



Project:	2024-RFP-066 821131 – Solid Waste Facility Upgrades		
Addendum No.	1	No. of Pages:	5
Date:	May 2, 2024	Doc. No:	P7201-1591092266-337(1.0)

The following change(s) in the Request for Proposal Documents are effective immediately.
This Addendum forms part of the Contract Documents.

No	RFP Section	Question
1	NA	Would the City extend the deadline for proposals by 1 week to May 14, 2024? The deadline for submissions cannot be extended, as the City intends to present the findings from this RFP at the council meeting scheduled for May 14, 2024.
2	1.3 - last paragraph	Please identify who from the City will be observing and be responsible for the work if the contractor works longer than 8 hours per day and 6 days per week. The Consultant is required to collaborate closely with the Contractor to develop an Inspection Test Plan (ITP) for all activities necessitating Consultant oversight. This plan must ensure that all inspections are scheduled and completed within standard working hours to avoid any project delay. Should any activities extend beyond the typical 8-hour work shift, inspections for these activities will be conducted on the following day. Additionally, a punch list will be generated and provided to the Contractor for any discrepancies noted during these inspections. Its worth to note that the City personnel will not be there to approve anything, successful CA firm will have to coordinate reviews of critical tasks with the Contractor and collaborate with the Contractor forces on the timing of necessary witnessing/testings.
3	1.3	Proposal submissions are due 7 May 2024 and Sec 1.3 identifies commencement of construction administration and observations services by 15 May 2024. Acknowledging time for submission evaluation, Council approval and coordination of Site Observer logistics, is this achievable? Due to the nature and urgency of this RFP, the City will make an exception to discuss the submissions during the scheduled council meeting on May 14, 2024. The evaluation process will be prioritized to ensure inclusion on the Council meeting agenda.
4	2.7	As per Table 1, the Contract Creation/Circulation for Signatures is scheduled to occur on May 15, 2024 and the Project Kick-off Meeting is scheduled to occur on May 17, 2024. Can you confirm these dates, acknowledging that construction administration and observation services are intended to start on May 15, 2024. Upon receiving Council approval, the City intends to issue a Letter of Intent on May 15, 2024, followed by a formal Service Contract and Service Agreement. The official contract is set to commence on May 15, 2024, in accordance with the stipulations outlined in the RFP.
5	3.1	Section 3 identifies a limit of 20 pages for the Technical Submission, with three additional 11x17 pages for a schedule and level of effort table and CVs in an Appendix. In Sec 3.1, the following page limits are identified for the Technical Submission sections; A = 1 page, B = 3 pages, C = 5 pages, D = not identified, E = 3 pages (?), F = not stated, G = not stated. Could you confirm the page limits (to a total of 20) for all Technical Submission sections, A through G?

No	RFP Section	Question
		We confirm that the total page limit for all sections is 20 pages, with an additional 3 pages permitted for the schedule and the level of effort. Bidders are responsible for reallocating these pages as necessary to support their proposal, while adhering to the overall requirements.
6	3.1.4	Section D requests that 5 reference Projects be included, with no project details as these should be listed in Section B. Section B specifies 3 reference projects. Can you please confirm the number of reference projects to be included in Sections B and D?
		In Section 'B', we request details of three similar projects, including how each project relates to this scope of work and the team members involved. Section 'D' should include five additional projects, requiring only a project description to demonstrate relevance to this scope.
7	3.1.5	Section 3.1.5 identifies requirements and credentials for four project personnel; 1) Senior Project Manager, 2) Contract Administrator, 3) Site Inspector Waste Transfer Station and 4) Site Inspector Liner Installation/Provisional. The project will require other team members (e.g., Civil/Earthworks LF Inspector, engineering discipline specialists - mechanical, electrical, structural, architectural). Are there any specific requirements for these personnel?
		The personnel listed are the primary contacts who will be interacting regularly with the City. All other team members will operate under the supervision of these key individuals. All the associated cost for the level of efforts of all team members is to be taken into consideration in the bid submission form.
8	5.6	Section 5.6 states that "...project deliverable or documents created by the Proponent must be provided in all three (3) official languages of the Territory at the request of the City". Given the nature of this assignment, and the uncertainty of what, if any, project deliverables would be subject to this requirement (and thus increasing the budget significantly), we would recommend that this stipulation be removed from the scope of this assignment.
		We concur that all project deliverables shall be submitted exclusively in English.
9	6	Under Roles and Responsibilities, Weekly Progress Reports, it notes "These reports will include an executive summary of the month's activities..." Should it say "week's" instead of "month's"?
		We acknowledge the typographical error and confirm that the correct phrasing should be 'Week's activities.'
10	6.1	The wording "have the authority" is present in a number of clauses that allows the representative to act on the City's behalf. Can you please explain how this would work when a decision made may have schedule or financial impact on the project?
		The activities pertaining to 'having the authority' are clearly delineated in Sub-clauses 6.1.20 and 6.1.24.
11	6.1.4	Quality Control Plan - what is the timeline for submission of the Quality Control Plan, acknowledging that contract administration/site inspection services are to commence as of May 15?
		The successful consultant will have a two-week period to submit the Quality Control Plan.
12	6.1.6	Inspection and Test Plan - Would this not be the inspection and testing requirements as specified in the project specifications and/or drawings? Is additional testing required?
		No further testing is necessary. The Inspection Test Plan (ITP) will specify the elements and tasks that require inspection prior to the initiation of subsequent activities, in line with the

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		recommendations of manufacturers and suppliers. This ITP will cover all project-related disciplines, encompassing civil, mechanical, electrical, and commissioning.
13	6.1.9	Section 6.1.9 states <i>"Inspector Field observation reports will require the following daily documentation, including days where the Contractors are not on site."</i> As per the RFP, inspectors are required to work 6 days per week. Are Field Observation Reports due on the seventh (non-working) day? Can you confirm the timing requirements for submission of the Field Observation Reports?
		Field Observation Reports must be submitted at the end of each working day. No report is required on the seventh day; however, the site inspector must document any deficiencies or completed work from that day in the daily activities report for the following working day. All reports are to be submitted in electronic data directly to the project team members identified. Incomplete and/or daily reports with insufficient details not identifying risks, or not identifying no delays were encountered, etc will be returned for completing.
14	6.1.9	In the list of items to be included in the Inspector's Field observation reports, it notes <i>"Obtain and record accurate measurements of work done by the Contractor"</i> . Is the Consultant to provide their own means of obtaining measurements of work (beyond those provided by the Contractor) through independent topographical survey and/or other means?
		The consultant is not required to measure every activity. However, for activities identified in the Inspection Test Plan (ITP) that necessitate precise measurements, these must be verified by the inspector before the contractor proceeds with the respective works. For example, if the contractor is checking the finish floor level using their survey machine, the inspector must independently verify the measurements to ensure that the machine is calibrated, using the correct reference point, and providing the same level as recorded by the contractor—all using the contractor's equipment. In addition, any pressure tests, compaction tests, current tests, electrical circuit testings, alarm tests should be acknowledged that they passed with a reference to the correct signed certificate provided by the Contractor.
15	6.1.9	For items to be captured in the daily disbursement rates, it notes <i>"The field observation pay item will only be reimbursed for the hours shown on the daily diary which shall match the contractor's daily start and stop."</i> Noting that the Consultant's services have been defined in the RFP at 8 hours per day x 6 days per week = 48 hours/week (whether the contractor is active or not) and it is anticipated that contractor hours of activity will extend beyond the 48 hour/week limit, how should this stipulation be interpreted?
		RFP Clause 6.1.9 states that reimbursement will be on a daily basis for the days the Inspector is on site, which amounts to six days per week.
16	6.2	The Closeout Phase is stipulated to run to the end of the warranty period (365th day after Substantial Completion). This would mean to December 2025. Can you confirm the end of contract date (listed as December 10, 2024 in the RFP)?
		To allow for an end of warranty site visit and deficiency/warranty report, the contract expiry date for the Landfill is set for August 30, 2025, and for the Waste Transfer Station, it is December 10, 2025. Site inspections will conclude following the successful handover of the Landfill and/or Waste Transfer Station in 2024, as per the respective dates in Table 2 – Project Schedule.
17	7.1	The RFP indicates that the Proponent must satisfy the timelines identified below in Table 2. All of these timelines, with exception of the Project Kick-Off Meeting, are dependent on Contractor construction schedules. If the Contractor is unable to fulfill

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		those timelines, how will the City procure additional contract administration and site observation services?
		The contractor for the Waste Transfer Station has already mobilized and is currently on-site; therefore, the site inspector for the Waste Transfer Station can mobilize immediately upon contractor award. As for the Landfill, the Contractor has not yet provided a 2024 season mobilization date, hence, the mobilization of the site inspector will be contingent upon the confirmation of the landfill contractor's mobilization date and the approval of the City. Should there be any delays or project extensions, the unit rates provided in the bid submission form will be applied.
18	Appendix A - Table A1	Table A1 identifies a 90 day period of service (May 17 - Aug 30) for the Landfill & WTS Sr. Project Manager and the Landfill & WTS Contract Administrator. The actual overall identified work period for 2024 extends to 10 Dec 2024. What work period should be used for budgeting purposes?
		Items A1.1 and A1.2 are scheduled to be completed within the timeline from May 17 to December 10, 2024. However, given that the Landfill construction scheduled has not yet been confirmed by the Landfill Contractor, the aforementioned timeline will be susceptible to changes.
19	Appendix A - Table A1	Should costs for supporting team members (e.g., engineering discipline specialists, CADD personnel, project administrators) be included in the unit cost provided for Item 2 in the table, Landfill & WTS Contract Administration?
		Yes, all back-office costs required to support the contract administration must be included in the rates provided.
20	Appendix A - Table A1	Item 7- What is the duration of each visit?
		5 working days with arrival on Monday and departure on Friday. Travel time to be added on top of the 5 days.
21	Appendix A - Table A1	Provisional Items 8 and 9. Can you please explain why the Landfill site Inspection is a provisional item? Isn't this a required activity?
		This activity is required; however, the City may choose to assume this role internally and observe the works at the Landfill site for the liner installation as this is a critical item that needs specialized experience to ensure a high quality of work, testing and record keeping.
22	Appendix A - Table A2	Can you define the "Principal/Project Sponsor" position please?
		You may omit this line item, as it was included for illustrative purposes rather than to specify the required rate for the respective position. The Consultant is to provide the rates of all the team members.
23	Appendix E- Service Agreement	Clause 5.7 - We request the following change to the clause. Title to any report, drawing, photograph, plan, specification, model, prototype, pattern, sample, design, logo, technical information, invention, method or process and all other property, work or materials which are produced by the Consultant in performing and form part of the Services contract or conceived, developed or first actually reduced to practice in performing the contract (herein called "the Property") shall
		Any amendments to the Service Agreement will require legal vetting prior to implementation. As this is the standard Service Agreement used by the City across all projects, the wording of the clause shall remain unchanged.

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24	Appendix E- Service Agreement	<p>Clause 6.1 - We request the following change to the clause. The Consultant shall indemnify and hold harmless, the CITY OF IQALUIT, its officers, and employees, servants and agents from and against all claims, actions, causes of action, demands, losses, costs, damages, expenses, suits or other proceedings by whomsoever made, brought or prosecuted in any manner based upon or related resulting from to the negligent acts, errors, or omissions of the Consultant under this contract.</p>
<p>Any amendments to the Service Agreement will require legal vetting prior to implementation. As this is the standard Service Agreement used by the City across all projects, the wording of the clause shall remain unchanged.</p>		
25	Appendix E- Service Agreement	<p>Clause 8.1 - Please define the "Contracting Authority"</p>
<p>The Contracting Authority refers to the City of Iqaluit CAO/Engineering Officer and the City's authorized representatives who are responsible for overseeing the execution of the contract.</p>		
26	Appendix E- Service Agreement	<p>Clause 8.4 - We request the following change to the clause. Provided all terms and conditions on the part of the Consultant have been complied with, each invoice will be paid thirty (30) calendar days after receipt of the invoice, or thirty (30) calendar days after delivery of the services, whichever is later. Invoices from Nunavut Consultants (as defined by the CITY OF IQALUIT NNI Policy) will be paid twenty (20) calendar days after receipt of the invoice, or twenty (20) calendar days after receipt of the services, whichever is later.</p>
<p>Any amendments to the Service Agreement will require legal vetting prior to implementation. As this is the standard Service Agreement used by the City across all projects, the wording of the clause shall remain unchanged.</p>		