

**REQUEST FOR PROPOSALS “RFP” NO. PS20200721
CONSULTANT FOR GAS FIELD MANAGEMENT - VANCOUVER LANDFILL**

QUESTIONS AND ANSWERS NO. 1

ISSUED ON November 10, 2020

Q1	Can we see a copy of the most recent LFG Annual Report?
A1	The 2019 LFG Annual Report will be provided to the successful Proponent upon execution of any Agreement awarded as a result of the RFP.
Q2	Just to clarify - we are not to prepare the LFG Annual Report - we are to just review it?
A2	The City will prepare the LFG Annual Report. The Proponent will only review the LFG Annual Report as part of the scope for the Greenhouse Gas Annual Reporting.
Q3	Is the City responsible for maintaining the on-site meteorological stations? How many of these stations are there?
A3	The City currently has a weather station on the roof of the tech trailer, however, the anemometer (wind speed meter) is not working. There will be another weather station installed on site after March 2021 so the existing weather station will not be repaired. In general, the contractor can use the YVR weather station for data such as wind speed, precipitation and temperature needed for monitoring
Q4	How often does the City get odour complaints?
A4	The three-year odour complaints received at the Vancouver Landfill are shown below: 2017 - Zero odour complaints 2018 - Zero odour complaints 2019 - Zero odour complaints (Reference is the LFG Annual Report)
Q5	Section 4.5, Part B page 12 of the RFP indicates that for the Periodic Well Field Monitoring, the field technician will only be required to work during regular working hours from 7:00AM to 3:00PM Monday to Friday. The costing spreadsheet looks like it requires the Proponent to input unit rates for afterhours and weekend work. Can the City confirm that it is only required that the Proponent provide pricing for Regular Time Monday to Friday?
A5	The Proponent will not work after-hours at the Landfill. The pricing for after-hours services will not be needed.

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Q6	On the schedule of prices there are two line items numbered 4.4.1. Should the item titled “Meeting(s)/Info Sessions (Three to Five Sessions)” be numbered 4.4.2? We also note that the sub-total for 4.4 LFG Database and Mapping System does not include line 43 of the excel spreadsheet (Meeting with city to review current LFGMS) and assume this is an error in the table. Please confirm.
A6	Yes, the line item “Meeting(s)/Info Sessions (Three to Five Sessions)” should be numbered 4.4.2. It is a minor error. The sub-total for 4.4 LFG Database and Mapping System includes line 43 and line 44.
Q7	In the schedule of prices excel table - Section 4.3 includes sub-tasks 4.3.1 and 4.3.3. Is there a 4.3.2 that is missing? The Sub-total for Section 4.3 does not include the first line item (excel line number 37). Can the City confirm that they are not expecting pricing to be provided across 4.3.1 (or row 37 of the excel spreadsheet)? It seems that pricing just belongs in the rows as denoted by 4.3.3 for this section.
A7	The sub-task 4.3.2 is the ‘Annual Kickoff Meeting’. The Kickoff Meeting will be held in 2021, 2022 and 2023. The sub-total should include all sub-tasks/line items in the section.
Q8	In the schedule of prices excel table - there are three line items for periodic consulting for 2021, 2022 and 2023. The sub-totals for this section do not include the first item (periodic consulting for 2021) or excel line number 47. Should we modify the formula to include line 47?
A8	Yes, the Proponent can modify the formula. The sub-total for 2021 should include the line 47.
Q9	Where work is required over multiple years, will the City allow for a CPI increase in rates? Or is the intent that we are to show one rate that is applicable for all work completed in 2021, 2022 and 2023?
A9	It is preferred that Proponents offer fixed rates for the initial contract term as per Part D - Form of Agreement. If hourly rates differ for different calendar years of the contract, Proponents should indicate this in their Appendix 3 - Commercial Proposal. Any proposed changes to the terms of the Professional Services Agreement should be included in APPENDIX 9 PROPOSED AMENDMENTS TO FORM OF AGREEMENT of Proposals.
Q10	For the greenhouse gas reporting to be completed in 2023, will we need to incorporate information from the new RNG facility?
A10	That is correct. Following the commissioning of the new RNG facility in 2023, the GHG reporting will include the GHG reduction from the LFG supplied to FortisBC and the LFG supplied to VFCE. The GHG reporting will also include information during the construction and commissioning phase of the RNG facility. For example: fuel use by contractor vehicles on site.
Q11	In the Commercial Proposal spreadsheet provided, we notice that the overall Total Proposal Price does not include the Sub-Total for Task 4.3 (Greenhouse Gas Annual Verification). Should this be included? Are we to modify the spreadsheet to include this?

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A11	Yes. The Proponent should include Sub-Total for task 4.3 in the overall Total Proposal Price.
Q12	Are hourly rates required for sub-consultants or can we quote these costs to the City as a simple lump-sum? We specifically ask this question for the GHG verification work as it is typical for these firms to quote us as a lump sum.
A12	The City prefers hourly rates for sub-consultants but also understands that pricing for GHG Verification is often a lump sum, which is acceptable.