and **must** demonstrate experience by providing a curriculum vitae (CV) with a detailed description of previous work experience.

The proposed Project Director **must** have a diploma equivalent to a Bachelor's degree or an advanced diploma (Master's degree, doctorate) in a field related to the environment and the Offeror **must** provide a copy of the degree with their bid.

M1b: The Offeror **must** propose one (1) intermediate level project manager (professional) with at least five years of experience in contaminated sites and one (1) senior project manager with at least nine (9) years of experience in contaminated sites and must demonstrate experience by providing a curriculum vitae (CV) with a detailed description of previous work experience.

The proposed project managers must each have a diploma equivalent to a Bachelor's degree or an advanced diploma (Master's degree, doctorate) in a field related to the environment and the Offeror **must** provide a copy of the degree with their bid.

M3a: The Offeror must propose one (1) Project Director with at least twelve (12) years of relevant experience in risk assessment over the past fifteen (15) years and must demonstrate experience by providing a curriculum vitae (CV) with a detailed description of previous work experience.

The proposed Project Director must have a diploma equivalent to a Bachelor's degree or an advanced diploma (Master's degree, doctorate) in a field related to the environment and the Offeror **must** provide a copy of the degree with their bid.

M3b: The Offeror must propose one (1) intermediate level project manager (professional) with at least five years of experience in risk assessment and must demonstrate experience by providing a curriculum vitae (CV) with a detailed description of previous work experience.

The proposed project manager must have a diploma equivalent to a Bachelor's degree or an advanced diploma (Master's degree, doctorate) in a field related to the environment and the Offeror **must** provide a copy of the degree with their bid.

Q4

Section 7.2.1 states that "Invoices must contain: [...] j. Deductions for holdback, if applicable. ». As no holdback is indicated in section 7.5.3 - Terms of payment, we understand that no holdbacks are provided. Please confirm.

A4

Yes, this is correct. No holdback will be applied.

Q5

Is it possible to submit an offer for only one of the two streams or do we have to submit for both streams to be compliant?



A5

Yes, it is possible to submit for one of the two streams only.

Q6

Could you inform us of the approximate size of the 5 standing offers for Stream 1, and 3 for Stream 2?

A6

See answer to Question #1.

Q7

Section M3b of the mandatory criteria states that the Offeror must propose one (1) intermediate project manager (Professional) with at least 5 years of experience in risk assessment. Would it be possible to reduce it to 3 years of experience instead of 5?

A7

For the purpose of qualification, the firm must present a project manager with at least 5 years of experience.

Q8

In several places in the tender document, the word "Contractor" is mentioned, should we hold an RBQ license?

A8

The term contractor is to be taken in the broad sense and refers in this case to an environmental consulting firm. It is not required to hold an RBQ license.

Q9

In the event that we would like to bid on both streams (STREAM 1 – Environmental Site Assessment and Environmental Remediation and STREAM 2 – Toxicological and Ecotoxicological Risk Assessment and Related Studies), do we have to set them up together or separately. (Section 1, Section 2 and Section 3) The numbering leads us to believe that it is together: Stream 1 - CC1, CC2 CC3, CC3.1, CC3.2 and CC3.3, Stream 2 - CC4, CC5, CC6, CC6.1, CC6.2

A9

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. However, it is necessary to submit separate documents for Section I, and thus cover the submission criteria for each of the 2 streams. Also, you can submit for each stream separately (i.e. Section I, Section II and Section III for Stream 1, and Section I, Section II and Section III for Stream 2).

Q10

In attachment 1 to Part 4 – Technical criteria, Stream1, section M2 (no page # in the French RFSO but page 14 in the English one), a project in a remote area is defined at the bottom of the page as a site that is accessible only by boat or helicopter or is located in the Côte-Nord or Nord-du-Québec regions (same as the definition in English). Are we to understand that a project accessible only by boat or helicopter in Canada outside Quebec is acceptable?



A10

For stream1, projects submitted for the M2 requirement must have been carried out in Quebec. For Stream 2, projects submitted for the M4 requirement may have been completed in Canada. Thus, a project submitted under requirement M2 as a remote site must have been carried out in Quebec according to the definition indicated at the bottom of the page 14 (in the English version).

Q11

For the Stream 1, Sections M1 and RC1 at the Attachment 1 to Part 4 – Technical Criteria, can a person occupy more than one category of required resources if he or she meets the requirements for years of experience and demonstrates experience? Also, please tell us which one is the "Table 1" referred to two times in RC1 and RC4 but which does not seem to be identified.

A11

Yes, an individual can occupy several categories of resources as long as they demonstrate that they meet the requested requirements for each category. Table 1 corresponds to the table in section 3.15 of Appendix A.

Q12

Regarding the projects that must be submitted, it is mentioned that previous projects must be undertaken within the last five (5) years. We understand that these projects do not necessarily have to be completed. Is it possible to confirm our interpretation?

A12

Projects that have not been completed, but for which field work has begun before or at the time of submission, will be accepted.

Q13

Regarding the experience of our key resources, can the post-baccalaureate years of study in the environmental field (geology, biology, engineering, chemistry, etc.) be counted as years of experience?

A13

Years of experience may include years of post-baccalaureate study as long as they meet the requirements (e.g. Master's studies in biology for a professional).

Q14

In the case of parental leave, can the duration of the experience be extended by the duration of the leave? Can a parent who has taken 1 year leave be recognized for their experience over a period of 11 years instead of 10?

A14

Parental leave can be added to the period during which experience can be acquired. For example, if 5 years of experience are required in the last 10 years, a person who has taken a one-year parental leave could show that he or she has acquired 5 years of experience in the last 11 years.

Q15



On page 40 of 106, it says that all rentals, travel expenses, purchase of equipment, subcontractors, etc. will be billable at the effective price without any mark-up. Since in some projects, especially those involving environmental rehabilitation, there may be a very significant proportion of expenses compared to fees, we ask if it will be possible to discuss a surcharge that makes the execution of this type of mandate financially viable (otherwise the only cost associated with the management of subcontractors and suppliers would make these mandates of no financial interest).

A15

We accept a surcharge of up to 10% for subcontractors. However, no surcharge will be accepted for equipment purchases or rental, or travel costs. Management time is billable on a fee basis.

Q16

Do the projects to be presented to the O2 have to be 100% completed? If not, what percentage of projects are required to be accepted?

A16

See answer to Question #12.

Q17

Should CVs be presented at the end only, or key resources should also be presented in the text in addition to resumes?

A17

CVs alone suffice, but they must clearly demonstrate how the evaluation criteria set out in Part 4, Attachment 1 are met.

Q18

What is the maximum number of pages accepted for the submission of projects?

A18

There is no maximum number of pages for project submissions, however DFO encourages bidders to limit each project description to 1-2 pages.

All other terms and conditions remain the same



Regards,

Mazen Obeid

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