



# 1205-2014 ADDENDUM 1

## REQUEST FOR PROPOSALS FOR PROFESSIONAL FACILITATION SERVICES FOR WASTE AND DIVERSION ADVISORY COMMITTEE

### URGENT

**PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE REQUEST FOR PROPOSAL**

ISSUED: January 8, 2015  
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**THIS ADDENDUM SHALL BE INCORPORATED INTO THE REQUEST FOR PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS**

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Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 9 of Form A: Proposal may render your Proposal non-responsive.

### PART B – BIDDING PROCEDURES

Add B8.1.1

B8.1.1 The Proponent shall include a price for additional WDAC meetings, if required, in accordance with D4.2.2.

Add B10.1.2:

B10.1.2 When listing the percent of time dedicated to the Project, include both allocation of staff time to the project, to total 100%; as well as what percent this project will be of overall workload of staff, so that there is an understanding of how dedicated staff are to the project.

### PART D – SUPPLEMENTAL CONDITIONS

Revise: D4.2 to read:

D4.2 The City anticipates there will be a minimum of ten (10) WDAC meetings where meeting schedule is dependent upon operational needs. **Anticipated meetings are as follows:**

- a) **4 meetings held in 2015 and schedule will be reviewed in subsequent years.**
- b) **2 meetings in 2016;**
- c) **2 meetings in 2017; and**
- d) **2 meetings in 2018.**

D4.2.1 The facilitator's role is anticipated to be completed by the end of 2018.

D4.2.2 Additional WDAC meetings may be required throughout the term of the Contract. This may be in the amount of two (2) additional meetings in years 2016, 2017 and 2018, for a maximum total of sixteen (16) WDAC meetings.

### QUESTIONS AND ANSWERS

**Q1** Section B8 (B8.1): "The Proposal shall include a Fixed Fee ..."  
As stated in D4.2, the project term will "be completed by the end of 2018". Can the City confirm that either:

- a) Our proposed price is to take into account projected annual staff rate adjustments between the years 2016 and 2018 to arrive a final Fixed Fee; or
- b) Our proposed price is to be based on our 2015 staff rates where annual adjustments to staff rates will be approved by the City thus a fee adjustment?

**A1** The fixed fee shall be a total fee that would be charged for the project. The Bidder should consider the many factors that are involved with the Work and propose a Fixed Fee for all disciplines and/or phases identified in D4 Scope of Services.

**Q2** Section B9.1(b) - Can the City clarify the requirement for providing two names per reference?

**A2** References may be called to confirm experience of the Proponent.

**Q3** Section D4.2 - In 2015, there will be 4 meetings and the number in subsequent years will be reviewed (but a minimum of 2 per year)

Can the City advise on the exact number of meetings per year, in each year of the contract, that proponents are to base their financial bin on? The reason being is to ensure the City evaluates the financial component on an apples-to-apples basis. For example, if Proponent A submitted a bid based on 4 meetings per year (maximum number) but Proponent B bid based on 2 meetings per year (minimum), Proponent A's price would be obviously higher and thus receive a lower financial score than Proponent B.

**A3** Please see Addendum 1.