



THE CORPORATION OF THE CITY OF WINDSOR
OFFICE OF THE CITY SOLICITOR

ALEX VUCINIC
Manager of Purchasing

Elaine Castellan
Purchasing Supervisor

(519) 255-6272
TELEPHONE NUMBER

ADDENDUM NO. 2
ORGANICS WASTE MANAGEMENT AND PROCESSING CONSULTANT
RFP NO. 132-20

September 22, 2020

This addendum amends and forms part of the Proposal Documents. The Proponent shall insert the addendum behind the cover page of the Proposal Documents.

PLEASE NOTE: The closing date has been extended to ELEVEN-THIRTY FIFTY-NINE (11:30:59) A.M. (E.D.T.), MONDAY, SEPTEMBER 28, 2020.

CLARIFICATIONS:

1. Consideration of Co-processing of Waste from Organics and Biosolids

The Proponent shall note the processing of biosolids from the City's wastewater treatment plants should be considered as part of the Proponent's scope. The City has an existing contract for processing of biosolids from their treatment facilities which will expire in less than ten years. There may be a business case to combine processes for organics and biosolids. The City has not made the determination that co-processing is the preferred method as this will be a part of the Proponent's analysis as part of this RFP. The decision on whether or not to proceed with co-processing of organic and biosolid waste would be made at the end of the "Analysis" phase and prior to the "Report to Council – Project Approval and Next Steps" phase under clause 7.2 of this RFP.

2. Pre-processing and Curbside Collection

Curbside collection of food and organic waste will NOT be included in the scope of this RFP. Collection would be considered under a separate project and contract. Pre-processing of the waste stream (organics and/or biosolids) should be considered as part of the analysis required for this RFP. There is no preference for pre-processing and processing to occur on the same site or separate sites.. Odour control and public nuisance are considered to be of the utmost importance when considering potential sites and methods for pre-processing operations.

3. Project Timelines

For the purposes of the Proponent's schedule, the City must comply with the legislation by providing curbside collection of food and organic waste from single family dwellings by 2025. Depending on the type of facility chosen, assuming a new facility is constructed, it is anticipated that it will take a minimum of 2 years to construct (2023-2025). Depending on the site selected, there may potentially be an Environmental Assessment required, as well as a number of other environmental and planning act matters. As such, it is imperative that this project proceed quickly towards resolution. The City proposes the final report from the Proponent under item 7.2 – Analysis be completed by March, 2021. The City will then bring a report to Council followed directly by issuance of the RFQ.

QUESTIONS/ANSWERS:

4. Question:

Regarding Section 7.2 – Background and Project Research, can the City give an estimate on the average number of pages per EOI submission in order to estimate an appropriate level of effort to review the documents?

Answer:

The average number of pages per EOI submission received is 21 pages.

5. Question:

Does the City have a budget approved for this RFP work?

Answer:

There is no budget currently approved for this RFP. Council approval will be required to award the contract. It is the City's intention to request the report on the award of the RFP be placed on the October 19, 2020 City Council agenda.

6. Question:

Can the City provide consultant reports completed previously?

Answer:

Existing reports will be provided to the successful Proponent, following award of the Contract, which may require the signing of confidentiality documents.

REVISION TO SPECIFICATIONS:

Section 7: Requirements and Deliverables of the Contract

1. Section 7.2 – Background and Project Research

1.1. Delete clause 5 in its entirety and replace with the following:

5. Site visits to similar facilities and to potential site locations as required. This item may depend on the Proponent's knowledge of existing sites. The Proponent may need to visit existing Pollution Control plants, transfer stations and/or landfill locations to properly analyse current processes and options available to the City. The City, through the recommendations of the Proponent may be able to identify potential project sites for consideration. The Proponent will be required to visit those locations agreed as viable to determine site specific conditions and their impacts on the site as a candidate (e.g. traffic networks, pre-processing locations, impact on the neighbouring communities, environmental site factors, etc.). No specific sites have been identified as a preferred location for any processing or pre-processing operations.

For the purposes of pricing, the Proponent may assume four (4) full day visits to existing facilities and three (3) half day visits to potential sites. The City will arrange these visits based on the Proponent's schedule.

1.2. Add the following clause:

7. Review processes used at the existing Lou Romano Water Reclamation Plant and Little River Pollution Control Plant to aid in analysis of possible organics and biosolids co-processing options.

2. Section 7.2 – Analysis

2.1. Under clause 1, add the words “and biosolids” after the word “organic” in the first sentence.

2.2. Delete clause 8 in its entirety and replace with the following:

8. City to review and provide comment on a draft report prior to the final revision. Allow a minimum of five business (5) days for review. A meeting will be held following the review period to review and discuss comments received.

2.3. Delete clause 10 in its entirety and replace with the following:

10. PROVISIONAL: Meet with community stakeholders/partners should the City engage the same. Allow for five (5) meetings for this purpose.

3. Section 7.2 – Requests for Qualifications

3.1. Under clause 2, add the word “PROVISIONAL:” at the beginning of the clause.

3.2. Under clause 3, delete the words “, if required” from the end of the clause.

Appendix “C” – Cost Proposal

The Proponent shall delete the previous Appendices “C” and “D” and replace with the Appendices “C” and “D” attached to this addendum #2.

1. Provisional Items

The Proponent shall note provisional items have been added to Appendix “C” - Cost Proposal. These items should not be included in the all-inclusive fixed price lump sum. These items may be deleted from the Contract at any time at the discretion of the Owner.

If any Provisional item, or part thereof, is deleted from the requirements of the contract, the Proponent will have no claim against the Owner for so doing, and the Proponent must take this requirement into consideration when determining the all-inclusive fixed price lump sum. Provisional prices shall be in effect until issuance of final payment under the Contract.

2. Hourly Rates

The Proponent is not required to provide an estimated number of hours for services not contemplated by the Contract. This column has been deleted from Appendix “C” – Cost Proposal.

REVISED AND ATTACHED:

Appendix C – Cost Proposal

Appendix D – Evaluation Criteria

Except for the contents of this addendum, all other terms and conditions of this proposal remain the same.

END OF ADDENDUM NO. 2

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

Elaine Castellan

Elaine Castellan
Purchasing Supervisor

EC/jm

**ADDENDUM NO. 2
ORGANICS WASTE MANAGEMENT AND PROCESSING CONSULTANT
RFP NO. 132-20**

September 22, 2020

I hereby acknowledge receipt of Addendum No. 2 to the RFP No. 132-20 (10 pages).

The information contained therein is hereby noted and account of same will be taken in our proposal cost.

This information was received on the _____ day of _____, 20_____.

Signature

Name (Printed)

Company Name

***NOTE: You are required to acknowledge this addendum with your proposal submission.**

PLEASE E-MAIL @ purchasing@citywindsor.ca SIGNED ACKNOWLEDGEMENT SHEET ASAP

Attn: Purchasing Department

Organics Waste Management and Processing Consultant

APPENDIX "C" – COST PROPOSAL

TO: The Corporation of the City of Windsor
Attention: Purchasing Department
Legal Services Department
400 City Hall Square
Suite 403
Windsor, ON N9A 7K6

Name of Proponent:

Business Address:

Phone: _____ **Fax:** _____

Contact name for future correspondence and inquiries:

Name _____ **Title:** _____

Phone: _____ **Fax:** _____

E-mail: _____

We have read and we fully understand the requirements of the RFP, including the scope and nature of the services, the applicable timelines, the Contract, and any addenda issued by the City. We acknowledge that the opening of the Cost Proposal constitutes an offer from the City to enter the Evaluation Contract described in the RFP. We also acknowledge that, by submitting a Submission which substantially complies with the material requirements of the RFP, we accept that offer.

Having carefully examined the RFP, including all of the Appendices and including addendum numbers _____, having fully investigated and ascertained existing conditions, circumstances and limitations affecting the services required under the Contract:

1. We offer to enter into the Contract with the City to provide the services required under the Contract for the fixed, All-Inclusive lump-sum price of:

CANADIAN DOLLARS (\$ _____).

Organics Waste Management and Processing Consultant

The above fixed All-Inclusive lump-sum price:

- (a) excludes the harmonized sales tax, but includes all other taxes and duties;
- (b) excludes the provisional items;
- (c) is a fixed, All-Inclusive lump sum price for the provision of the services contemplated by the Contract;
- (d) is further broken down in the following format:
 - Background and Project Research (\$_____).
 - Analysis (\$_____).
 - Final Report (\$_____).
 - Request for Qualifications (\$_____).

2. We offer to enter into the Contract with the City to provide the following provisional items at the fixed, All-inclusive lump-sum price of:

- Meetings with community stakeholders/partners:
 CANADIAN DOLLARS (\$_____).
- Meetings with potential bidders (RFQ):
 CANADIAN DOLLARS (\$_____).

The above fixed All-inclusive lump-sum prices:

- (a) exclude the harmonized sales tax, but includes all other taxes and duties;
- (b) are fixed, All-inclusive lump sum price for the provisional items noted.

3. We offer the following fixed, All-Inclusive hourly rates for the provision of any services not contemplated by the Contract:

Hourly wage Submission

i. The hourly wage of each team member shall be included in table format.

Description of Service or Professional Specialty of Each Team Member	Hourly Rate in Canadian Dollars

Organics Waste Management and Processing Consultant

- ii. Hourly wages submitted shall be enforced for the entirety of the contract and shall not change. Following award of contract, monthly invoices shall match the submission.

The above fixed All-Inclusive hourly rates:

- (a) excludes the harmonized sales tax, but includes all other taxes and duties;
- (b) is a fixed, All-Inclusive hourly rates for the provision of the services not contemplated by the Contract.

DECLARATIONS

- A. We declare that our Submission is free of Qualification(s).
- B. We declare that our Submission is not made in connection with any other Proponent and is, in all respects, fair and made without collusion or fraud.
- C. We declare that our Submission applies and complies with any applicable fair wage practices.
- D. We acknowledge and agree that our Submission is irrevocable and open for acceptance by the City for a period of one hundred and twenty (120) days starting from the day after the Submission Deadline.
- E. We acknowledge and agree that, if awarded the Contract, we will:
 - (a) execute the Contract and deliver the executed original to the City within seven (7) business days of our receipt of the same;
 - (b) deliver to the City, within seven (7) business days of our receipt of notice of selection:
 - (i) proof of all insurance required by the Contract; and,
 - (ii) a current WSIB clearance certificate if applicable.

We acknowledge and agree that we will be in breach of the Evaluation Contract if we fail to comply with any of the above.

Signed, sealed and submitted for and on behalf of:

PROPONENT _____

DATE _____

SIGNATURE _____

Name and Title _____

I have authority to bind the Proponent named above

-END OF APPENDIX “C”-

Organics Waste Management and Processing Consultant

APPENDIX “D” – EVALUATION CRITERIA

1. Evaluation of Services Proposal

The Services Proposal will comprise **70%** of the overall Proponent score. The evaluation criteria and relative weightings are to be applied as follows, referencing Appendix B:

Mandatory Criteria – IS A PASS/FAIL OF THE (SERVICES PROPOSALS) AT THE SOLE, ABSOLUTE AND UNFETTERED DISCRETION OF THE CITY.

NOTE: Proponent must obtain a PASS to move on with the evaluation

EVALUATION CRITERIA-MANDATORY	PASS/FAIL
<ul style="list-style-type: none"> Is the Proponent’s Offer Document - Appendix A, compliant as required in paragraph Error! Reference source not found.Error! Reference source not found. Is the Proponent’s Cost Proposal - Appendix C, compliant as required in paragraph 9.1 Is the Proponent’s Declaration of Conflict compliant as required in Appendix B – Submission Content, Question 1. 	

Stage 1 – Services Proposal

EVALUATION CRITERIA	WEIGHT
Proponent Information: As per Appendix B, Question 2.	10
Experience: As per Appendix B, Question 3.	45
Proponent Qualifications: As per Appendix B, Question 4.	20
Project, Proponent Schedule and Timeline: As per Appendix B, Question 6.	30
Proponent Personnel and Staffing: As per Appendix B, Question 7.	45
Total	150

Stage 2 – Services Proposal

REFERENCES – IS A PASS/FAIL OF THE (SERVICES PROPOSALS) AT THE SOLE, ABSOLUTE AND UNFETTERED DISCRETION OF THE CITY.

NOTE: Proponent must obtain a PASS to move on to opening up the Cost Proposal.

EVALUATION CRITERIA	PASS/FAIL
References	

Organics Waste Management and Processing Consultant

2. Evaluation of Cost Proposal

The Cost Proposal will comprise **30%** of the overall value of the Proponent score and is further broken down as follows:

Price Component	Weight
All-Inclusive fixed price lump sum	25
All-inclusive lump-sum price total combined Provisional Items	5
All-Inclusive fixed price hourly rates	Information Purposes Only

2.1. All-Inclusive fixed price lump sum

The lowest All-inclusive fixed price lump sum will be assigned a score of 25 marks. The remaining All-inclusive fixed price lump sum amounts will be allocated points in accordance with the following formula:

$$\frac{\text{Lowest Rate}}{\text{Rate}} \times 25$$

All-inclusive lump-sum price total combined Provisional Items

The lowest All-inclusive lump-sum price total combined Provisional Items will be assigned a score of 5 marks. The remaining All-inclusive lump-sum price total combined Provisional Items amounts will be allocated points in accordance with the following formula:

$$\frac{\text{Lowest Rate}}{\text{Rate}} \times 5$$

-END OF APPENDIX “D”-