

**CONSULTING SERVICES FOR ENGINEERING SERVICES**

Request for Proposals Issued On:  
22-Jan

Proposal Submission Deadline: 2:00:00pm Local Time in Clarence-Rockland Ontario, Canada on

19-Feb-19

**THE INFORMATION CONTAINED IN THIS DOCUMENT IS TIME SENSITIVE**

base note: This addendum is to be considered part of the above noted Request for Proposal/Tender as though included with the original version.  
This addendum does not affect the closing date/time: Bidders should acknowledge receipt of all Addendum / Addenda by inserting in the space provided on the Bid Submission Form, the numbers of all Addendum / Addenda received during the bidding period.

**QUESTION REQUESTING CLARIFICATION**

The following questions were received:

<b>1</b>	<b>Question:</b>	If a Proponent has a limited history with the City in terms of list of services provided to the City in the last 5 years, as stated in the Instructions to Bidders 4.3.2 section (Proposal Submission Requirements) of the RFP, does other projects/services with other similar municipalities/cities apply equally and fairly?
	<b>Reply:</b>	Yes, other projects / services with other similar municipalities will be applied equally and fairly.
<b>2</b>	<b>Question:</b>	Can ongoing work with the City be considered as relevant experience in area of expertise?
	<b>Reply:</b>	Yes
<b>3</b>	<b>Question:</b>	Services that our group can provide include: hydrogeology/wells; environmental site assessment and contamination remediation; and landfill engineering and monitoring. Looking at the standing offer, we would have to apply for the following four categories: 3 (water), 4 (Geotech), 11 (ESA), and 12 (Environmental). We cannot justify bidding on four categories, considering that we may not qualify for any of them. Would the City of Clarence-Rockland consider reducing the number of categories, and specifically combine categories 4, 11, and 12 into one? Could the combined categories include biological services (species at risk surveys, terrestrial and aquatic biology, ect.?)
	<b>Reply:</b>	The municipality will not consider reducing the number of categories. The municipality is looking for expertise in each categories and beneficial cost.
<b>4</b>	<b>Question:</b>	Answers to questions are due on Friday the 15th, Monday 18th is Family Day, Proposal is due Tuesday the 19th. That doesn't leave sufficient time to incorporate any changes into the document. Would the City agree to an earlier Question and Answer deadline or a week extension to have it due on Tuesday Feb 26th?
	<b>Reply:</b>	Yves & Rick The closing date has been extended to February 26, 2019. Same time and location.
<b>5</b>	<b>Question:</b>	On page 48 "Hourly Rates shall be inclusive of all overhead/profit inclusive of costs for disbursements, Km's incidental equipment and tools of trade (e.g. survey instruments, computer hardware and software). In the survey business title search disbursements can vary from \$50 to \$1000 depending on scope of project, number of records to be retrieved and thus are totally unpredictable. On the other hand a receipt from registry office fees can be supplied. Same with the number of survey monuments to be reset or planted. Secondly for certain types of work (e.g. topo's) a two man crew with two GPS can be twice as productive as one with only one total station, but at times GPS is unusable for certain projects. Can a cost per hour for GPS be included in appendix C under "Other".
	<b>Reply:</b>	1- Subcontractors, other professional services cost/expenses are excluded from the overhead/profit for disbursements. 2- The cost of GPS can be added on the "OTHER" line in APPENDIX C - RATE OF BIDS.
<b>6</b>	<b>Question:</b>	In Appendix E – Rated Requirements, Section B. Qualification Relevant to the Roster Category (page 51) it is stated that: "Proponents shall provide the following information regarding the Project Lead"  However in Section 4.3.2 Proposal Submission Requirements, under the Qualifications Relevant to Roster Category (page 30) it states that Qualifications, Experience and Expertise information needs to be provided for "each Senior Professional as Principal/Advisor/Projects Manager/Engineer (senior, intermediate, junior) and other technical staff who will be directly involved/assigned".  1- Given the large number of Roster Categories involved, can you please confirm that the Qualifications information is required for the Project Lead only and that CVs will suffice for the remaining team members?  In Appendix B, Section 4. Mandatory Forms (page 44), the RFSO states that Appendix C-2 Response Time is to be submitted in Envelope 3. However in the proposal submission instructions on page 30, it states that proposals should be submitted in 2 separate envelopes.  2- Can you please confirm whether Appendix C-2 should be included with the Financial proposal (envelope 2) or Technical proposal (Envelope 1) or separately?
	<b>Reply:</b>	1- CVs for the team members will suffice if all the required information is listed. 2- Appendix C-2 shall be included in the technical proposal (Envelope 1).
<b>7</b>	<b>Question:</b>	Under the category 5 – Electrical and Mechanical Engineering the scope of mechanical work is focused on manufacturing/ tools /industrial mechanical systems, not building mechanical systems (HVAC, plumbing, fire protection). Is the City's intention to exclude building mechanical systems (HVAC, plumbing, fire protection)?
	<b>Reply:</b>	City intention is to include building mechanical systems inside the tender. The following task needs to be included under category 5: - Design of commercial HVAC system - Design of commercial plumbing system - Design of commercial fire protection system

8	<b>Question:</b>	<p>In Part 2 of the RFP (pg. 14) it notes architectural services are part of the deliverables, however in the specific scope of services starting on page 15 there are no "traditional" architectural services requested.</p> <p>Can you let me know one of the following: Is it the intent of this RFP for engineers to carry and identify architectural services in their response.</p> <p>Is the listing of Architectural Services on Page 14 in error or</p> <p>Is the city of Clarence Rockland looking for architectural services as a specialty category for this response.</p> <p>Assuming Architectural services are outside the scope of this RFP can you let me know if the city of Clarence Rockland has a Standing offer for Architectural (and Interior Design) Services or intends on issuing one.</p>
	<b>Reply:</b>	<p>There should have been a category for architectural work. Please add the following:</p> <p>Category 14: Architectural Services</p> <ul style="list-style-type: none"> <li>- Commercial projects design such as building envelope, major renovations, new constructions, etc.</li> <li>- Prepare project estimation cost</li> <li>- Complete site inspections and review</li> <li>- Coordinate with local construction Department throughout building permit process</li> <li>- Prepare Architectural Drawings (AutoCAD)</li> </ul>
9	<b>Question:</b>	<p>Can the City please provide the total per-category budget expenditure of the previous roster assignment call up (F18-ENG-T2014-01)?</p>
	<b>Reply:</b>	<p>The municipality cannot provide the requested information. Each assignment is unique and is subject to the approved budget. Each assignment can range from \$2,500 to a maximum of \$50,000. The municipal purchasing By-Law states that all projects over \$50,000 shall be tendered.</p>
10	<b>Question:</b>	<p>On page 5 of the RFP document "Architectural Services, Design and Inspections" is listed as a roster category, but does not appear under Part 2 – The Deliverables. Is this category to be specifically addressed by Architectural firms, or will consideration be given to engineering firms who provide these services? Please clarify whether this category would include building envelope restoration services (i.e., window replacement, door replacements, cladding repairs/replacement, etc.)</p> <p>Will consideration be given to firms that offer some, but not all of the services listed under a roster category? Will engineering firms that specialise in certain structures or provide specific services be given the opportunity to qualify or buildings only?</p>
	<b>Reply:</b>	<p>Consideration will be given to engineer firms who provides these services. Consideration will be given to firms that offers some but not all services listed under a roster category.</p> <p>See answer of question #8 for details.</p>
11	<b>Question:</b>	<p>Is it possible to provide a non-protected RFSO document, in particular, Appendix B-C-D, that we may write the information directly on the form as opposed to printing and filing in the information by hand. The current PDF document available is protected against any modifications, including extracting a page or typing text onto the document.</p>
	<b>Reply:</b>	<p>Appendix B-C-D will be provided on word format.</p>
12	<b>Question:</b>	<p>1- On page 23, the third paragraph under this section indicates that the minimum score requirement (60 points) for a rated requirement. On page 53, the minimum score requirement to proceed to Stage 2 ("Benchmark") is 50 points as per Appendix E. Please confirm which value is the minimum score?</p> <p>2- Could you please clarify the evaluation and scoring of pricing as set out in Appendix C?</p>
	<b>Reply:</b>	<p>1- The value on Appendix E should read 60 points. 60 points is the minimum score to proceed to stage 2.</p> <p>2- Appendix C information will follow separately.</p>
13	<b>Question:</b>	<p>1- Can the City provide a copy of the Agreement that needs to be executed for the contract or confirm which pages of the RFP are considered to be the Agreement.</p> <p>2- If a Consultant's submission is accepted under one or more Categories, will the Consultant be prohibited from undertaking similar work with developer's or other clients within the City for those Categories.</p> <p>3- Can The City of Rockland provide an extension to the submission date? As the 18th of February (Family Day holiday) falls between the Deadline for issuing addenda's (15th of February) and the date of the Proposal Submission Deadline (19th of February)? Extending the submission date by several days would provide time to make any changes to the Consultant's proposal if required by an addendum issued Feb.15th and having to have it delivered to the municipal office.</p> <p>4- Could the City expand on what specific Architectural Services are requested in Category 13? While the title for Roster Category 13 states Architectural Services, the scope of services for that Category does not mention Architectural Services. Is the City looking to engage a consultant for architectural planning/ design or alternatively someone with certification (CBCO) for verification of plans/reports for conformance to the OBC ?</p> <p>5- Can the City confirm if they are only looking for the Category lead for each Category to be in the body of the submission or should all people being named for a Category (Principal/Partner/Associate/Project Lead, Junior and Intermediate professional, others) have bios in the (5) pages per roster category section?</p> <p>6- If Junior and Intermediate professionals are not named in the five (5) pages per roster category section containing the firm's relevant category specific qualifications and experience, can resumes (in an Appendix) include projects of a longer time frame than 5 years. In the Project Leader bio in the Proposal category of 5 pages, it is noted that these projects should be within 5 years. In resumes provided in the appendices, can the resumes for Project Leaders include projects of a longer time frame than 5 years?</p> <p>7- Landscape Architecture in Category 10 has a note saying "requires certified arborist designation". Does this designation apply to other Categories where landscaping is identified in the scope of services. Can we still submit a proposal for Category 10 if we do not have an arborist designation.</p> <p>8- Can the City confirm the forms required as a part of the submission. Consultant Proposal should contain:</p> <ul style="list-style-type: none"> <li>Form of Offer (1 Form of Offer for all categories)</li> <li>Rate Bid Form (1 Form per category, as applicable)</li> <li>Response time (Is the City looking for 1 Form to be submitted for all categories or one per category)</li> <li>Appendix D Reference Form (is the City looking for 3 references in total or 3 references per category being applied for)</li> </ul>

	<b>Reply:</b>	<p>1- There will not be a separate contract. The agreement is based on the RFP Terms and Conditions and the bidders responses.</p> <p>2- If a consultant submission is accepted under one or more categories, the consultant will not be prohibited from undertaking similar work with the developer or other clients within the City for those categories unless there is a conflict of interest.</p> <p>3- Extension will be granted. See reply of question number 4.</p> <p>4- See reply of question number 8.</p> <p>5- Each categories must list the project lead and bios of all technical staff that will be subject to work under specific categories.</p> <p>6- Supporting staff resumes will be accepted in Appendixes. Projects should be within 5 years. Evaluation will be done accordingly.</p> <p>7- Certified arborist designation will be evaluated accordingly. In some cases the municipality may require landscaping work without the designation.</p> <p>8- Form of Offer = one (1) form per categories Rate bid form = one (1) form per categories Response time = one (1) form per categories</p>
<b>14</b>	<b>Question:</b>	Would you be able to please provide an unlocked version of the RFP, to make it easier to work with the document, and to be able to fill out the appendices as requested in the RFP?
	<b>Reply:</b>	Appendix B-C-D will be provided on word format.
<b>15</b>	<b>Question:</b>	<p>1- Based on review of the RFP by our legal department it is noted that there is currently no exclusion of indirect and/or consequential damages (per Section 4.6.8) – therefore we request that the following statement is added into the wording of the RFP, “In no event shall either party be liable for indirect, consequential or punitive damages or damages for losses of profits, revenue, business, reputation or financing and lost opportunity.” Please confirm if this change can be made?</p> <p>2- Appendix C indicates that hourly rates shall be inclusive of all overhead/profit inclusive of costs for disbursements; however, in some instances (ie. geotechnical engineering), disbursements are in the form of subcontractors (ie. drillers), lab tests, etc. that are unknown. Can you please confirm that these types of disbursements are excluded from the hourly rates?</p> <p>3- Is Appendix D – Reference Form required for all roster categories, or one form for the complete proposal?</p> <p>4- Section 4.1.1 of the RFP (RFP Timetable) only allows for a few business days between the deadline for issuing addenda and the proposal submission deadline. Would the City entertain extending the proposal submission deadline to Feb 21 to allow for a few extra days to respond to any last minute addendums?</p> <p>5- What type of Architectural Services are required?</p> <p>6- Does Part 2 item 13. “Professional Engineering Consultant for the Ontario Building Code (OBC) Review” fall under the Architectural Services?</p>
	<b>Reply:</b>	<p>1- confirmation to follow shortly.</p> <p>2- See reply of question # 5</p> <p>3- See reply of question # 13.</p> <p>4- See reply of question # 4.</p> <p>5- See reply of question # 8.</p> <p>6- Yes P Eng. falls under the Architectural services.</p>
<b>16</b>	<b>Question:</b>	On page 44 of the RFP, Appendix C-2 the Response Time Form – says to be included in Envelope 3. Is that meant to read included in Envelope 1 or 2, or is there a third envelope to be submitted as well?
	<b>Reply:</b>	Appendix C-2 to be included in envelop 1
<b>17</b>	<b>Question:</b>	<p>In what section do we respond to Appendix D – Reference Forms? Do we include this in Section B, Qualifications Relevant to Roster Category or Section C, Relevant Experience in Area of Expertise?</p> <p>Page 29 states: The page limit for any Roster Category submission is a maximum five (5) pages for company information plus a maximum of five (5) pages per roster category section containing the firm’s relevant category specific qualifications and experience. Can you please clarify the appropriate section for the 5-page limit for the roster category section containing the firm’s relevant category specific qualifications and experience. Is this referring to Section 2, Qualifications Relevant to Roster Category or Section 3, Relevant Experience in Area of Expertise. Further, does this page limit exclude the information included in Appendix D – Reference Forms.</p> <p>On page 31, it states: Completely address, on a point-by-point basis, each requirement identified in Appendix E and the Proposal should be complete in all respects. However, in 4.3.2 Proposal Submission Requirements, there are some differences in the content requested for Sections A-C as well as the order it is requested as noted below.</p> <p>Company Information – The following information is to be provided regarding the candidate firm:</p> <ul style="list-style-type: none"> <li>• Corporate profile (placed first and no content description provided)</li> <li>• Corporate Certifications and Accreditations (i.e.. ISO 9001: ISO 14000, ISO 31000 etc.)</li> <li>• Health and Safety Program</li> <li>• Quality Management Program</li> <li>• List of services provided to the City in last five years (missing in Appendix E)</li> </ul> <p>Similar issues arise in the requirements for Section B and C as presented below.</p> <p>Qualifications Relevant to Roster Category – For each Senior Professional as Principal/Advisor/Project Manager/Engineer (senior, intermediate, junior) and other technical staff who will be directly involved/assigned to a possible Roster Assignment, supply the following information:</p> <ol style="list-style-type: none"> <li>a) Qualifications – professional status, designations and membership affiliations– employment history and years of service– current position and responsibilities</li> <li>b) Expertise – specific specialty or area of extensive experience</li> <li>c) Experience – recent projects and level of responsibilities</li> </ol> <p>Relevant Experience in Area of Expertise – Describe the project experience relevant to the specific Roster Category that resides within your company. <del>include examples of recent projects, the client and contact information</del></p>
	<b>Reply:</b>	<p>1- Appendix D should be included in envelop 1 separately from the company and roster categories.</p> <p>2- Five (5) pages is allowed for the company profile and five (5) pages for the roster categories.</p> <p>3- Appendix D is not included in the 5 pages count.</p>
<b>18</b>	<b>Question:</b>	On Page 29, it states that we can have 5 pages per roster category section containing the firms relevant category specific qualifications and experience. Could you increase the page limit or provide allowance for legal or tabloid sized pages for a table for key team members and/or an organizational chart?
	<b>Reply:</b>	Legal and tabloid pages will be accepted.

<b>19</b>	<b>Question:</b>	<p>There are 13 general roster categories indicated in the introduction. The 'Category specific scope of services' provides further description for each categories.</p> <p>Is the proponent to provide all services within each of the described roster they choose to bid on?</p> <p>Or</p> <p>Can the proponent bid on one specifically described scope of services within each Roster (i.e.: Structural Engineering – Structural Inspection (only)?)</p>
	<b>Reply:</b>	<p>Yves &amp; Rick</p> <p>The proponent is not oblige to provide all services within each of the description roster they choose to bid on.</p> <p>Yes the proponent can bid on one specifically described scope of services within each roster.</p>