

**Town of Atikokan
Water and Waste Water Facilities Operation, Maintenance and Management**

Request for Proposal

ADDENDUM No. 1

A. Following is a list of questions posed by Proponents and responses provided by the Town. Where additional requirements are identified they are to be considered mandatory requirements of the RFP.

1. Section 1.1 indicates a 1-year initial term with an option to extend for an additional 5-year term. Why is the initial Term so short? There is a lot of investment, effort and learning in the First year of Operations for a contract that may only last 1 year. There is also concern of staffing (job security) this project if operators know the contract may end in 1 year.

The Town requires a 1-year initial term. This is necessary to help ensure that the successful proponent is capable of delivering the required services in accordance with the RFP.

2. Have the Town considered taking the Operations in-house?

Yes. The Town will not operate in-house.

3. If the Town is considering taking the operation in-house have they considered a 3rd party Operation contractor to assist with oversight (ORO), compliance, DWQMS and Operator relief?

The Town is not considering in-house operation.

4. Section 6.1 specifies staffing of the facilities 5 days per week 8 hrs per day. Does this mean you require one full time person to be on site at each of the water treatment plant and sewage treatment plant?

This is at the discretion of Proponents. Proponents must fully comply with the requirements of the Request for Proposal which includes, but is not limited to, complying with applicable Regulatory requirements.

5. Are weekend checks required?

This is at the discretion of Proponents. Proponents must fully comply with the requirements of the Request for Proposal which includes, but is not limited to, complying with applicable Regulatory requirements.

6. Are costs we are to include for Utilities only telephone and alarm fees? What alarm fees currently exist? By telephone fees, do you mean the landlines owned by the Municipality?.

The Town will pay all utilities. Proponents shall insert \$0.00 in row 4 of TABLE A: ITEMS AND PRICES for every year. Refer to Parts D and E of Addendum 1.

7. Are repair parts to be included in the Annual Fee? What have been the historic repair parts required?

Appendix E of the Request for Proposal speaks to Emergency (under Routine Operations and Maintenance, Sentence 11), Routine and Normal (Paragraph 13) repairs to be included. Repairs are also discussed in Paragraph 12 “Capital Expenditures”.

8. Why is overhead and profit to be shown separately? Can you have this removed so that it is included in our Annual Fee.

The Town requires the breakdown presented.

9. We have concerns with including First Response alarms and request that be removed.

The Town requires this.

10. Have you considered a labour only contract and that the Town either pay for all outside costs directly or pay the Operator on a cost-plus basis?

No.

11. Will the Proponent have remote access to the Town’s SCADA, with respect to monitoring operations and alarm status?

Yes.

12. Regarding the existing operation and maintenance staff, would the Town’s preference be for the Proponents to make all reasonable efforts to retain existing knowledge and experience in order to maintain performance at the facilities?

It is the Town’s preference that the successful Proponent provides the best qualified personnel to operate, maintain and manage its facilities.

13. Are all the existing Equipment onsite (including Lab, Safety and Tools) remaining onsite and owned by the Town?

Yes.

14. Will the Town be providing the draft Services Agreement?

A sample services agreement will be provided in a subsequent Addendum.

15. Can the Town provide annual operation reports for the water & wastewater facilities, for the past 3 years?

Attached are copies of the annual operation reports for the past 3 years.

16. Can the Town provide the most recent regulatory inspection reports for the water and wastewater systems?

Attached are copies of the most recent MECP inspection reports.

17. Is the Proponent responsible for costs associated with the annual calibration of flow meters? If so, please provide a detailed list for all facilities.

The successful Proponent is responsible to arrange for and ensure completion of annual calibration of flow meters. Invoicing shall be directed to the Town for payment.

18. Is the Proponent responsible for costs associated with the disposal of treatment process residuals including Biosolids management? If so, please provide historical frequencies and quantities disposed of from the facilities.

Biosolids are disposed of at the Town's drying beds. The successful Proponent is responsible to arrange for and ensure completion of biosolid removal and disposal as required for proper facilities operation. Invoicing shall be directed to the Town for payment.

19. Is the Proponent responsible for costs associated with, and responsible to arrange for recipient lands and the preparation of non-agricultural source material (NASM) plans as part of Biosolids management?

No.

20. Is the Proponent responsible for costs associated with the shipping and laboratory analysis for samples collected to meet requirements in accordance with regulations and standards? If so, please provide historical frequencies and quantities.

The successful Proponent is responsible to arrange for and ensure completion of required regulatory sampling and analysis. Shipping and laboratory analysis invoicing shall be directed to the Town for payment.

21. Is the Proponent responsible for costs associated with the required regulatory inspection of lifting equipment? If so, please provide a detailed list of these units for all facilities.

The successful Proponent is responsible to arrange for and ensure completion of required regulatory inspections of lifting equipment. Invoicing shall be directed to the Town for payment.

22. In reference to TABLE A: ITEMS AND PRICES: -

- a. An unlimited number of First Response alarms are included in the Annual Price. First Response is defined as the first four (4) hours of labour by the on-call operator after the alarm has been received.
- b. Alarms that require more than four (4) hours of labour by the on-call operator to troubleshoot and resolve, or which require assistance from additional operator(s) other than the on-call operator will be a charge of \$___ (Proponent to complete) per call-out by the proponent. The Proponent shall include the cost of 12 after hours call outs in the bid price.

Within (a) it states unlimited call outs, and in (b) it states to provide costing for 12 call outs. Please clarify?

Refer to Part B of Addendum 1.

23. Will there be a mechanism for an annual adjustment to the Annual Fee, such as Consumer Price Index?

Yearly prices are to be inserted into columns 2, 3, 4, 5 and 6 of Table A: Items and Prices in Appendix D – Cost Breakdown Forms. The Town may consider adjusting prices for years following the “First Year” by referring to a suitable Price Index.

24. Are snow removal and grass cutting to be performed by the Proponent as part of the core services or as out of scope services which are paid for by the Town?

Snow removal and grass cutting are to be included by the Proponent. The Town will provide a riding lawnmower and trimmers for use by the successful Proponent.

25. What systems are presently used on-site for CMMS/asset management? Will this system be transferred to the successful proponent?

The Town is not aware of any CMMS software/program, other than an MS Excel spreadsheet-based summary. It is the Town’s expectation that a copy of the spreadsheet-based summary will be provided to the successful Proponent.

26. Is the Proponent responsible for costs associated with routine, preventative, predictive maintenance parts and services, lubricants, filters etc.?

Yes.

27. Is there an intended transition timeline/start date for operations under the new operator?

Transition timeline is at the discretion of the successful Proponent. The Town will consider establishing a Contract start date to facilitate a transition timeline.

28. Will the current operator agree to a shadow period prior to handover to the new operator?

The Town expects that this would be the case but the Proponent is responsible to arrange same, including ensuring their staff is adequately insured.

29. Is the Proponent responsible for costs associated with the purchase of fuel for the emergency standby generators? If so, please provide historical frequencies and quantities.

The successful Proponent is responsible to arrange for the purchase and delivery of fuel to ensure uninterrupted facilities operation. Invoicing shall be directed to the Town for payment.

30. Is the Proponent responsible for costs associated with the removal and disposal of debris/grease from the lift stations?

Yes. Solid waste is to be disposed of at the Town's municipal waste disposal site and the tipping fee will be waived.

31. What response time standard does the Town require the Proponent adhere to for off-hours alarms and notifications?

The Town requires a maximum 30 minute response time.

32. Are costs associated with annual testing or inspection of the standby generators covered by the Town?

The successful Proponent is responsible to arrange for and ensure completion of annual testing and inspection of the standby diesel generators. Invoicing shall be directed to the Town for payment.

33. Can the Town ensure that the Proponents have at least five business days prior to the submission close date after the last addendum is issued, in order to review the addendum, and modify their proposals?

Refer to Part C of Addendum 1.

34. Will the Town cover the costs associated with Vactor truck usage associated with, i.e., repairs, digs, and wet well maintenance?

Work that requires soil excavation is beyond the scope of the RFP.

35. What methods of alarm notification are in place (text, email, etc.)?

Primarily cellular phone.

36. Will the Town consider revising the pricing table to allow for a fixed cost for all transitional requirements prior to the start of the Initial Term?

Costs related to transition related work is to be included in the cost proposed for the “First Year”.

37. Will the Town consider increasing the initial Term from one year to five years?

No.

38. Section 1.2 Description of Existing Facilities of the RFP document (KEC Ref: 2411.01) indicates that the Town of Atikokan (Town) is responsible for operating its water distribution and wastewater collection systems. On the contrary, Appendix E: Description of Services, Water Treatment and Distribution, items #7-11, as well as Sewage Pumping and Treatment, item #11 suggests that this responsibility is to be shouldered by the successful Proponent. Can you clarify if the Proponent assumes full responsibility for provision of operations and maintenance services for the Town’s water distribution and collection systems?

Please delete Items 6. – 11. of Appendix E: Description of Services, Water Treatment and Distribution.

39. Appendix E: Description of Services, #13 Routine and Normal Repairs of the RFP document indicates that “Routine and normal repairs and maintenance of plant equipment, buildings, systems and grounds shall be the responsibility of the proponent.” Can the Town expand on the scope of maintenance services/responsibilities required of Proponents (e.g.: grass cutting, snowplowing)?

Snow removal and grass cutting are to be included by the Proponent. The Town will provide a riding lawnmower and trimmers for use by the successful Proponent.

40. Section 1.1 Purpose of the RFP document indicates February 31, 2026 as the end date for the initial twelve-month contract period. There are 28 calendar days for the month of February 2026. Can you please confirm the contract end date?

Please delete February 31, 2026 and replace with February 28, 2026.

41. Section 6.2 Insurance of the main RFP document indicates that Proponents must maintain Automobile Liability Insurance for not less than ten (10) million dollars per occurrence of bodily harm, death, damage to property, etc. In lieu of this requirement, would the Town accept insurance coverage for a minimum of five (5) million dollars per occurrence?

The Town requires the minimum of \$10 million.

42. Section 6.2 Insurance of the RFP document states that Proponents must maintain all risk Pollution Liability (Environmental Impairment) insurance under the names of both the Contractor and the Owner. OCWA currently maintains Contractors Pollution Liability (CPL) insurance. Does CPL coverage meet the Town's requirement?

Yes.

43. In order to properly determine the insurance requirements as indicated in the RFP, please provide the insurable values for the Atikokan Water Treatment Plant and Low Lift Station and the Wastewater Treatment Plant and Lift Station.

The following insurable values are suggested:

- **Water Treatment Plant and Low Lift Station - \$12 million.**
- **Wastewater Treatment Plant - \$11 million.**
- **Sewage Lift Stations - \$5 million (total for all stations).**

44. Can you please provide the volume of diesel utilized on an annual basis for the operation of generators throughout the Town's facilities, and within the last three years?

This information is not readily available. Refer to the response to question 29.

45. For the purpose of informing and completing Table B: Chemical Costs Breakdown of Appendix D: Cost Breakdown Forms, can the Town provide the estimated volume of Chlorine Gas utilized for the Atikokan Wastewater Treatment Plant?

Chlorine gas is not used at the Atikokan Wastewater Treatment Plant. Refer to Part F and Part G of Addendum 1.

46. Section 2.0 Minimum Proposal Requirements of the RFP document indicates that staff resumes may be appended as part of the proposal package. Would the Town accept additional appendices for any infographics (e.g.: organization chart) that cannot be included in the main proposal document due to the 10-page limit?

Yes.

47. In regards to Appendix E: Description of Services, item #2 Regulatory Matters of the RFP document, can the Town provide the most recent inspection reports as issued by the Ministry of the Environment, Conservation and Parks (MECP) for both the water and wastewater facilities?

Refer to the response to question 16.

48. In regards to section 6.4 Occupational Health and Safety and WSIB of the RFP document, does the Town have a health and safety committee in place?

No. Individual departments have OHS representatives.

49. With express written permission from the Town, can Proponents submit requests for sample results for all water and wastewater facilities to ALS Lab, for the initial 12-month contract period?

Summaries of results from the past 3 years are presented in the attached Annual Reports.

50. Can you please indicate the types of containers that the Town utilizes for the storage and transportation of all chemicals throughout the water and wastewater facilities?

Chemicals are stored and transported in totes, drums, jugs, cylinders and bulk storage tanks.

51. Can the proposal submission deadline be extended 2-weeks to Friday, September 27, 2024?

Yes. Proposals must be submitted no later than 3:00pm Central (Atikokan Time), time of receipt as recorded by the Town, on September 27, 2024.

B. APPENDIX D – COST BREAKDOWN FORMS

TABLE A: ITEMS AND PRICES

Delete the last sentence in Item b) on Page 2.

C. SECTION 1.0 GENERAL, 1.4 RFP ENQUIRIES

Delete the last sentence of this Section and replace with: *“Enquiries received after 3:00pm (eastern) September 20, 2024 may not be responded to.”*

D. APPENDIX E – DESCRIPTION OF SERVICES

Routine Operation and Maintenance – General

Delete Item 10) and replace with: “Provide all consumables such as fuels, chemicals and lubricants required for normal operation and maintenance.”

E. APPENDIX D – COST BREAKDOWN FORMS

Delete the definition of “Utilities” on Page 1.

F. APPENDIX B – GENERAL FACILITES DESCRIPTION

Delete “- gas chlorination room and disinfection system for use with 1 ton chlorine cylinders” under (c) Atikokan Wastewater Treatment Plant – Facility Enclosure Building.

G. APPENDIX D – COST BREAKDOWN FORMS

TABLE B: CHEMICAL COSTS BREAKDOWN

Delete “Calcium chloride” and replace with “Calcium Hypochlorite”.

EXCEPT AS AND TO THE EXTENT THAT THEY ARE AMENDED BY THE FOREGOING, ALL OTHER TERMS, CONDITIONS AND PROVISIONS OF THE FULL REQUEST FOR PROPOSAL DOCUMENTS, INCLUDING OTHER ADDENDA, REMAIN IN FULL FORCE AND EFFECT.

The bidder shall sign this Addendum in the space provided below and shall submit this Addendum to the Town of Atikokan in the same envelope as the Proposal.

Signature of Bidder
(I have the authority to bind the corporation)