

May 23, 2025

Addendum No. 05

File Reference Number: RFSQ 2025 023

Title: Pre-Qualification of Service Providers for Environmental Consulting Services

RE: Clarifications/Questions

CLARIFICATIONS/QUESTIONS

Part 3 – RFSQ Specifications – Schedule 3-A – Scope of Work – The Services

Item 1: Environmental Impact Assessment and Management Planning is listed in Stream A. Environmental Impact Studies often focus on terrestrial and aquatic ecosystems (Natural Heritage).

Does the RFSQ intend to include other technical disciplines in this category, and if so, which disciplines (e.g. Geosciences)? Please also confirm the intent of Management Planning. Is Management Planning intended to be an Environmental Management Plan to outline environmental protection/ measures for construction? What disciplines are included in Management Planning?

Answer: Vendors should consider and interpret Environmental Impact Assessment and Management Planning services broadly (i.e., across fields) as part of their bid submission, as no definitive projects are proposed by ONTC at this time. Environmental management planning services may be related to typical consulting/engineering as well as construction-level support/best practices (e.g., Natural Heritage, Geosciences) for projects within the transportation/infrastructure sector.

Item 2: Site Natural Design and Restoration is included in Stream A and Stream B.

Please provide a description of work that is included in this category. Is it limited to terrestrial and aquatic ecosystems (Natural Heritage), or does it also include other discipline studies? For example, if restoration plans are required for construction, other disciplines such as geoscience, surface water engineering, and landscape architecture may be needed.

Answer: Similar to Item 2 above, Vendors should consider and interpret Site Natural Design and Restoration services broadly (i.e., across fields) as part of their bid submission, as no definitive projects are proposed by ONTC at this time. While typically expected to include Natural Heritage considerations in this context, ONTC acknowledges that additional expertise or services (e.g., geosciences, engineering) may provide benefit for this type of work.

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Item 3: Stream A - Multi-Disciplinary Environmental Consulting/Engineering.

Can ONTC please provide further details regarding the scope of services that may be anticipated for the following categories?

- 14. Aggregate Resources Planning and Management
- 15. Geohazards Engineering (e.g., Water, Rockfall, Slope, Wildfire), Risk Assessment, Mitigation and Management
- 21. Surveying and Remote Sensing
- 26. Corporate/Organization and Operational Sustainability Strategy, Planning and Management
- 29. Climate Action, Adaptation and Resilience Planning

Answer: Please note, ONTC has provided the current area of expertise categories for broad consideration and interpretation at this time, as no proposed or specific projects are yet being put forward. Vendors should broadly consider these categories in line with typical, industry best practices and their firm's offerings, and outline their related experience and services to best of ability in support of project planning/delivery within the transportation and infrastructure sectors.

Item 4: Can ONTC confirm whether the scope of the building condition assessments is limited strictly to buildings, or if it also includes ancillary structures, bridges, or other asset types?

Answer: While no specific project is being put forward at this time, ONTC expects that condition assessment work could reasonably include buildings as well as any potential ancillary structures/infrastructure.

Item 5: Can ONTC clarify whether the locations for on-site investigations have been determined, or will this information be provided during the second stage of the procurement process?

Answer: Please note, ONTC has not put forward any specific project intentions at this time. Any future project work can be expected to occur within typical ONTC operating regions. Future project delivery needs will be communicated, as applicable, to successful Vendors (that are retained under MSA) through the second stage Request for Services process.

Item 6: Is there any defined evaluation criteria or guidance outlining the key staff roles required for this submission?

Answer: ONTC expects Vendors to nominate/assign and present qualified, capable and experienced personnel for key roles (including intermediate to senior, project/engagement managers, experts and discipline leads, at a minimum), according to the main service specializations and Discipline Stream(s) being applied to. These personnel should be designated and available for ONTC project work over the term of the contract and operate under a clear hierarchy, with discipline/specialization breakdown and reporting structure shown, as would be expected/typical for professional consulting/engineering firms.

Item 7: Given the multidisciplinary nature of the submission and the level of coordination required to compile the necessary documentation and fee details, would ONTC consider granting a two-week extension to the RFSQ deadline?

Answer: ONTC has granted suitable bid preparation time, and is not considering procurement extension at this time. We would like to thank Respondents in advance for working to prepare bid submissions within the assigned timetable.

Item 8: For CVs of “Key Project Personnel” - are we required to provide CVs for Subject Matter Experts and Senior Staff for each category only or, do we also need to provide CVs for intermediate staff?

Answer: ONTC expects Vendors to include CVs for, at a minimum, intermediate level and higher key staff who will be qualified and experienced in their given field(s) of specialization and available to work on ONTC projects in this capacity over the term of the contract.

Item 9: Scope of Work (Stream A) - Can you please clarify the expectations for graphics and digital application support. Is rendering part of this item?

Answer: While no specific project is being put forward at this time, ONTC expects Vendors to broadly outline specialization related to digital graphics artist work/services as well as general digital application/computer programming support which may lend to professional environmental consulting/engineering related work. Digital and 3D rendering technical ability may be considered a benefit.

Part 4 – Request for Supplier Qualifications – Form of Submission – Submission Form 9 –
Schedule A – Rate Schedule

Item 10: In the instructions on how to provide pricing, it indicates that rates must be all-inclusive. Because the scope of work will vary from task to task and some may require field/site work, can you confirm that the rates will be inclusive of overhead costs (ie., PPE, computer/software fees, and other general overhead expenses) with expenses related to site work be billable separate from the rates as per agreement with ONTC Project Manager and ONTC policies?

Answer: Please note, for the purposes of Vendor bid submission, declared hourly rates by role/position are intended to be specific to Consultant personnel time charges incurred for ONTC project work (with any Vendor overhead such as office/facilities mark-up fully included in these stated rates). Potential future disbursements and/or other project/work-related expenses (e.g., travel, field equipment/supplies, lab fees, etc.) would be considered additional (i.e., not accounted for in this bid submission), and ONTC expects will be costed/accounted for during any second stage procurement, which shall vary from project to project on case-by-case basis.

Part 5 – Request for Supplier Qualifications – Master Agreement – Compliance with Law and Policies

Item 11: Section 71 – ONTC Policies - While on ONTC's property, the Consultant shall comply with all ONTC policies, including its Drug and Alcohol Policy, and the Ontario Northland Railway Operating Manual.

Would ONTC be able to provide these policies?

Answer: Please note that ONTC's policies and procedures will vary depending on the site and the nature of the work and will be communicated accordingly. The reference to the Ontario Northland Railway Operating Manual in Section 71 of the Master Agreement is not applicable and will be removed in the Final Agreement. The Successful Respondent will be informed at the time of service delivery whether compliance with the manual is required, and to what extent, while on site.

This Addendum hereby forms part of the RFSQ.

Regards,

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