

Addendum #1



To: Prospective Bidders **File No:** RFP 2021-05 Q01
Date: November 2, 2021
From: Brian Murphy, Director of Public Works & Engineering
Re: Response to Bidder Questions #1 RFP 2021-05

Please review the following responses to bidder questions that were submitted in regards to City of Duncan RFP 2021-05 Municipal Engineering Consultants Rotational Roster.

1. Would the City accept electronic copies over email only or is there a disqualification for proponents who don't submit the hard copies?

Response: The City requests hardcopies (3 copies) to be received either by the bid deadline of November 30, 2021, or with a target date of December 2, 2021 should Proponents submit an electronic submission for the bid deadline. A Proponent will not be disqualified for only submitting an electronic copy.

2. Can you please provide additional details on how the price will be evaluated consistently across all submissions. Are there designated labour categories to be used and/or do you have a sample project for respondents to provide pricing for?

Response: Pricing will form a relatively small portion of the overall valuation and the City anticipates to qualify between 3 to 6 Consultants for each Service Category. Pricing may be evaluated by comparing labour categories across Proponents within a Service Category, such as Engineer, Senior Engineer, Project Manager, Technologist. This may also be done by creating a sample project with a number of hours in labour categories such as these. If a Proponent's labour category rates are generally in line with other Engineering Consultants in the marketplace, it is unlikely that Pricing will disqualify a Proponent.

When a specific project is being reviewed for assignment to a Rotational Consultant, pricing and assigned personnel will be reviewed in detail. From 4.5 Terms of Reference, on Page 11, the following will apply at the time of award of any specific project to a Consultant on the Rotational List.

"If the City's opinion is that the fee amount is excessive, or if the proposed personnel do not match the City's expectations, arrangements will be made by staff to seek a bid from the next firm on the list. The City reserves the right to negotiate and award a contract to another Prequalified Consultant for any reason."

3. Section 3.11 Submission Requirements and Evaluation Criteria states: "Proponents must submit a corporate proposal for their firm and a separate submission for each service category". Can you please clarify what aspects make up the corporate proposal vs the separate service category proposal?

Response: The Corporate submission should be general information on the Proponent, background, experience and expertise, ie. the firm's general corporate overview. The Service Category submissions do not need to be a separate submission or document; they can form separate sections or appendices to the Corporate submission. However, a separate section is required for each Service Category where the Proponent wishes to be pre-qualified. The Service Category sections must list the Key Personnel and Project History within each Service Category. Refer to Page 10 of the RFP regarding Key Personnel and Project History. The Key Personnel and Project History must be specifically related to each Service Category where the Proponent wishes to be pre-qualified.

If Pricing is consistent across all Service Categories, then Pricing may be included in the Corporate submission. If different rates are required in one or more Service Categories, these rates must be clearly identified within the applicable Service Categories.

A Proponent may qualify in one, several, or all Service Categories based on their Key Personnel and Project History within those separate Service Categories and in accordance with the Service Categories the Proponent has identified in their Proposal.

4. Can you please provide some clarity around how we are to structure our Corporate Proposal vs. Service Category proposals and what information belongs in each?

Response: Refer to Q3

5. Section 4.2 Extra Work – Pricing states: "The proposal should include a schedule of fee and disbursements as to adequately perform the Work and satisfy the Terms of Reference". Please clarify if disbursements are to be included within the hourly rates to be provided within the proposal.

Response: Proponents are welcome to include information on Disbursements in their proposal however this information is not required to be included. Disbursements would typically be considered when a specific project is discussed with a Rotational Consultant. As noted in the response to Q2:

From 4.5 Terms of Reference, on Page 11, the following will apply at the time of award of any project to a Consultant on the Rotational List.

"If the City's opinion is that the fee amount is excessive, or if the proposed personnel do not match the City's expectations, arrangements will be made by staff to seek a bid from the next firm on the list. The City reserves the right to negotiate and award a contract to another Prequalified Consultant for any reason."