

REQUEST FOR PROPOSALS "RFP" NO. PS20200270
CONSULTANT FOR LANDFILL GAS UTILIZATION

QUESTIONS AND ANSWERS NO. 2

ISSUED ON APRIL 23, 2020

Q1	Will it be acceptable to the City for us to submit Proof of Valid WorkSafeBC Registration upon project award instead of with the proposal? There is about a 10-day process (or more) for out-of-Province firms to obtain this registration. It would be our preference to go through this process during the award process. Please confirm if this is acceptable to the City.
A1	Yes, this is acceptable.
Q2	Appendix 5 indicates that it is to be duly completed and signed by the Proponent's insurance agent; however, there is no Certificate of Insurance provided with the RFP document. Can the City provide the form that they would like to be filled out and executed?
A2	Appendix 5 - Certificate of Insurance is attached to the end of this QA 2 document.
Q3	Can the closing date be extended by 1 week until May 14th? In light of COVID-19 all engineering staff are working remotely and there have been some delays associated with some deliverables. An extension would be helpful for us as we get accustomed to working remotely.
A3	See Amendment 1.
Q4	Part B, Section 6 of the RFP indicates that Consultant Project Award is anticipated to be in March 2020. Can the City update this? Are all of the other milestone dates shown in the Schedule accurate?
A4	The schedule dates in Part B - Section 6.0 are the dates that the other parties, Village Farms and FortisBC have indicated as part of their project timelines. The City of Vancouver anticipates issuing a Notice to Lead Proponent late May or early June 2020. The VF farm schedule is contingent on VF project final approvals at both the City and VF.
Q5	Are professional hours for all meetings required as part of Task 3 and Task 4 supposed to be included under Task 6 in the Commercial Proposal excel spreadsheet?
A5	Yes.
Q6	Line 6.1 of the Commercial Proposal excel spreadsheet is for biweekly meetings and it indicates we are to assume 16 meetings. Please confirm that one of these meetings is supposed to include the kick-off meeting contemplated as part of Task

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	3. If there are 16 bi-weekly meetings required in the design phase, can we assume that the design phase is contemplated to be 32 weeks (8 months) in length? Please indicate how many of these 16 meetings are required to be in-person and how many can be completed via video/tele conference call.
A6	For the purposes of the RFP, Proponents should assume that the 16 meetings include the kickoff meeting. The City prefers in person meetings; however, if Covid-19 persists over the course of the Agreement, then meetings will be held via video/tele conference call. If Proponents are proposing all meetings to be done by video/tele conference call regardless of Covid-19 this information should be included in Proposals.
Q7	Line 6.2 of the Commercial Proposal excel spreadsheet is for monthly meetings during construction - and it indicates that we are supposed to assume a total of 40 meetings. Are these 40 meetings supposed to include the on-site construction site visits required under Task 4? Are the balance of the 40 meetings supposed to include regular monthly construction meetings? It is assumed that the on-site construction site visits need to be in-person at the landfill. How many of these on-site visits should we assume? This will be important so that (as an out-of-province proponent) we are not adding unnecessary travel-related disbursements and all proponents are bidding the same amount of on-site visits. Out of the 40 meetings that need to be costed under this line item - how many are on-site and how many can be completed via video/tele-conference? What can we assume for the construction project duration?
A7	It is assumed that there will be 20 meetings for each project for a total of 40 meetings. The construction project duration is estimated at 18 months for the FortisBC project and subject to change. It is unknown what the construction duration for the Village Farms project will be at this time. It is assumed that some of the meetings can be done via video/tele conference call (or another proposed video/teleconference system); however, the City is unable to give a precise number as to how many meetings must be done on site. If Proponents are proposing all meetings to be done by video/tele conference call regardless of Covid-19, this information should be included in Proposals.
Q8	Lines 6.3 and 6.4 of the Commercial Proposal excel spreadsheet include 10 meetings between them. How many of these meeting need to be conducted in-person and how many can be conducted via tele/video conference? For the in-person meetings, please indicate where they would be held.
A8	The City is unable to give a precise number as to how many meetings must be done on site; the preference is for in person on site meetings dependent on Covid-19. If Proponents are proposing all meetings to be done by video/tele conference call regardless of Covid-19, this information should be included in Proposals. In person meetings would be held at the Vancouver Landfill.
Q9	In light of the COVID-19 situation, it is our preference to price this project with as few in-person visits as possible. In fact, there is some uncertainty whether physical distancing/travel restrictions will be lifted to even allow for any in-person visits as associated with the design phase of this project. Our company feels that all of the work as associated with the design phase of this project (even the initial site visit/kick-off meeting) can be successfully completed via video/tele-

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	conference. Our company has visited the site on a number of occasions and is familiar with the flaring facility. Can Our company price this out assuming no in-person visits during the design phase of this project? If all proponents do this, it will provide for a level-playing field for pricing and if in-person meetings/visits become allowable (or deemed preferred or required) perhaps insignificant cost adjustments can be made at the time.
A9	The City has a preference for as many in person meetings as possible allowed by Covid-19.
Q10	With respect to the construction phase of this project, I would suggest that perhaps 10 in-person construction inspections be assumed over the course of construction and the balance of the 40 meetings be conducted remotely. Note that construction inspection can sometimes be successfully completed using photos and videos taken by on-site staff. Since construction is not anticipated to begin until Q4 2020 - we would hope that in-person visits/travel will be allowable; however, it seems that it will likely still be important to limit on-site visits. For pricing purposes, it is suggested that the number of on-site visits be specifically indicated to ensure all Proponents are pricing comparatively. If additional visits become necessary in the future, these could always be added as appropriate.
A10	If the Proponent does not wish to be on site for construction inspections and is proposing the use of City staff to provide photos and video, this information should be included in the Proposal, including the technology required, number of City staff, and amount of City staff hours required to assist with the construction inspections.
Q11	What is the future flow rate of LFG feed to each RNG plant (i.e. what SCFM of LFG to Fortis RNG plant and what SCFM of LFG to Village Farms RNG plant)?
A11	1000 SCFM nominal (up to 1200 SCFM max) for the FortisBC plant, it is unknown what the SCFM is for Village Farms.
Q12	Is it expected to receive any waste/tail gas streams from new RNG plants? If yes, please advise estimates of rate and composition if available.
A12	This information is unknown at this time as the Fortis BC and Village Farms projects are not designed yet.
Q13	If waste/tail gas streams are expected from new RNG plants then who will be responsible for treatment of waste gas streams before flaring?
A13	This information is unknown at this time as the Fortis BC and Village Farms projects are not designed yet.
Q14	Can you advise firm dates for Village Farms development plan? Only indications in the RFP are that current supply agreement expires in 2023 and after which there may be plans for the new facility. Dates in Section 6 Schedule (Page B-6) are all TBC. It is almost impossible to estimate levels of effort required in this project with such open-ended scenarios.
A14	There are no firm dates for the Village Farms work at this time.



**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 12th 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

PS20200270 Consultant for Landfill Gas Utilization

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

INSURER _____	Insured Values (Replacement Cost) -
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	Limits of Liability (Bodily Injury and Property Damage Inclusive) -
✓ 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 _____	Limits of Liability -
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 _____	Limits of Liability
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 _____	Limits of Liability
INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____
TYPE OF INSURANCE _____	Limits of Liability
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 _____