



**Request for Proposal RFP-PW-20-02
Water and Wastewater Master Servicing Study**

Addendum No. 2

This Addendum is issued in response to questions pertaining to RFP-PW-20-02.

1. Section 1.0 Introduction indicates the “Township is looking for a consultant to review and update the current plan to make it consistent with the current and future needs of the Township”. A previous master plan or servicing study is not identified in the list of Reference Materials identified on page 7 of the RFP. Can the Township please provide a copy of the previous master plan if one exists.

Response – There is no previous master plan.

2. Section 3.1 – Study Area (page 4) indicates “the Study Area includes all of the Township of Cavan Monaghan” although Section 3.2 – Project Rationale and Context (page 4) identifies seven (7) objectives of the study, all of which appear to be related to the existing Millbrook water and wastewater infrastructure and expansion thereof. As such, we assume the intention of the Master Plan is to consider future servicing requirements for expansion of the existing Millbrook water & wastewater systems and not the establishment on new water & wastewater systems to service the existing un-serviced hamlets and employment areas. Please confirm this assumption aligned with the Township’s expectations?

Response – Assumption is correct with the Syer Line/115 area included.

3. Section 3.1 – Study Area indicates “Consultant will confirm that hamlet areas will be serviced by private services, i.e. well and septic.” Please confirm that if services are found to be required in the hamlet areas” it would be considered beyond the scope, or additional to this assignment.

Response – This is correct.

4. Section 3.3 – Objectives (page 5) indicates “the study is expected to be updated periodically as needed to adjust the necessary timeframes and projects as work is completed and the area develops”. Please confirm that this assignment will be deemed complete upon presentation of the final report to council and that periodic updates would constitute new assignments to be scoped in the future?

Response – Yes, any updates following the presentation of the final report would be scoped in the future.

5. Section 3.3 – Objectives (page 6) indicates “Identification of potential for area at Syer Line and Hwy 115 for water supply connection or pumping station to otherwise bring it into the urban area”. We assume the scope of this assignment will be to consider water & wastewater servicing of the identified area as part of the Master Servicing plan and that any planning related work to revise the current “urban boundary” for Millbrook as outlined in the Township’s Official Plan, would be completed by others or as an extra to this assignment. Please confirm this is in-line with the Township’s expectations.

Response – This is correct, the Township is trying to determine the feasibility of servicing these areas. Any planning work would be outside the scope of this study.

6. Section 4.0 Reference Material includes a list of studies identified as available to consultants as requested from the Township. Can the Township please provide copies of the following:
 - a. Water & Wastewater Allocation Policy – See attachment 1
 - b. Performance Data for the Water & Wastewater Systems - Will be provided to the successful proponent.
 - c. Existing Drawings for the Water Treatment & Distribution System – See Attachment 2
 - d. Existing Drawings for the Wastewater Collection and Treatment System – See Attachment 2
 - e. Asset Management Database – Will be provided to successful proponent.
 - f. Current Drinking Water System Permits & Approvals including Permit-to-take-Water, Drinking Water Works Permit & Municipal Drinking Water Licence (not listed in Section 4.0) – See Attachment 3
 - g. Current Wastewater System Permits & Approvals including the Environmental Compliance Approvals (ECA’s) for the Wastewater Treatment Plant (WWTP) & Sewage Pumping Stations (not listed in Section 4.0) – See Attachment 3
 - h. The previous Municipal Class Environmental Assessment (Class EA) Report for the recent WWTP Replacement and New Standpipe (not listed in Section 4.0) – No electronic copy available. Hard copy can be provided to successful proponent.
 - i. Annual Reports for the Millbrook Wastewater Treatment Plant for 2018 & 2019 (not listed in Section 4.0) – Attachment 5

7. Section 6.0 – Respondent Information Required in this Request identifies the need for separate technical and cost proposals. Please confirm any specific requirements for the technical proposal including page limits/restrictions where applicable.

Response – No limits for page numbers, requirements are outlined within the section.

8. Section 10.0 – Proposal Opening indicates that the bids will be opened through video conferencing. Given this is an RFP process with identified evaluation criteria (of which pricing is only a component of) please confirm if the intention is just to identify the firms from which proposals have been received or if confirmation of pricing will also be part of the opening.

Response – Only the name of firms that submitted a bid will be public during the opening.

9. Section 14.0 – General Information for Respondents indicates “Payment for all the work specified in the proposal is included in the Contract Price. No separate measurement or payment will be made for individual items. The payment provided shall be deemed to include full compensation for the supply of information and materials”. Please confirm that payment will be based on monthly invoicing based on progress to date and not subject to completion of the four work stages as identified in the fees schedule.

Response – Payment will be issued every 28 days.

10. The scope of Master Plans are generally broad and not typically undertaken to address site specific issues. As such we assume that site specific field investigations to support future facilities or expansion of existing facilities including topographic surveys, natural sciences investigations, archaeological studies, cultural studies, geotechnical investigations or hydrogeological investigations are beyond the scope of this assignment as there is no mention of any of these studies in the RFP. Please confirm this is in-line with the Township’s expectations.

Response – Yes this is correct.

11. What spatial data, if any, does the CityWide database contain? Is any spatial data available outside of the CityWide database, e.g. shapefiles, CAD drawings, pdf maps.

Response – It does not contain any spatial data.

12. Is there elevation information for the water and wastewater infrastructure?

Response – Elevation information is provided on drawings.

13. What does the Municipality see as the extent of the scope for the Hydrogeologist?

Response – Scope is to be determined by consultant.

14. Please confirm the extent of requirements which will need to be met to confirm the suitability of private systems for the hamlets, would this be purely focused on cost implications?

Response – Yes.

15. We are assuming that the Municipality has intended for the study to follow Approach 1 of the MCEA, would this assumption be correct or is Approach 2 to be followed as it will significantly increase the level of effort and there are a lot of unknowns in order to scope approach 2?

Response – Yes, the Township intends for the study to follow Approach 1 of the MCEA.

16. What budget does the municipality have identified for the study?

Response – Budget is undetermined at this time.

17. Why 10 year growth projection? Should confirm if the MEA requires 20 year projection as the typical planning horizon for Official Plans. Also, it's a nice to have but typically we bury and installed infrastructure suitable for build-out conditions because their significant cost and life cycle exceeds 20 years.

Response – The current growth project is for 10 years, the Township would like it to align with the growth projections.

18. Can alternative water modeling software be utilized and the scenarios be exported to the EPANET platform for the Township's use?

Response – Yes, a suitable alternative can be utilized.

19. Do you expect this study to use the growth and employment projections using the approach established in the Official Plan, or use the figures currently used in the Watson Study?

Response – The Township expects to use the growth and employment projections outlined in the Official Plan.

20. Do you expect the current Official Plan policies for intensification to be reviewed as a part of the capacity analysis, or do we use what is presently in the Official Plan?

Response – The Township wants to follow the policies of the Official Plan.

21. Do you expect the Millbrook boundaries to be reviewed based on the Watson recommendation for an additional 50 ha. of land?

Response – Yes, the Township expects the Millbrook boundaries to be reviewed. See Attachment 6 for Watson Presentation.

22. If there is further excess capacity do you expect a further expansion or intensification review?

Response – Yes, the Township would like to utilize all capacity that is available.

23. Do you expect any analysis of the requirements for the areas adjacent to the City of Peterborough and the requirements for servicing?

Response – This is not in the scope at this time.

24. In terms of an “accurate” model for the wastewater, is the Municipality expecting a dynamic model calibrated against flow monitoring or a steady state model carrying design flows?

Response – Steady state model with design flows is to be provided.

25. The RFP does not provide a description of the requirement for natural environmental impact study nor archaeological/cultural heritage assessment for the Master Servicing Study. Given the broad basis of the Master Servicing Study and the many hamlets spread throughout the Township, does Township just want a desktop study for the entire Township study area only or are we to include field investigation for the preferred alternative? Can the Township clarify the scope expected from the consultants so that all parties bid the same to make it comparable for the Township?

Response – Expected to focus on the urban boundary.

26. Page 9, item e.iii.3 of the RFP mentions a project hydrogeologist, however, does not provide a description of the hydrogeological investigations scope for the Master Servicing Study. Can the Township provide a scope on what is required for the Master Servicing Study? Is the idea to do a general desktop study for the entire Township area? Is it to focus on a specific area – i.e. Millbrook Settlement boundary? Or does the Township want to undertake an actual groundwater study with drilling of test wells to find additional water supply capacity?

Response – See question 13.

27. The RFP requests that the Master Servicing Study be done in 7 months. This is a tight timeline, especially due to the fluid COVID19 situation, with the additional

requirements for public outreach and the scope of the natural environment impact study. For example, if there needs to be a field investigation component, the breeding bird window is June – August, and the bats are June/July. It is likely the field investigation window for 2020 will have passed by the August 2020 project award.

Response – Environmental studies should not be required; schedule can be adjusted as needed.

28. Does the Township have a sanitary network model? What software does that sanitary model use?

Response – No, there is not any current model of the sanitary network.

29. Page 6 of RFP, Item 3 – Please confirm the scope of the condition assessment – is it a theoretical exercise of how long the equipment will last and how much it will cost to replace/maintain? Are site visits required to review the condition of the units and make an assessment on remaining life?

Response – Condition assessment will be completed on a theoretical basis.

30. As per RFP page 7/8, it advises that the asset management database is available to consultants. Will the Township provide a copy of the database or allow access to view it, so the consultants have an idea on the level of effort required to update it?

Response – This information will be provided to the successful proponent.

31. Can the Township specify the number of public meetings to be held so all bidders can bid the same?

Response – One public meeting with cost included for any additional meeting(s).

32. Page 15 says payment terms is 30 days net from date of when progress invoice is received by Township of Cavan Monaghan. Please consider updating the clause to comply with the current Construction Act of prompt payment – i.e. processing payment within 28 days of received invoice.

Response – Payment will be processing within 28 days.

33. In RFP page 20's Response Form – D – Fee Proposal, Stage 4 is for "Approval". Please clarify what kind of approvals is expected for the Master Servicing Study other than the final MECP review of the project file?

Response – Only MECP approval is needed.

34. In the RFP, it states that the technical and financial proposal are to be in separate envelopes. Is there a minimum technical scoring threshold before the Township opens the financial envelope? Or will all financial proposals be opened regardless of technical score?

Response – Both envelopes will be opened for review.

35. Will the Township provide consultants with a copy of the current Water and Wastewater Master Servicing Study report for review?

Response – See question 1.

36. Will the Township provide consultants with an example/sample of the asset management spreadsheets so we are able see what data is available?

Response – See attachment 7.

37. Do we have to use EPANET for modeling software, or are other alternatives acceptable?

Response – Other alternatives are acceptable.

38. Does the Township have access to ESRI Products such as ArcMap – if so, which products?

Response – No, Peterborough County has ArcGIS that the Township has access to.

39. If the Township has ESRI products what is the license type: basic, standard, or advanced?

Response – N/A

40. Does the Township have ESIR extensions? If so, which ones (example network analyst, spatial analyst, 3-D analyst)?

Response – The Township does not have ESIR extensions.

41. Will the Township provide a City Wide API to the consultant where the consultant can edit any existing data already in the municipalities City Wide Database?

Response – Yes, this will be provided to the successful proponent.

42. Will there be GIS data collection required – if so which areas need data collection?

Response – Not required.

43. Is there existing GIS data – if so when was it collected, and what was the methodology of collection (was it collected through field work or extracted from CAD drawings)?

Response – No GIS data has been collected.

44. If there is existing GIS data what type of data is collected?

Response – No existing GIS data.

45. Please confirm if there is GIS data for junctions, valves, pipes, tanks and pumps.

Response – There is no GIS data for junctions.

46. When does the Township expect to commence the study?

Response – Study should start following the award report to Council, this will be either August 4 or September 8.

47. When does the Township expect the study to be completed?

Response – Study should be completed as fast as possible, Township is flexible with schedule if additional time is required.

48. Please provide a copy of the contract that will be executed between the Township and the successful consultant.

Response – This will be provided to the successful proponent.

49. How many Public Consultation Events does the Township expect to be held during the study?

Response – Township is estimating one meeting with a cost for additional meetings.

50. Will the Township provide a web page and email address for stakeholders to provide comments?

Response – Township can provide email and website however it is the consultants responsibility to compile all the comments received.

51. Have any previous studies been completed for the Township related to extending services to the unserved hamlet areas? If so, please provide copies of these studies.

Response – No.

52. Will the Township provide consultants with the Township's Growth Management Strategy?

Response – This information can be provided to the successful proponent.

53. Does the Township use a waste water modeling program? If so, what program is it and what version do you use?

Response – No.

54. We are requesting the following documents to be provided (as mentioned in Section 4.0 in the RFP document):

- a. Township of Cavan Monaghan Corporate Strategic Plan 2019
Response – Will be provided to successful proponent.
- b. Township of Cavan Monaghan Road Needs Study
Response – Will be provided to successful proponent.
- c. Township of Cavan Monaghan Water and Wastewater Allocation Policy
Response – See attachments.
- d. Provincial legislation as applicable.
Response – Consultants responsibility to know required legislations.
- e. Performance Data for Water and Wastewater Collection Systems.
Response – See Attachments
- f. Existing drawings and design reports for Water and Wastewater collection system and treatment plants
Response – See attachments
- g. Copy of Asset Management Database
Response – Full database will be provided to successful proponent
- h. Millbrook East Future Development Drainage Sheets and Plans
Response – Will be provided to successful proponent.

55. Who is the operating authority for each system? Plants and distribution / collection systems?

Response – Peterborough

56. Is there existing models of distribution / collection systems to be updated or create from scratch?

Response – There are no existing models.

57. Is there a desire to CCTV existing sewage collection system?

Response – No.

58. Any current issues with MECP with by-passes, overflows or capacity issues?
Could we get copy of latest MECP reports?

Response – No.

59. Would the previous EA for the WPCP replacement in 2015 be available?

Response – No electronic copy available. Hard copy can be provided to successful proponent.

Consultant

Signature

Date

Witness

July 14, 2020
End of Addendum No. 2
RFP-PW-20-02