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**Water and Wastewater Facilities Operation and Maintenance  
Services RFP**

**ADDENDUM NO. 1 – Issued: November 22, 2023**

Your acknowledgement of this Addendum 1 is mandatory for your bid to be accepted. The changes are effective immediately and shall be incorporated into the Contract Documents.

**\*The Electronic Proposal Submission Close Date has been extended to December 4, 2023, at 3:00 pm.\***

Questions and Answers – RFP Particulars

The following Q&A's are issued as clarification for the document:

**Q1.** As per section A.6.1 Additional Services Request Process – is there a maximum number of requests per year?

**A1.** The annual number of requests for “Additional Services” will vary based needs of the Village outside of the “Core Services” scope.

**Q2.** Can the Village provide, for each relevant system:

a. A copy of the Drinking Water Quality Management System (DWQMS) document/plan and its associated appendices?

b. A copy of the Drinking Water Works Permit?

c. A copy of the Permit to Take Water?

**A2.** These documents will be provided to the successful Proponent.

**Q3.** The RFP does not address snow removal and grass cutting. Are these to be performed by the Operator as part of the Core Services or as Outside Services which are paid for by the Village?

**A3.** Snow removal and yard maintenance are managed by the Village.

**Q4.** Section 2.11 Part B Pricing (page 28) states that telephone and communication costs are part of the core services price, however, A3 Utilities (page 52), states that “telephone, internet and security are the responsibility of the Village and to be billed directly to the Village.” Please clarify.

**A4.** Personal communication devices used by the Proponents staff are part of the Core Services pricing, but systems related to the plant are the responsibility of the Village and billed directly to the Village.

**Q5.** Section A3.1 (p.54) says that “calibrations of all meters and equipment in accordance with system license requirements are to be included in the proponent’s core services price.” Annual service requirements for flow meters, gas meters, lifting devices, etc. are conducted by third party providers. Please clarify what is to be included in the core services price and what shall be billed directly to the Village.

**A5.** “Verification” of inline instrumentation (i.e. chlorine analysers, turbidity, DO, etc.) is part of the Proponents core services. The annual regulatory “calibrations” on all equipment conducted by third party providers are coordinated by the Proponent but billed directly to the Village.

**Q6.** Can the Village ensure that the Proponents have at least 5 business days prior to the submission close date after the last addendum is issued in order to review the addendum, and modify their proposals?

**A6.** Yes.

**Q7.** 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?

**A7.** Currently biosolid management including recipient lands are managed under contract with GLF. The costs will be borne by the Village, but the Proponent is responsible as the intermediary for coordination and scheduling.

**Q8.** Section A3 (p. 52) states that “the cost to courier and analyze water and wastewater samples at an accredited laboratory ... will be billed directly to the Village.” However, on page 53, “Postage and freight ...and courier service” are under the Proponent costs. Please clarify.

**A8.** All costs associated with water and wastewater samples will be billed directly to the Village.

**Q9.** Are all the existing Equipment onsite (including Lab, Safety and Tools) remaining onsite and owned by the Village?

**A9.** Yes, an inventory will be compiled at the beginning of the contract.

**Q10.** Can the Village provide annual operation reports for the water and wastewater systems, for the past 3 years?

**A10.** Water Annual Reports are available on the Village’s website.

**Q11.** A.3.1 (page 54) states that operator will “Monitor and report any significant water loss based on parameters such as flows, pressures, and elevated tank levels.” However, there are no elevated tanks.

**A11.** Should read clearwell/ reservoir levels rather than elevated tanks.

**Q12.** We have the following questions in regard to A.3.8 Management Services (Core Services):

- a. “Water and wastewater process and system performance” is listed as a core service. Please define.

**A12a.** This is related to data management and would include KPI’s used in assessing effective plant operations. (daily log sheets, monthly performance reports, trends etc.)

- b. Currently OCWA provides support for meter readings, household education of water savings opportunities for high-rate consumers, water meter equipment / repairs. Please clarify if this is considered outside the regular scope.

**A12b.** Meter readings quarterly (309 residential, 50 commercial) will be considered core services but other activities listed will be negotiated as an additional service with the successful Proponent.

**Q13.** Could you tell us the days and hours required for our staff to be on site?

**A13.** The Proponent is to determine the necessary schedule to meet the requirements of the core services listed in the RFP.

**Q14.** RFP Section 1.5 Proposal Submission states the proposals must be “signed under seal” with the RFP response being an electronic submission is it still necessary to provide the submission signed under seal? Will only a signature by a duly authorized representative be acceptable?

**A14.** Yes.

**Q15.** At the bidders meeting, there was mention of a new SCADA system being recently installed with remote monitoring and control. Will we have remote access to the SCADA system?

**A15.** The Proponent should prepare their proposal based on what systems are currently in place.

**Q16.** Since this is an Operations labour only RFP/contract, if any additional equipment is required to be installed by the proponents to gain remote access to the SCADA system, will this be handled as a capital expenditure and paid for by Village?

**A16.** See A15. Further, any Capital improvements/ upgrades will be recommended by the Proponent to the Village for consideration.

**Q17.** We would like to know the days and number of hours our staff must be available on call.

**A17.** Proponent must be available to respond as needed 24/7, 365 days of the year.

**Q18.** Section A3 Outside Services state: "Outside Services Includes, but is not limited to, equipment rentals, and other professional services will be billed directly to the Town." Can you please confirm if the Town will also pay for equipment calibration services and tradespersons (Electrician, Millwright, 3<sup>rd</sup> party standby generator contractors, HVAC subcontractors, etc.) necessary to maintain the plant equipment?

**A18.** Yes.

**Q19.** RFP Section A.3.8 lists All Risk Property Insurance as being required but Schedule B lists Comprehensive Boiler and Machinery Insurance. Which of the 2 insurances do you require us to carry and what is the value of the property to be insured? These insurances are normally carried by the owner and can this be removed from the RFP?

**A19.** Proponent is to carry the insurance listed in Schedule B.

**Q20.** RFP Section A.3.7 Asset Process Optimization Service (Core Services) shows examples of services such as process Modelling and Optimization, Energy Optimization etc. if these services are required or recommended by the Operator would these studies be paid as an extra to the contract? Some of these services might be required by specialized consultants. Would they be considered as Outside Services referred to in Section A2.

**A20.** The Proponent would provide these recommendations to the Village for consideration.

Village of Merrickville-Wolford  
317 Brock St. West PO Box 340  
Merrickville, ON K0G 1N0  
Tel: 613-269-4791  
Fax: 613-269-3095



**Q21.** What systems are presently used on-site for CMMS/asset management? Will this system be transferred to the successful proponent?

**A21.** The Village does not have a CMMS program, the Proponent will utilize a system of their choice.

END OF ADDENDUM NO. 1

Date of Issue: November 22, 2023  
Village of Merrickville-Wolford  
317 Brock Street West, P.O. Box 340  
Merrickville, Ontario K0G 1N0