

ADDENDUM #1- February 20, 2023

Q1- Please let us know the required font/size requirements as well as the page limitations for technical submission sections.

A1-None specified.

Q2- Please let us know the page margins and spacing requirements for each section of the response?

A2-None specified.

Q3- Please let us know if the bidding legal entity (proponent) incorporated in Quebec or any other Canadian province is eligible to sign a contract with the Town should it be selected a winner.

A3- Yes

Q4- Section A1 - "Office of Person Signing for Firm" Please confirm that the proponent needs to reflect the specific location of the applying firm in this cell.

A4- It refers to the "position" of the signatory who has authority to bind the Proponent's organization.

Q5- RFP Section 1.3 Bidding Process, states "Submissions signed under seal, executed, and dated will be received...", with the RFP response being an electronic submission is it still necessary to provide the submission signed under seal?

A5- No "seal" required.

Q6- Please confirm that there is a Bid Bond (Bid deposit) requirement in this sourcing event and that all the proponents shall follow Appendix C (Procurement of Goods and Services), Clause 13.3 "Bid Deposits" instructions and provide the appropriate Bid deposit.

A6- Bid Bonds not required for this RFP.

Q7- In order to prepare a competitive proposal, we kindly ask that the Town extend the original deadline on March 6, 2023, and grant us a one-month extension. Please let us know if our request can be fulfilled.

A7- At this time the submission deadline remains March 6, 2023, at 03:00pm local time.

Q8- 2.10 Part A Technical Submission, Section A3, Clause of the main RFP document states, "Describe 3 projects where your organization has delivered water and wastewater system operations, maintenance, and management services to small and medium sized rural communities." To ensure an effective evaluation of O&M projects/contracts, the completion (delivered) component does not bring any additional value compared to any ongoing contract.

ADDENDUM #1- February 20, 2023

With that in mind, will The Town of Deep River consider including the wording "...is delivering or has delivered successful ongoing contract/project".

A8- Yes

Q9 a.- In reference to SECTION A2: Approach & Understanding regarding, "Include transitioning of existing staff", can the Town provide the number of full-time staff that would need to be transitioned to the proponent?

Q9 b.- Can you please confirm if there is a union on the site? If so, does the union have to be assumed by the new contractor?

Q9c.- Existing staffing levels, please let us know how many operators are working on-site on how many shifts.

A9 a.b.c - No existing staff need to be transitioned. All staff will be employees of the Proponent. It is the Proponents responsibility to determine staffing needs for the core services outlined. Proponent will outline the proposed staffing as per Section A4 "Key Personnel Experience" of the Technical submission.

Q10- Are there tools that the proponent is required to use for data management, maintenance, etc., or can the proponent install/use their own platforms?

A10- As noted in SECTION A2: Approach & Understanding the proponent is asked to provide what technologies they would utilize in meeting the core service requirements.

Q11- Does the City own any critical spare parts and are they available to the successful proponent?

A11- A list/ inventory will be prepared and provided to the Proponent prior to them assuming responsibility.

Q12- Can you please provide a sample of a Business Performance Report?

A12- The proponent can provide the business performance report in the format of their choice provided it meets the requirements of Schedule A 3.10 Reporting and Information Submissions.

Q13- Who is responsible for the costs of generator service and maintenance (planned and unplanned)?

A13- Proponent is responsible for coordinating the service and maintenance, with the contactor billing the Town directly.

Q14- Will the Town be providing the draft Services Agreement? Is it to be understood that the language in section 3 and Schedule A will form the basis of the Services Agreement? If so, is there an existing set of definitions that would form part of the Services Agreement?

A14- Yes, the Town will provide the successful Proponent with a draft Services Agreement as part of final negotiation process. Section 3 and Schedule A will be part of that Service Agreement.

ADDENDUM #1- February 20, 2023

Q15- RFP Section A3 Water and Wastewater System Services, states that the Proponent is responsible for any cost that is required to adhere to the applicable ECA, DWWP and MDWL. Can the Town further define their meaning for “any cost”, as this is presumably related to costs relevant to the proponent and not identified as the responsibility of the Town?

A15- As outlined in Schedule A-A3, the Proponent is responsible for all cost associated with adherence to the existing ECA, DWWP, and MDWL. However, the section does also confirm that costs for “Anything that results in an amendment or replacement of the ECA, DWWP and MDWL” is the responsibility of the Town.

Q16- In reference to Pricing Table B4-1: Rates / Hour for Proponent Resources, is it mandatory for the proponent to provide a rate per hour for each of the specific positions listed?

A16-No.

Q17- Section 1.4.3 states that Pricing Submission must include Price Estimates for each Additional Services..., yet the pricing form only provides for unit rates related to Additional Services. Are there other aspects of Additional Services that must be included in the price proposal?

A17- Yes, Schedule A section A6.1 outlines the Additional Services process.

Q18- Does the Town have an expected response time for off-hours alarms?

A18- Yes, within 60 minutes of receiving the alarm.

Q19- Can you please provide the organization chart of the Town.

A19- Attached

Q20- A copy of the last WTP inspection report from the MECP

A20- Attached

Q21-A copy of the last WWTP inspection report from the MECP

A21- Attached

Q22- Can we obtain unsecured RFP so to complete the forms or would Deep River prefer we recreate them?

A22- Attached