



PROCUREMENT SERVICES

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ADDENDUM No. 1

REQUEST FOR PROPOSALS (RFP No.: 1220-030-2023-007

TITLE: MONITORING OF RIPARIAN AND INSTREAM
HABITAT PROJECTS

ADDENDUM ISSUE DATE: MARCH 2, 2023

CLOSING DATE AND TIME: ON OR BEFORE THE FOLLOWING DATE AND
TIME (THE "CLOSING TIME"):

TIME: 3:00 P.M. (LOCAL TIME)

DATE: MARCH 8, 2023

INFORMATION FOR PROPONENTS

Proponents are advised that Addendum No. 1 to RFP #1220-030-2023-007 is hereby issued by the City. This addendum shall form part of the contract documents and is to be read, interpreted and coordinated with all other parts. The following information is provided to answer questions raised by Proponents for the above-named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to the Proponents or any sub-contractor not being familiar with this addendum. This Addendum No. 1 contains three (3) pages.

QUESTIONS AND ANSWERS:

1. REFER TO SCHEDULE A-1, 2023 BATCH PROJECT LIST

Site LTM 22 - fish and amphibian assessments required.

- Q1.** Is it anticipated that the methods required will be conducive to a one-day visit? For example, electrofishing for fish and identifying any amphibian species noted during the visit would be

conducive to a 1-day visit versus the use of traps, for example, that would require a return visit to check and retrieve the traps.

A1. All approval and authorization requirements for fish sampling/assessments do not specify the type of sampling method required. To date, all fish sampling/assessments have occurred by minnow trapping however the methodology can be modified should the Qualified Environmental Professional (QEP) determine that the site conditions are suitable for electrofishing to complete the sampling/assessment.

Q2. Is fish sampling required? The table stated fish assessment not sampling.

A2. The approval document for this site states a reporting requirement for "Observation records of fish [and amphibian] presence, including species composition, time of year monitoring took place, and assessment of if and how the observation meet target values for that stream."

Site LTM 55 - benthos monitoring required.

Q3. As such, there will be a sub-contractor (entomologist/ laboratory) price to include per benthic sample collected. How many benthic samples will be required?

A3. Past sampling assessments have included 9 sample sites, however the QEP interpreting the site conditions and the reporting requirements associated with the project authorization document may determine that a different number of sample sites can adequately characterize the site conditions.

Site LTM 60 - fish sampling required.

Q4. Is electrofishing the preferred/anticipated sampling method for the fish sampling required?

A4. All approval and authorization requirements for fish sampling/assessments do not specify the type of sampling method required. The approval document for this site states a reporting requirement for "Observation records of fish [and amphibian] presence, including species composition, time of year monitoring took place, and assessment of if and how the observation meet target values for that stream."

Site LTM 64 - fish sampling required.

Q5. Is electrofishing the preferred/anticipated sampling method for the fish sampling required?

A5. See response to Q4.

2. GENERAL INQUIRY

Q6. Does the City have the date for the Information Meeting?

A6. The City has not scheduled an Information Meeting at this time.

Q7. Can Proponents integrate Schedule C – Form of Proposal (including C-1 to C5) in our own template to build the proposal?

- A7.** Yes, as long as the responses to questions from C-1 to C-5 are provided in the order listed in Schedule C.
- Q8.** Section 4.2 of the RFP provides an overview of the evaluation criteria. Can the City please provide the breakdown of score for each section?
- A8.** Refer to the paragraph directly below item (d) in Section 4.2 [Evaluation Criteria].
- Q9.** Please confirm if the 2 pages for the resume is the *minimum* and not the maximum number of pages.
- A9.** See RFP document.
- Q10.** For the Proponent's References, the City has clarified that it requires a 'minimum of three references', however for the Relevant Projects, it is not clear if the required three projects is the minimum or the maximum, kindly clarify.
- A10.** The City prefers three (3) relevant projects in the last 5 years completed by the team members.

All Addenda will become part of the Contract Documents.

- END OF ADDENDUM -