

**REQUEST FOR PROPOSALS "RFP" NO. PS20181579  
CONSULTANT FOR PHASE 4 CLOSURE - VANCOUVER LANDFILL**

**QUESTIONS AND ANSWERS NO. 1**

ISSUED ON JANUARY 10, 2019

Q1	Can you please provide the insurance template referenced in Appendix 5?
A1	Please see attached at the end of this QA document.
Q2	Has the conceptual design of the new stormwater pond and outlet structure been completed as part of the 2018 Design, Operations, and Closure Plan Update? Reference Part B - City Requirements, Section 4.0 Scope of Work, Task 4C - New Stormwater Pond Design in the RFP.
A2	No, the conceptual design has not been done. Modelling results indicate the range of size of the new pond which was included in the RFP. Additional modelling results should be available to the successful proponent on award.
Q3	Will the temporary closure design (Task 4D) be a stand-alone package with drawings and specifications, or will it be incorporated into the Tender Specifications/Drawings Package (Task 4E)? Reference Part B - City Requirements, Section 4.0 Scope of Work, Task 4D - Temporary Closure Design in the RFP.
A3	The temporary closure is envisioned to be incorporated into the Tender Specifications and Drawings.
Q4	We would like to request a two week extension to the close date.
A4	Please see Amendment 2, the RFP close date has been amended to January 17 <sup>th</sup> at 3 pm.
Q5	Because of the project duration, and assuming no escalations of the approved engineering budget, will the proponents be allowed a fixed annual percentage increase in billings rates (i.e. 2 or 3 % [Metro Vancouver allows up to 4% on multi-year contracts
A5	Any proposed changes to the payment terms contained within Part D - Form of Agreement should be listed in Appendix 9 - Proposed Amendments to Form of

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	Agreement.
Q6	If the "SubConsultant 1" as identify under columns K and L from Appendix 3 includes more than one key professional, should the proponent include additional columns, as necessary, which doesn't appear to be possible without reformatting the spreadsheet, or should the proponent include an average weighted hourly rate, or is the general format an example of how the City would like the estimate to be presented?
A6	<b>Proponents should add additional columns as necessary to show all sub consultants.</b>
Q7	Under the Task 1 - Review of Previous Work, is there an expectation that the proponent shall review, coordinate and incorporate the Phase 4 design, including but not limited to the Lift 0, Lift 3 and lift 5 Leachate Collectors and the Lift 2, Lift 4 and Lift 6 Gas collectors and associated LFG infrastructure?
A7	<b>Yes, the proponent should review and coordinate the design with the components mentioned above.</b>
Q8	<p>Please confirm that the City's expectation under the Task 9 - Communications is for the proponent to provide and participate to the following meetings (at minimum):</p> <ul style="list-style-type: none"> <li>• 11 formal project meetings (items "a" to "k")</li> <li>• 2 period * 24weeks =48 design meetings during construction. Or should those also extend over the design period between March and December 2019?</li> <li>• 2 period * 24weeks =48 construction meetings during construction</li> <li>• Up to 3 stakeholder meetings</li> </ul>
A8	<p>The City's expectation under the Task 9 - Communications is for the proponent to provide and participate to the following meetings (at minimum):</p> <ul style="list-style-type: none"> <li>• 11 formal project meetings (items "a" to "k")</li> <li>• 46 design meetings during construction. (This includes 28 weeks of design for both Phase 4S and 4N as we are expecting these designs to happen in parallel, and 2 period *5 weeks (10 meetings) for finalizing RFT designs for each tender (4S and 4 N separately), plus an additional 4 design meetings for any necessary additional work for each Phase (8 meetings).</li> <li>• 2 period * 24weeks =48 construction meetings during construction</li> <li>• Up to 3 stakeholder meetings</li> </ul>
Q9	The Appendix 5 - CERTIFICATE OF INSURANCE, the typical form of insurance appears to be missing. Will the City provide such form, or shall the Proponent

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	provide based on the typical available forms from insurance agent or broker.?
A9	Please see attached at the end of this QA document.



**CERTIFICATE OF EXISTING INSURANCE  
TO BE COMPLETED AND APPENDED TO THE PROPOSAL/TENDER**

Section 2 through 8 – to be completed and executed by the Insurer or its Authorized Representative

1. **THIS CERTIFICATE IS ISSUED TO:** City of Vancouver, 453 W 12<sup>th</sup> Avenue, Vancouver, BC, V5Y 1V4  
*and certifies that the insurance policy (policies) as listed herein has/have been issued to the Named Insured and is/are in full force and effect.*
2. **NAMED INSURED** *(must be the same name as the proponent/bidder and is either an individual or a legally incorporated company)*

**BUSINESS TRADE NAME or DOING BUSINESS AS**

**BUSINESS ADDRESS**

**DESCRIPTION OF OPERATION**

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3. **PROPERTY INSURANCE (All Risks Coverage including Earthquake and Flood)**

INSURER _____	<b>Insured Values (Replacement Cost) -</b>
TYPE OF COVERAGE _____	Building and Tenants' Improvements \$ _____
POLICY NUMBER _____	Contents and Equipment \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____

4. **COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form)**

Including the following extensions:	INSURER _____
✓ Personal Injury	POLICY NUMBER _____
✓ Property Damage including Loss of Use	POLICY PERIOD From _____ to _____
✓ Products and Completed Operations	<b>Limits of Liability (Bodily Injury and Property Damage Inclusive) -</b>
✓ Cross Liability or Severability of Interest	Per Occurrence \$ _____
✓ Employees as Additional Insureds	Aggregate \$ _____
✓ Blanket Contractual Liability	All Risk Tenants' Legal Liability \$ _____
✓ Non-Owned Auto Liability	Deductible Per Occurrence \$ _____

5. **AUTOMOBILE LIABILITY INSURANCE** for operation of owned and/or leased vehicles

INSURER _____	<b>Limits of Liability -</b>
POLICY NUMBER _____	Combined Single Limit \$ _____
POLICY PERIOD From _____ to _____	<i>If vehicles are insured by ICBC, complete and provide Form APV-47.</i>

6. ☐ **UMBRELLA OR** ☐ **EXCESS LIABILITY INSURANCE** **Limits of Liability (Bodily Injury and Property Damage Inclusive) -**

INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Self-Insured Retention \$ _____

7. **PROFESSIONAL LIABILITY INSURANCE**

INSURER _____	<b>Limits of Liability</b>
POLICY NUMBER _____	Per Occurrence/Claim \$ _____
POLICY PERIOD From _____ to _____	Aggregate \$ _____
	Deductible Per Occurrence/Claim \$ _____

*If the policy is in a "CLAIMS MADE" form, please specify the applicable Retroactive Date: \_\_\_\_\_*

8. **OTHER INSURANCE**

TYPE OF INSURANCE _____	<b>Limits of Liability</b>
INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____
TYPE OF INSURANCE _____	<b>Limits of Liability</b>
INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____

**SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE**

\_\_\_\_\_  
PRINT NAME OF INSURER OR ITS AUTHORIZED REPRESENTATIVE, ADDRESS AND PHONE NUMBER

Dated \_\_\_\_\_