

**REQUEST FOR PROPOSALS “RFP” NO. PS20200570
GAS FLARE PLANNING AND MAINTENANCE SERVICES**

QUESTIONS AND ANSWERS NO. 2

ISSUED ON SEPTEMBER 10, 2020

Q1	The RFP document (as part of Appendix 11) requires that the Proponent provide proof of valid WorkSafeBC registration. Can the City clarify if this is required for just the lead Proponent or if it is to be provided for the lead Proponent and all sub-consultants?
A1	The lead Proponent must provide Worksafe BC insurance prior to the execution of any contract. Out of province Proponents should state that Worksafe BC insurance will be provided if offered a contract. Sub consultants may or may not be required to provide Worksafe BC insurance dependent on their proposed role in accordance with Worksafe BC guidelines.
Q2	The RFP document (as part of Appendix 11) requires that the Proponent provide proof of valid WorkSafeBC registration. Where the lead Proponent is based out-of-Province - will it be acceptable for the proponent to provide proof of valid WorkSafe BC registration in conjunction with the actual award of the project and not with the proposal? Registration for an out-of-Province firm takes at least 10 business days and it is our preference to proceed with this following notice of award and not at the proposal stage.
A2	See A1 above.
Q3	Are separate workshops required for both Task 4.1.2 and 4.1.3 or can these workshops be combined?
A3	<p>No. The purpose of the Task 4.1.2 workshop is to conduct a gap analysis with City staff so that the resulting documents are site specific, not generic documents that suit all landfills. After, the Proponent will update/create these documents based on their expertise and the City’s input and present the drafts in the Task 4.1.3 workshop.</p> <p>Part B City requirements, Task 4.1.3 currently reads:</p> <p>The Proponent will update and create the documents identified in the Gap Analysis through a workshop with City staff to ensure that the documentation is Vancouver Landfill focused, not generic.</p> <p>Change to:</p> <p>The Proponent will update and create the documents identified in the Gap Analysis to ensure that the documentation is Vancouver Landfill focused, not generic. The draft documents will be provided in advance of and presented in a workshop to City staff.</p>
Q4	Do the workshops identified in Section 4.1.2 need to be attended in-person at the landfill or can these be attended remotely via video conference by the Proponent?

**REQUEST FOR PROPOSALS “RFP” NO. PS20200570
GAS FLARE PLANNING AND MAINTENANCE SERVICES**

QUESTIONS AND ANSWERS NO. 2

A4	Remote is acceptable.
Q5	How many of the meetings identified in Section 4 of the RFP are required to be in-person?
A5	<p>These meetings can be attended remotely. The City would also like to add meetings as per below.</p> <p>Part B City requirements, Task 4.1.6 Deliverables currently read:</p> <ol style="list-style-type: none"> i. Calibration reports, certificates etc. submitted electronically to the City in PDF format ii. Flash reports and incident reports as necessary. iii. A draft monthly field report (MS Word format) shall be submitted electronically to the City within five (5) Business Days following the month end. The draft field report shall include: <ul style="list-style-type: none"> • all the preventative maintenance tasks scheduled to be performed, • all completed preventative maintenance tasks, • all tasks that were not completed. Detailed reason why any preventative maintenance task is not completed shall be provided, • names and certification/qualification of persons performing the tasks, • description of health and safety events (injury reports, investigations), • opportunities and recommendations for improvement to completion of safe work, • the condition (photographic log, each picture having a date, time, caption or description) of the mechanical, electrical and structural items, • compare results of preventative maintenance tasks of the previous two visits to identify any emerging trends and provide recommendation to the City. iv. Following City’s comments the final monthly field report (MS Word and PDF formats) shall be submitted electronically to the City v. Annual PM Reports in Draft (MS Word format) and final (MS Word and PDF formats) shall be submitted electronically to the City by January 31 for each year of the contract as per the following and will include: <ul style="list-style-type: none"> • include all the monthly field reports • compare results of preventative maintenance tasks conducted during the year as well as conduct an annual comparison of the previous two years to identify any emerging trends • recommendations for any changes to the PM program vi. Following the final PM report the draft and final updated preventative maintenance master document shall be submitted electronically to the City vii. Draft (MS Word format) and final (MS Word and PDF formats) updated SSSP. The SSSP shall be updated annually and submitted electronically to the City for review and acceptance. viii. Draft (MS Word format) and final (MS Word and PDF formats) updated Environmental Management Program (EMP). The EMP shall be updated annually and submitted electronically to the City for review and acceptance. ix. Minutes from the draft documentation and draft PM report review meeting. <p>Change to:</p> <ol style="list-style-type: none"> i. Calibration reports, certificates etc. submitted electronically to the City in PDF format ii. Flash reports and incident reports as necessary. iii. A completed PM form for each site visit submitted electronically to the City within 24 hours of the visit.

**REQUEST FOR PROPOSALS “RFP” NO. PS20200570
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QUESTIONS AND ANSWERS NO. 2

	<p>iv. A draft monthly field report (MS Word format) shall be submitted electronically to the City within five (5) Business Days following the month end in advance of regularly scheduled monthly meetings where the Proponent will report out on the previous month’s safety metrics and work completed, the next month’s planned work, any coordination with City operations, etc. The draft field report shall include:</p> <ul style="list-style-type: none">• all the preventative maintenance tasks scheduled to be performed,• all daily system checks and daily sheet completed by the City. The City shall submit the daily sheets electronically to the Contractor at the end of every week (PDF format).• all completed preventative maintenance tasks,• all tasks that were not completed. Detailed reason why any preventative maintenance task is not completed shall be provided,• names and certification/qualification of persons performing the tasks,• description of health and safety events (injury reports, investigations),• opportunities and recommendations for improvement to completion of safe work,• the condition (photographic log, each picture having a date, time, caption or description) of the mechanical, electrical and structural items,• compare results of preventative maintenance tasks of the previous two visits to identify any emerging trends and provide recommendation to the City. <p>v. Following City’s comments the final monthly field report (MS Word and PDF formats) shall be submitted electronically to the City</p> <p>vi. Annual PM Reports in Draft (MS Word format) and final (MS Word and PDF formats) shall be submitted electronically to the City by January 31 for each year of the contract as per the following and will include:</p> <ul style="list-style-type: none">• include all the monthly field reports• compare results of preventative maintenance tasks conducted during the year as well as conduct an annual comparison of the previous two years to identify any emerging trends• recommendations for any changes to the PM program <p>vii. Following the final PM report the draft and final updated preventative maintenance master document shall be submitted electronically to the City</p> <p>viii. Draft (MS Word format) and final (MS Word and PDF formats) updated SSSP. The SSSP shall be updated annually and submitted electronically to the City for review and acceptance.</p> <p>ix. Draft (MS Word format) and final (MS Word and PDF formats) updated Environmental Management Program (EMP). The EMP shall be updated annually and submitted electronically to the City for review and acceptance.</p> <p>x. Minutes from the draft documentation and draft PM report review meeting.</p> <p>Part B City requirements, Task 4.1.7 currently reads:</p> <p>The Proponent shall incorporate all existing record drawings reviewed in Task Error! Reference source not found. into master set of record drawings. The record drawings may be updated following changes to the existing infrastructure. Periodically one-time changes to the documents may be required due to urgent operational or safety requirements.</p> <p><u>Deliverables for Task Error! Reference source not found.:</u></p> <ul style="list-style-type: none">i. A set of record drawings shall be submitted electronically to the City in AutoCAD and PDF formatsii. Annual update of the record drawings and submitted electronically to the City
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**REQUEST FOR PROPOSALS “RFP” NO. PS20200570
GAS FLARE PLANNING AND MAINTENANCE SERVICES**

QUESTIONS AND ANSWERS NO. 2

	<p>in AutoCAD and PDF formats.</p> <p>Change to:</p> <p>The Proponent shall incorporate all existing record drawings reviewed in Task Error! Reference source not found. into master set of record drawings. The draft set will be reviewed in a meeting with the City to walk through the changes and obtain feedback in the meeting and afterward. The record drawings may be updated following changes to the existing infrastructure. Periodically one-time changes to the documents may be required due to urgent operational or safety requirements.</p> <p><u>Deliverables for Task Error! Reference source not found.:</u></p> <ul style="list-style-type: none"> i. Meeting minutes. ii. A draft and final set of record drawings shall be submitted electronically to the City in AutoCAD and PDF formats iii. Annual update of the record drawings and submitted electronically to the City in AutoCAD and PDF formats.
Q6	The excel spreadsheet is set-up to show one hourly rate for each team member. Will the City allow the Proponent to increase hourly rates with CPI for work completed in 2022 and 2023? Does this need to be reflected in the excel spreadsheet?
A6	Proponents can add lines to the Appendix 3 - Commercial Proposal to indicate differing hourly rates for separate years of the anticipated contract term.
Q7	We assume that the price for execution of the maintenance program is supposed to include flares 5 and 6. Why are flares 5 and 6 not included in the excel spreadsheet? Can the City indicate how the Proponent is to price this work?
A7	Pricing should include flares 5 and 6 and line items would be the same as flare 4.
Q8	Will the Proponent have a remote connection to the flaring facility to allow real-time “viewing” of all data? Will the proponent be granted access to view all flaring facility data trending? Will the Proponent be responsible for setting up this remote connection or will the City do this?
A8	At this time, the City does not see a need for the Proponent to access flare station operational data/trending nor a need for a remote connection. The City will continue to be the operator of the flare station and expects the Proponent to complete the preventative and reactive maintenance only.
Q9	Will various system alarms be automatically routed to the Proponent via email or text?
A9	The City will call or email the Proponent should there be any reactive maintenance.
Q10	The RFP indicates that the Proponent should have experience in PLC and HMI systems and programming. What part of the scope of work will require the Proponent to have experience in these areas?
A10	The intention was to understand the flare station operation for documentation development and execution of preventative and reactive maintenance.
Q11	Would the City be open to completing daily and some of the weekly system checks? As a cost savings measure for the City, it is suggested that the successful Proponent be on site on a monthly basis (as well as when issues or problems arise). This would leave daily checks to the City (when Proponent is not on-site) and 3 weekly checks each month (when the Proponent is not on-site). Is the City agreeable to that arrangement? Can we price it that way?

**REQUEST FOR PROPOSALS “RFP” NO. PS20200570
GAS FLARE PLANNING AND MAINTENANCE SERVICES**

QUESTIONS AND ANSWERS NO. 2

A11	<p>The City can complete daily checks as outlined in Q11. The contractor is to complete the weekly system checks.</p> <p>The City will complete a daily sheet after completing the daily checks. The City will send the completed daily sheets to the Contractor at the end of every week. The Contractor will develop the daily sheet for the City.</p> <p>The Contractor shall include the completed daily sheets in the monthly field report.</p>
Q12	<p>Can the City clarify the requirements for preventative maintenance service call-outs? Is the City asking the Proponent to be on-call 24/7 for unexpected issues/shut-downs that occur? Is the Proponent responsible for re-starting the system? If the Proponent is responsible for unexpected issues and shut-downs, what sort of response time will the City require for Monday to Friday (7:30AM to 4:30PM), Monday to Friday (4:30PM to 7:30AM), weekends and holidays (7:30AM to 4:30PM) and weekends and holidays (4:30PM to 7:30AM)?</p>
A12	<p>The City does not expect the Proponent to restart the system nor respond to shut downs. The City will continue to be the operator of the flare station. We are requiring the level of service for reactive maintenance to be within a defined timeframe as indicated.</p>
Q13	<p>For item 4.1.6 (Preventative Maintenance Service Callout Rates), the City has asked that hourly rates be provided and include all labour, supervision, tools, materials, equipment, transportation, permits and licenses, and management to maintain and repair. How is the Proponent to know the materials and equipment that will be required for this line item? It seems only reasonable that the Proponent should include hourly rates for professional time - unless the scope can be further defined.</p>
A13	<p>The language for hourly rates for item 4.1.6 (Preventative Maintenance Service Callout Rates) will be amended and the word materials “materials” will be removed from the hourly rates. Any materials provided by the Proponent shall be subject to a written approval by the City and will be in accordance with the agreed to markup on materials for outside sources as per 4.1.6 of Appendix 3 Commercial Proposal.</p>
Q14	<p>Will the City consider an alternative delivery schedule from what is described in Section 6 of the SOW?</p>
A14	<p>If Proponents cannot meet the dates for deliverables requested of the RFP, Proponents should submit an alternative schedule for the City to evaluate. Also see the amended section 6.0 Deliverables and Schedule at the end of this QA 2.</p>
Q15	<p>Who will finalize and implement the updated SOPs that are described in Section 4.1.3 of the SOW?</p>
A15	<p>The Proponent will finalize and implement.</p> <p>Part B City requirements, Task 4.1.3 currently reads:</p> <p>The City will review and provide comments on the draft documentation prior to finalization. Periodically, changes to the documents may be required due to urgent operational or safety requirements.</p> <p>Change to:</p> <p>The City will review and provide comments on the draft documentation prior to finalization. Once finalized, the Proponent will present the final documents to the Landfill Gas Team in a training format. Periodically, changes to the documents may be required due to urgent operational or safety requirements.</p> <p>Also,</p> <p>Task 4.1.3 deliverable currently reads:</p>

**REQUEST FOR PROPOSALS “RFP” NO. PS20200570
GAS FLARE PLANNING AND MAINTENANCE SERVICES**

QUESTIONS AND ANSWERS NO. 2

	<ul style="list-style-type: none"> i. Presentation slides used in the workshops. ii. Draft (Word format) and final (Word and PDF) LFGCS Safety Program iii. Draft (Word format) and final (Word and PDF) GCFS SOPs. SOPs that the City has identified for development are listed in section 8.0 (Missing lists of SOPs for the GCFS) iv. Draft (Word format) and final (Word and PDF) Environmental Management Program v. Draft (Word format) and final (Word and PDF) GCFS Training Manual vi. Draft (Word format) and final (Word and PDF) Flare Station Operating and Maintenance Manual including quick reference guide <p>Change to:</p> <ul style="list-style-type: none"> i. Workshop to City staff to present and review draft documentations ii. Presentation slides used in the workshops. iii. Draft and final daily sheet developed for the City and submitted electronically to the City in MS Word and PDF formats. iv. Draft (Word format) and final (Word and PDF) LFGCS Safety Program v. Draft (Word format) and final (Word and PDF) GCFS SOPs. SOPs that the City has identified for development are listed in section 8.0 (Missing lists of SOPs for the GCFS) vi. Draft (Word format) and final (Word and PDF) Environmental Management Program vii. Draft (Word format) and final (Word and PDF) GCFS Training Manual viii. Draft (Word format) and final (Word and PDF) Flare Station Operating and Maintenance Manual including quick reference guide ix. Training workshop to present final documentation to Landfill Gas Team
Q16	Will the City allow rate escalation following the initial 3 year term of the contract, for the optional renewal years 4 through 9?
A16	Yes, the City will consider price escalation for any contract renewal and will compare the increase requests against a CPI forecast and other applicable price indexes.
Additional Information 1	<p>The task below has been added to Task 4.1.4</p> <ul style="list-style-type: none"> • Inspect/pig/clean building gas pipeline <p>Please see Amendment 3 containing the amended Appendix 3 - Commercial Proposal which captures the changes to the scope of work as per QA 2.</p>

**REQUEST FOR PROPOSALS “RFP” NO. PS20200570
GAS FLARE PLANNING AND MAINTENANCE SERVICES**

QUESTIONS AND ANSWERS NO. 2

6.0 Deliverables and Schedule

The following are the Deliverables of the project (Table 1).

Table 1 - Deliverables, Milestones and Target Date

	Deliverables and Milestones	Target Date
	Project Award	Week of November 13, 2020
	Kick-Off Meeting	Week of November 13, 2020
Task 4.1 Flare Station, Air Compressor, Building Gas Pipeline and Dryer System		
Task Error! Reference source not found.	Memo outlining documents reviewed	Week of November 27, 2020
Task Error! Reference source not found.	Presentation slides used to guide the GAP analysis workshop	Week of November 27, 2020
	Run the GAP analysis workshop	Week of December 04, 2020
	Minutes from the GAP analysis workshop	Week of December 04, 2020
	Draft memo outlining how the gap analysis was conducted, the results and recommendations	Week of December 11, 2020
	Meeting to address any questions arising from the draft memo	Week of December 11, 2020
	Final memo	Week of December 18, 2020
Task Error! Reference source not found.	Workshop to City staff to present and review draft documentations	Week of February 19
	Presentation slides used in the workshops	Five days following workshop
	Draft and final daily sheet developed for the City (MS Word and PDF formats)	Week of February 12 and March 12, 2021
	Draft (Word format) and final (Word and PDF) LFGCS safety program	Week of February 12 and March 12, 2021
	Draft (Word format) and final (Word and PDF) GCFS SOPs	Week of February 12 and March 12, 2021
	Draft (Word format) and final (Word and PDF) EMP	Week of February 12 and March 12, 2021
	Draft (Word format) and final (Word and PDF) training manual	Week of February 12 and March 12, 2021
	Draft (Word) and final (Word and PDF) flare station operating & maintenance manual	Week of February 12 and March 12, 2021
	Training workshop to present final documentation to Landfill Gas Team	Week of March 12
Task Error! Reference source not found.	One trackable comprehensive master PM program (draft and final)	Week of February 12 and March 12, 2021
Task Error! Reference	Draft (Word format) and final (Word and PDF) SSSP	Week of February 12 and March 12, 2021

**REQUEST FOR PROPOSALS “RFP” NO. PS20200570
GAS FLARE PLANNING AND MAINTENANCE SERVICES**

QUESTIONS AND ANSWERS NO. 2

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Task Error! Reference source not found.	Calibration report/certificate (PDF format)	Five days following calibration
	Flash reports and incident reports when necessary	Immediately and 30 Days following Flash report
	Completed PM form for each site visit	24 hours following each site visit
	Draft monthly field report (MS Word format)	Five days following Month End
	Following City's comments the final monthly field report (MS Word and PDF)	Week following City's Comments
	Draft (MS Word format) and final (MS Word and PDF) annual PM report	Annually, Week of January 25 and February 19
	Draft and final updated preventative maintenance master document	Annually, Week of February 7 and 28

Table 3 - Deliverables, Milestones and Target Date (Cont'd)

Task Error! Reference source not found. (Cont'd)	Draft (MS Word format) and final (MS Word and PDF formats) updated SSSP	Annually, Week of January 25 and February 19
	Draft (MS Word format) and final (MS Word and PDF formats) updated EMP	Annually, Week of January 25 and February 19
	Minutes from the draft documentation and draft PM report review meeting	Week following Review Meeting
Task Error! Reference source not found.	Meeting minutes	Five days following meeting
	Draft and final set of record drawings (AutoCAD and PDF formats)	Week of February 19, 2021 and March 19, 2021
	Annual update of the record drawings (AutoCAD and PDF formats)	Annually, Week of March 15
Task Error! Reference source not found.	Quarterly survey interpretation results	First Week following end of Quarter
Task 4.2 Building Methane Monitoring		
Task Error! Reference source not found.	Memo outlining documents reviewed	Week of November 20, 2020

**REQUEST FOR PROPOSALS “RFP” NO. PS20200570
GAS FLARE PLANNING AND MAINTENANCE SERVICES**

QUESTIONS AND ANSWERS NO. 2

Task Error! Reference source not found.	One trackable comprehensive master preventative maintenance program (draft and final)	Week of February 12 and March 12, 2021
Task Error! Reference source not found.	Draft (Word format) and final (Word and PDF) SSSP submitted electronically to the City	Week of February 12 and March 12, 2021
Task Error! Reference source not found.	Calibration report/certificate submitted electronically to the City in PDF format	5 days following calibration
	Flash reports and incident reports when necessary	Immediately and 30 Days following Flash Report
	Draft quarterly field report (MS Word format)	Week following end of Quarter
	Final quarterly field report (MS Word and PDF formats)	Week following City’s comments
	Draft (MS Word format) and final (MS Word and PDF formats) annual PM report.	Annually, Week of January 25 and February 19
	Draft and final updated PM master document	Annually, Week of January 25 and February 19
	Draft (MS Word format) and final (MS Word and PDF formats) updated SSSP Minutes from the draft PM report and draft updated SSSP review meeting.	Annually, Week of January 25 and February 19
Task Error! Reference source not found.	Set of record drawings incorporating all the new monitors (AutoCAD and PDF formats)	Week following Review Meeting
	Annual update of the record drawings (AutoCAD and PDF formats).	Week of February 19, 2021
		Annually, Week of February 12
Task 4.3 Periodic Consulting		
Task Error! Reference source not found.	Draft (MS Word format) and final (MS Word and PDF formats) technical memo	On an as needed basis