



## Essex-Windsor Solid Waste Authority

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# Addendum 1

**Bid Opportunity: EWSWA RFP 2024-04-11**

## **Engineering Services for Design and Approvals for an Organic Waste Transfer Station and MHSW Depot Upgrades at the Essex-Windsor Regional Landfill**

Closing Date: Thursday, May 16, 2024, 12:00PM (Noon), Local time

Issued: Thursday, May 9, 2024

This Addendum contains amendments and/or clarifications to the Request for Proposal document and shall form part of EWSWA RFP 2024-04-11.

### **Section 3.3.2 Construction Inspection has been updated as follows:**

#### **3.3.2 Construction Inspection**

The Proponent shall provide one (1) full-time, or other interval as mutually agreed upon by both Parties, Construction Inspector from start of field activities by the Contractor until achievement of Substantial Completion by the Contractor. Assume 40 hours per week for full-time inspection services.

Construction inspection tasks include but are not limited to:

- (i) Provision of one (1) dedicated Construction Inspector to complete daily inspections of Work during active construction, including outside of regular working hours as needed.
- (ii) Coordinate field tests to verify the provision of specified materials and components, as required.
- (iii) Maintain a field journal on a daily basis with written record of construction progress. Communicate with the Contractor to record activities if not on site.



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- (iv) Maintain a detailed photographic record of the construction progress. Provide digital photographs complete with date/time stamp and identifying notations.
- (v) Submit construction progress reports to the Authority on a weekly basis at a minimum.
- (vi) Document compliance with contract requirements and Ontario Construction Act (latest version) and identify deficiencies throughout the Construction phase.
- (vii) Prepare a master deficiency list after an inspection attended by the Authority, Contractor(s), and the Proponent, before certification of Substantial Completion.
- (viii) Prepare and provide "as-built" drawings in both paper and digital format.

### **Section 3.4 Post-Construction Services has been updated as follows:**

#### **3.4 Post-Construction Services**

The Proponent shall provide services during the Post-Construction phase. The Post-Construction phase will occur after the Substantial Completion certificate has been issued. Assume 20 hours per week for part-time inspection services. Post-Construction tasks include, but are not limited to:

- (i) Communicate with the Contractor and with the Authority on a regular basis.
- (ii) Conduct site visits and inspect/investigate Works on an as-needed basis until the Final Completion has been achieved by the Contractor, which at times may be requested by the Authority.
- (iii) Track deficiencies and ensure all deficiencies are completed by the Contractor. Update the master deficiency list on a bi-weekly basis, until certification of Final Completion. Update the master deficiency list on a monthly basis, until the end of the warranty period. Ensure changes are tracked for record purposes.



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- (iv) Prepare record drawings in accordance with applicable requirements as deemed by the Authority.
- (v) Assist the Authority in resolving operational difficulties.
- (vi) Assist the Authority with warranty-related items.
- (vii) Conduct final warranty inspections.
- (viii) Prepare the completion certificate and final payment certificate.

**The Table in Section 4.0 Project Schedule has been replaced with the following:**

| Milestone  | Date Due By                        |
|--|------------------------------------|
| Project Initiation   | Week of June 10, 2024              |
| Confirmation of Conceptual Design and Pre-Design Review  | July 5, 2024                       |
| 60% Contract Drawings and Specifications, Draft ECA application(s), and draft permits, approvals, and/or other documents                       | August 9, 2024                     |
| 90% Contract Drawings and Specifications, Draft Tender Package, Final ECA application(s), and final permits, approvals, and/or other documents | September 16, 2024                 |
| Tender Ready Contract Drawings and Specifications and Final Tender Package   | October 18, 2024                   |
| ECA application submission to MECP and submission of other permits, approvals, and/or other documents to applicable regulatory bodies          | October 18, 2024                   |
| Support for ECA and other permit and approval applications (estimated)   | October 18, 2024 to September 2025 |
| Tender Administration (estimated)  | October 2024 to December 2024      |
| Services During Construction (estimated)   | January 2025 to October 2025       |
| Post Construction Services (estimated)   | October 2025 to October 2026       |



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The following questions and answers contain amendments and/or clarifications to the Request for Proposal document and shall form part of EWSWA RFP 2024-04-11.

### **Question 1:**

Is the Proponent to carry the cost of the Site Plan Application and Building Permit Application fees?

### **Answer 1:**

The Authority will pay the fees associated with the Building Permit Application. At this time, it is not anticipated that this project is subject to a Site Plan Approval process.

### **Question 2:**

Is the Proponent responsible for the Site Plan Approval process?

### **Answer 2:**

It is not anticipated that this project is subject to the Site Plan Approval process.

### **Question 3:**

Section 3.3.2 indicates an allowance for on-site full-time inspection services is to be carried at 40hrs/wk for 12 months, yet Section 4.0 Project Schedule shows a duration of January 2025 to October 2025 which is only 10 months

### **Answer 3:**

Refer to the updated Section 3.3.2 Construction Inspection and Table in Section 4.0 Project Schedule included in this Addendum.

### **Question 4:**

Please confirm the duration of Post Construction Services; Is it three months as per Section 3.4 or two months as per Section 4.0 Project Schedule?

### **Answer 4:**

Refer to the updated Section 3.4 Post-Construction Services and Table in Section 4.0 Project Schedule included in this Addendum.



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### Question 5:

Will the Authority undertake the following studies or is the Proponent to carry associated fees for them;

- a. Topographical and legal survey,
- b. Sub-surface utilities investigation,
- c. Background noise studies (if needed),
- d. Designated substance survey within the existing MHSW station,
- e. Pre-Start Health and Safety review of the new TS-SSO building,
- f. Designated substance survey of the existing facility impacted by the RFP's current scope,
- g. Quantity survey and construction cost estimate report(s), if so to what level?
- h. Hydrogeology study, Geotechnical, and Geo-environmental investigations, and reporting, including foundation and pavement recommendations.

### Answer 5:

Proponents are to identify and include in their Proposal all studies necessary to complete the scope of work outlined in the RFP including supporting study(ies) necessary to secure permits and approvals.

### Question 6:

Table 1 of Schedule C-1, Form of Financial proposal, does not include a row for disbursements (travel, printing, and other miscellaneous non-labour expenses). Can a row be added to the above table?

### Answer 6:

Proponents shall include all costs to complete the scope of work outlined in the RFP within Table 1 of Schedule C-1, Form of Financial proposal.



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### **Question 7:**

Is a natural gas supply available on-site? If so, where is it in relation to the proposed building (a source of heat will be needed to pre-heat make-up air entering the TS-SSO area as an Odour Control System will be required to maintain negative airflows)?

### **Answer 7:**

There is a natural gas supply available on-site. A feed is located in the northwest corner of the existing maintenance building located approximately 150 m west of the proposed TS-SSO area.

### **Question 8:**

Is electrical power available on-site? If so, where is the feeder in relation to the proposed building, and does the Authority know what level of spare capacity exists?

### **Answer 8:**

There is electrical power available on-site. The Hydro One feed service pole is located approximately 45 m southwest of the existing electrical room which is located in the northwest corner of the maintenance building.

### **Question 9:**

The conceptual drawings do not identify Mechanical and Electrical service rooms. It is assumed these will be required and as such should be included in our fee estimate. Please confirm.

### **Answer 9:**

Yes, the Proponent is required to design the mechanical and electrical servicing for the TS-SSO.

### **Question 10:**

Is the demolition of the existing MHSW facility part of the scope?

### **Answer 10:**

Demolition of the existing MHSW Depot is not anticipated to be required as part of the scope of work.



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### **Question 11:**

Section 3.2.2 (v) requests a Construction Cost Estimate be prepared for the 90% submission, but in a later paragraph it states "the final cost estimate prepared prior to tendering shall mirror that of the cost breakdown to be included...". This sentence suggests two cost estimates are required. Please clarify if two cost estimates are required, and if so, at which milestones should they be delivered?

### **Answer 11:**

A Construction Cost Estimate is required to be submitted with the 90% submission. Changes made to the design following the 90% submission, if any, must be reflected in the Construction Cost Estimate prior to tendering.

### **Question 12:**

Section 11.0 - Can EWSWA confirm which deliverables identified in the project scope will be subject to AODA requirements?

### **Answer 12:**

All final deliverables in the project scope will be subject to AODA requirements.

### **Question 13:**

Section 3.3.2 says to assume 40 hours/week for 12 months for Construction Inspection services while the schedule presented in Section 4 identifies (under Services During Construction) a construction period from Jan 2025 to Oct 2025 (10 months). Which is the correct value to be used for budgeting purposes?

### **Answer 13:**

See Answer 3.

### **Question 14:**

Section 3.4 says to assume 20 hours/week for 3 months for part-time Construction Inspection services during the Post Construction Phase while the schedule in Section 4 identifies a Post Construction period from Oct 2025 to Nov 2025 (2 months). Which is the correct value to be used for budgeting purposes?

### **Answer 14:**

See Answer 4.



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### **Question 15:**

Section 4.0 - The schedule presented in Section 4 identifies an estimated construction (substantial) completion date of Oct 2025. Standard practice would allow for a one-year warranty period following substantial completion - which would extend the Post Construction period to Oct 2026 (identified as Nov 2025 in Section 4). Acknowledging the one-year warranty period (and a requirement for an inspection at that point), what is the correct end date for the Post Construction period?

### **Answer 15:**

Refer to the updated Table Section 4.0 Project Schedule included in this Addendum.

### **Question 16:**

Section 4.0 - The schedule presented for the Support for ECA and other permit and approval applications (estimated) is from Oct 18, 2024 to Sept 2024. Could you confirm that schedule as the end date is before the start date currently.

### **Answer 16:**

Refer to the updated Table Section 4.0 Project Schedule included in this Addendum.

### **Question 17:**

Appendix A-3 - Is there a Basis of Design or other supporting document(s) that can be provided for the Transfer Station Site Plan Concept Drawings included as Appendix A-3 in the RFP?

### **Answer 17:**

The Transfer Station Site Plan Concept Drawings are based on the SSO tonnage capacity estimate of 10,000 tonnes per year and spatial requirements for equipment needed to operate the TS-SSO (e.g., front-end loader, transfer trailer). The methodology used and rationale can be provided to the Successful Proponent upon request.

### **Question 18:**

The RFP requests a certificate of insurance with our proposal. We can provide a letter from our insurer with our limits and provide a specific certificate upon award. Would this be acceptable?





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### **Answer 18:**

Yes, a letter from the Proponent's insurer will be accepted with the Proposal submission. Upon selection and notification from the Authority, the Successful Proponent will be required to submit the certificate of insurance.

### **Question 19:**

Schedule A 1.1 - What type of control/monitoring system does the site have (that new sensors/systems need to be tied into)?

### **Answer 19:**

The Authority is in the process of upgrading the gas detection systems in the existing buildings on-site. The specifications for the gas detection system once selected will be provided to the Successful Proponent.

### **Question 20:**

Schedule A 1.1 - For the existing site/buildings, where does it connect and what does it currently connect to?

### **Answer 20:**

Electrical and communications originate from the northwest corner of the existing maintenance building located approximately 150 m west of the proposed TS-SSO area. A 2-inch water line services the existing maintenance building including a backflow protection device.

### **Question 21:**

Schedule A - Can EWSWA confirm if they will be responsible for the cost of detail design investigations/ surveys costs such as Geotechnical, Legal Survey, Topographical Survey, Locates?

### **Answer 21:**

See Answer 5.

### **Question 22:**

Since we have not received any response to the proponents' queries to clarify the scope, can we kindly request an extension of two weeks to the closing deadline for the proposal submission?



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### **Answer 22:**

Due to the time sensitive nature of the Work, the RFP closing date is May 16, 2024 at 12:00PM (Noon).

### **End of Addendum 1**

**All other terms and conditions remain unchanged.**