

**May 30, 2025**

**Addendum No. 06**

**File Reference Number: RFSQ 2025 023**

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

**RE: Clarifications/Questions**

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**CLARIFICATIONS/QUESTIONS**

**Item 1: Part 1 – Request for Supplier Qualifications – Section 5: Submission, Withdrawal, Modification – 5.5 One Submission per person or Entity**

- 1) Except as set out in the RFSQ Data Sheet or with ONTC's approval:
  - a) a person or entity shall submit or participate in only one Submission either individually or as a Respondent team member; and,
  - b) a person or entity shall not be a subcontractor of a Respondent and also submit a Submission individually or as a Respondent team member in the same RFSQ Process.
- 2) If a person or entity submits or participates in more than one Submission in contravention of RFSQ Section 5.5(1), ONTC may, in its sole discretion, disqualify any or all of the Submissions submitted by that person or entity or in which that person or entity is a participant.

Would ONTC consider relaxing these requirements, particularly as it relates to the ability for subconsultants to participate on more than one respondent team?

**Answer:** ONTC will reasonably allow individual sub-consultants to provide their services/prices to one or more respondent bid. Stipulations to this (to maintain order and fairness) will include:

- i. Sub-consultant will keep consistent rates for like personnel/services offered across bids, and
- ii. Sub-consultants, if deciding to join another respondent team(s) in a secondary/sub role (in whatever capacity), will not be permitted to also submit their own, individual bid submission for any of the Discipline Streams.

**Item 2:** Can ONTC expand more on the scope for the emergency and incident response scope for Stream A?

**Answer:** For the purposes of this procurement, ONTC broadly considers Emergency and Incident Response services to be associated primarily with railway incidents, including (but not limited to) moderate-to-major spills, derailments, washouts, etc. In such cases, professional environmental consulting services may be needed or called upon, for example, for pre-emptive management planning/protocol development (e.g., BMPs) and/or response following incident, including potential guidance/containment guidance, delineation, clean-up or rehabilitation planning, regulatory matters, environmental sampling, monitoring and/or reporting-related (e.g., soil, sediment, groundwater, surface water, fish/wildlife and ecology, etc.).

**Item 3:** Can ONTC provide a high-level description of services to be provided under the Natural Heritage and Approvals specialization for Stream B? This specialization appears to be the same as the category.

**Answer:** While no specific project has been put forward at this time, ONTC would expect Natural Heritage Study and Approvals services to be consistent with typical best practices applicable to Transportation and Infrastructure projects, including records review, site investigation, stakeholder consultation and constraints analysis/impact study and management planning for terrestrial and aquatic ecology/biology, fish and wildlife, and species at risk-related, as well as navigating any associated regulatory permitting/approvals processes.

**Item 4:** We are planning to submit for streams B, C, D. Are five (5) project examples required for each stream or are we to provide five (5) project examples in total.

**Answer:** ONTC will request five (5) project reference examples for each Discipline Stream being applied for.

**Item 5:** Stream B and Stream C: Within a given Stream, can a proposed staff member fulfill more than one of the roles that are listed in the Rate Schedule spreadsheet?

**Answer:** At this stage of procurement, ONTC requests that proposed Vendor staff members be reasonably linked to only their primary role within the team hierarchy (i.e., which should have corresponding charge rate), which they will be qualified, experienced, and available to perform in delivering professional consulting services to ONTC.

**Item 6:** Will ONTC consider granting one (1) week extension to the submission deadline?

**Answer:** ONTC will agree to extend this procurement one (1) week, with updated procurement closing date to be changed to **Friday, June 13, 2025 2:00:00 PM EDT.**

Please note, no further extension will be granted beyond this, and interested vendors should prioritize ONTC needs and requested timelines.

**Item 7:** Is 'Economics' required under social and built environment scope?

**Answer:** ONTC does not foresee or expect environmental consulting services needs in this area at this time. If Vendors feel there may be benefit to ONTC, they are welcome to include brief description to this effect in their proposal, for review/consideration.

**Item 8:** Regarding subconsultants, does ONTC only desire subconsultants that are to contribute technical deliverables? Or does ONTC want other subconsultants named i.e., drilling rig suppliers which are providing a non-technical / equipment service?

**Answer:** ONTC only expects sub-consultant information for those Vendors intended to contribute to potential project work/provide technical professional services and prepare technical work deliverables. As such, additional, job-specific services which may be required on job-by-job basis (e.g., drill rig companies, equipment providers, labs, etc.) would not be expected to be included.

**Item 9:** Part 4 – Form of Submission – Submission Form 4 – Experience and Qualifications – Project Profiles

- a) For these Project Profiles, does the scope need to be fully completed or is 'in progress' acceptable?

**Answer:** ONTC is acceptable to both fully-completed as well as in-progress projects for inclusion as reference projects, provided they are in good standing.

**Item 10:** Part 4 - Form of Submission – Submission Form 9 – Schedule A – Rate Schedule

- a) It states that respondents are required to provide rates for all levels of Classification roles/positions listed and that no personnel rate fields may be left blank. However, if we are submitting for Stream B, some (many) of these classifications are not relevant or applicable. Should we be putting placeholders/rates in these classifications even if we do not intend to use them?

**Answer:** To ensure consistency in scoring, ONTC will require Vendors to please provide rates for all roles, and provide best, honest estimate where needed should this role potentially be required/requested by ONTC. Please note, as it is incumbent on ONTC to uphold the fairness of the bidding process, upon detailed review of proposals, if ONTC determines personnel rates/price disclosure by Vendors is being abused or gerrymandered, incomplete, dishonest and/or otherwise unacceptable, ONTC reserves the right to disqualify potential Vendor bids entirely.

- b) Respondent personnel rates must be specified for two, consecutive time-periods corresponding to ONTC's "Fiscal Year (FY)" calendar, as outline below: • FY-2026 (i.e., April 1, 2025 to March 31, 2026) • FY-2027 (i.e., April 1, 2026 to March 31, 2027).

However, the columns included are for calendar years. Can ONTC please provide the updated form as per Fiscal Year 26 and 27?

**Answer:** ONTC has now updated Submission Form 9 – Rate Schedule to specify that the hourly rates provided are to align with ONTC's fiscal year (i.e. April 01-March 31). Please replace the original Submission Form 9 of the RFSQ with this Submission Form 9, provided as a separate excel document, which forms part of this Addendum No. 06.

Please ensure that the updated Submission Form 9 is completed as part of your proposal and submitted in Envelope 1 – Pricing Proposal.

**Item 11: Part 5 – Request for Supplier Qualifications – Master Agreement**

- a) Section 25 Software - The Consultant shall consult with ONTC and obtain prior written approval for the use and type of software in its generation of the Deliverables. The Consultant will be required to provide the Deliverables using the approved versions of the software which are in use in the industry and by ONTC.

Can ONTC please provide a list of approved software that they would anticipate we use in generation of its deliverables?

**Answer:** ONTC cannot provide further technical information about this item at this time, but this item may be revisited/further clarified during the contractual negotiation stage upon bid award.

This Addendum hereby forms part of the RFSQ.

Regards,

Brinda Ranpura  
Procurement Contracts Specialist  
[brinda.ranpura@ontarionorthland.ca](mailto:brinda.ranpura@ontarionorthland.ca)