



810-2024A ADDENDUM 1

ORGANIC WASTE PROCESSING SERVICES

URGENT

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

ISSUED: January 27, 2025
BY: Janine Ralph, Contract Administrator
TELEPHONE NO. 905-380-8568

**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE REQUEST FOR QUALIFICATIONS**

Template Version: Add 2024-02-01

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the RFQ, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 5 of Form A: Qualification Submission may render your submission non-responsive.

PART A: QUALIFICATION SUBMISSION

ADD: Form F: Financial Capability Submission Forms and Attachments

PART B – REQUEST FOR QUALIFICATION INFORMATION

Revise: B26.1 to read: The Qualification Submission consists of the following components:

(a) Mandatory Components:

- (i) Form A: Qualification Submission (Section A);
- (ii) Form F: Financial Capability Submission Forms and Attachments (Section F);

(b) Requested Components:

- (i) Reference Facility Technical Submission Forms and Attachments (Section B);
- (ii) Proponent Experience Submission (Section C);
- (iii) OWPS Facility Design Overview Submission Forms and Attachments (Section D);
- (iv) Proponent Team Submission (Section E);
- (v) Additional Information Requested by the City (Section G).

Revise B26.3 to read: Further to B26.1(a) the requirements of the RFQ shall be fully completed or provided and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely. Further to B26.1(b) the requirements of the RFQ should be fully completed or provided and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely.

Revise: B27.1 to read: Further to B26.1(a)(i), the Proponent shall complete Form A: Qualification Submission, making all required entries.

- Revise: B28.1 to read: Further to B26.1 (b)(i), the Proponent should complete Forms B-1 through B-10: Reference Facility Technical Submission Forms and Attachments for applicable reference facilities, making all required entries. The Proponent should complete these forms for two (2) reference facilities, providing a complete set of forms for each facility. At least one of the reference facilities should be located in North America.
- Revise: B29.1 to read: Further to B26.1(b)(ii), the Proponent should submit information regarding the Proponent's experience in sufficient detail for the City to evaluate the qualifications of the Proponent(s).
- Revise: B30.1 to read: Further to B26.1(b)(iii), the Proponent should complete Forms D-1 through D-4: OWPS Facility Design Overview, making all required entries and providing sufficient detail for the City to evaluate the proposed OWPS facility concept.
- Revise: B31.1 to read: Further to B26.1(b)(iv), the Proponent should submit information in sufficient detail for the City to evaluate the qualifications of the Proponent's team by providing information regarding the Proponent team organization and key staff members.
- Revise: B32.1 to read: Further to B26.1(a)(ii), the Proponent shall complete Forms F-1 through F-4: Financial Capability Submission Forms and Attachments, making all required entries and providing all appropriate attachments in order to indicate the financial strength of the Proponent team members or their parent companies as applicable;
- Revise: B32.1(a) to read: The Forms shall be completed in accordance with the following requirements:
- (i) Provide financial capability information for those Proponent team members that would have financial obligations in order to successfully deliver the OWPS project;
 - (ii) This is anticipated to include one or more of the Project Lead, Project Constructor and Project Operations and Maintenance Provider.
- Revise: B32.1(b) to read: The Financial Capability Submission Forms require the following information:
- (i) Form F-1: PROPONENT AND PROPONENT TEAM LEAD(S) IDENTIFICATION
 - (ii) Form F-2: LICENCED FINANCIAL INSTITUTION CREDIT REFERENCE LETTER
 - (iii) Form F-3: GUARANTOR REFERENCE LETTER
 - (iv) Form F-4: PERFORMANCE SURETY REFERENCE LETTER
- Delete: B32.1(c)
- Delete: B32.3
- Revise: B33.1 to read: Further to B26.1(b)(v), the City is requesting additional information which will not be used to evaluate the Proponent's submission, but which will be used to inform development of the subsequent RFP for the OWPS facility. Proponents are requested to provide the following:
- Add: B33.1 (f) A description of the Proponent's OWPS facility proposed operating hours and timeframe proposed for receipt of Green Cart program materials and other organic waste.
- Revise: B38.1 to read: Proponents will have their Submissions evaluated in accordance with the criteria and weighting factors indicated below:

EVALUATION CATEGORY	WEIGHTING (%)
(a) Conformance to Mandatory Requirements or acceptable deviation therefrom. (i) Complete Form A (Section A); (ii) Complete Form F (Section F);	Pass/Fail
(b) Reference Facility Technical Submission (Section B)	Total Weighting: 26

(i) Reference Facility #1;	(i) 13
(ii) Reference Facility #2;	(ii) 13
(c) Proponent Experience (Section C)	Total Weighting: 25
(i) General information;	(i) 8
(ii) Design and Construction;	(ii) 5
(iii) Operation and Maintenance;	(iii) 4
(iv) Beneficial Use;	(iv) 4
(v) Permitting, Environmental Management Processes and Compliance Monitoring;	(v) 4
(d) OWPS Facility Design Overview (Section D)	Total Weighting: 25
(i) OWPS Facility Process;	(i) 10
(ii) OWPS Facility Technology & Mass Balance;	(ii) 10
(iii) Schedule.	(iii) 5
(e) Proponent Team Submission (Section E)	Total Weighting: 24
(i) Experience/Quality of the Proponent Team;	(i) 12
(ii) Experience/Quality of the Key Staff;	(ii) 12
(f) Additional Information Requested by the City (Section G)	Not Evaluated
Total Weighting	100

Delete: B38.7

QUESTIONS AND ANSWERS

Q1: Can Proponents submit multiple Qualification Submissions in response to the RFQ should they have more than one organic waste processing technology that could be applied at an OWPS facility?

A1: Yes, Proponents may make separate Qualification Submissions in the event that they have more than one distinct organic waste processing technology that could be applied at an OWPS facility. Each Qualification Submission should address all of the Qualification Submission components (Sections A through G). Proponents would be able to reuse Qualification Submission components/content that would remain unchanged regardless of the organic waste processing technology. Each Qualification Submission received from the same Proponent will be evaluated separately. Proponents may be qualified for more than one OWPS facility technology.

Q2: Clarification is sought for the file uploads in MERX for the *City of Winnipeg OWPS RFQ #810-2024A*. Presently, there are bid document upload areas for the following:

Form A: Qualification Submission

Section B - Forms

Section D – Forms

Additional Documents (Optional)

1. Are the *Additional Documents (Optional)* intended to be used as Additional Information Requested by the City (Section G), or should this be used for Additional Documents as indicated?
2. Should there be additional document upload areas for the following sections:

Section C

Section E

Section F

Section G

A2: As noted in Section B26.1 (as revised above), the Qualification Submissions consist of the following components:

(a) Mandatory Components:

- (i) Form A: Qualification Submission (Section A);
- (ii) Form F: Financial Capability Submission Forms and Attachments (Section F);

(b) Requested Components:

- (i) Reference Facility Technical Submission Forms and Attachments (Section B);
- (ii) Proponent Experience Submission (Section C);
- (iii) OWPS Facility Design Overview Submission Forms and Attachments (Section D);
- (iv) Proponent Team Submission (Section E);
- (v) Additional Information Requested by the City (Section G).

Upload areas are in place for Form A (Section A); Reference Facility Technical Submission Forms and Attachments (Section B); and, OWPS Facility Design Overview Submission Forms and Attachments (Section D). The Form F: Financial Capability Submission Forms and Attachments (Section F) should be uploaded to the Form A upload area. Documentation for Section C, Section E and Section G should be uploaded as Additional Documents.

Q3: Section B35.1 Substitutions. As part of the RFQ process, the City requires that Proponents immediately advise the Contract Administrator if any Persons identified to participate in the Project will be unable or is unlikely to be unable to participate on the Project.

- a. What is included in the defined term 'Person(s)'?
- b. What is the impact if the Proponent determines that a member of the Proponent team (i.e., Designer, Constructor, etc.) is unable to participate on the Project during the RFP process or after the RFP award?

A3: In accordance with B7.1 the General Conditions for Supply of Services (Revision 2020 01 31) are applicable to the Work of the Contract, under C.1.1 (dd) "Person" means an individual, firm, partnership, association or corporation, or any combination thereof, and includes heirs, administrators, executors or legal representatives of a person.

As indicated in B35.1, a process to inform the City of any substitute Person is identified. Should the City become aware of a breach of the provision after the RFP has been issued, the City may disqualify the Proponent from the RFP process. Within the RFP the City will further refine the provisions related to substitutions.

- Q4: Please provide more clarity for Section B24 – City’s Project Team and the role of HDR Corporation once the approved Contractor has been selected. Will the approved Contractor work directly with the City’s Project Team or will HDR remain the main contact and administrator for the Project/Contract Term during the construction and operation phases?
- A4: As noted in B24.3 HDR Corporation is on retainer to provide specific advice to the Project Team on technical, Project administration and communication issues. The Contract Administrator for the purpose of this RFQ is HDR Corporation. HDR will not be the Contract Administrator during the construction and operation phases with the approved Contractor, that responsibility will reside with City staff which will be designated in the subsequent RFP.
- Q5: When will the addendum be published for Section F: Financial Capability (Forms F1 through F4)?
- A5: This Addendum 1 publishes the adjustments for Section F: Financial Capability (Forms F-1 through F-4).