

August 31, 2018

Posted online (3 pages + 1 attachment)

**ADDENDUM NO. 2  
REQUEST FOR PROPOSAL NO. 9117-18-7078  
CLOSING: 12:00 NOON (LOCAL TIME) ON SEPTEMBER 19, 2018  
FOR: INFOWORKS BASEMENT FLOODING MODEL STUDIES GUIDELINE UPDATE**

Please refer to the above Request for Proposal (RFP) document in your possession and be advised of the following:

**I. ATTACHMENTS:**

1. August 29, 2018, Optional Information Meeting presentation.

**II. REVISIONS TO DOCUMENT:**

1. Section 3.4.4.b

*Replace the existing with the following:*

"Subsections 1 through 6 should be limited to 15 pages, minimum 10 point font, single sided (or preferably printed double sided), with unlimited appendices."

2. Section 3.4.4.c

*Replace the existing with the following:*

"The Appendices should be clearly divided using tabs or similar, for ease of navigation."

3. Section 3.4.6.a

*Replace the existing with the following:*

"The Proponent, at a minimum, is required to assemble a team consisting of the following key team members: a Project Manager / QA/QC Lead and a Senior Water Resources / Hydraulics Engineer whose expertise matches the specific needs of the project."

4. Section 3.4.6.c.2

*Replace the existing with the following:*

"Identify key team members and outline the recent experience on projects of a similar nature with details as to the scope (key elements of the projects), project value, location, and the client. Provide information on the team members' specific experience. Their experience

profiles should highlight project management and/or technical expertise with examples of completed assignments, including actual roles and responsibilities on each project."

5. Section 3.4.6.c.3

*Delete this section.*

6. Section 5.1.1.b

*Replace the existing with the following:*

"Must consist of one (1) original (clearly marked as such on first page) and preferably one (1) pdf and three (3) printed copies."

7. Add the following new Section 3.2.1.f:

"All five (5) copies, as well as the original, should include a searchable pdf file of the Main Proposal on a USB flash drive (total of 6 USB flash drives)."

8. Add the following new Section 5.1.1.d:

"All copies, and the original, should include a pdf file of the Cost of Services on a USB flash drive (total of 4 USB flash drives)."

**III. QUESTIONS AND ANSWERS:**

**Q1. Section 3.4.6.a states that the proponent is required to assemble a team consisting of a Project Manager/QAQC lead, and a Technical Lead whose expertise matches the specific needs of the project. This implies three people. Section 3.4.6.c.3 requires identification of key project management, QA/QA, and technical staff for this project. This implies multiple staff for the project. Can you clarify if the Project Management, QAQC Lead, Technical Lead and technical support staff role be performed by different people?**

A1. As noted in Section 3.4.6.4, the Project Manager shall also act as the QA/QC lead. Therefore the role of Project Manager / QA/QC Lead is to be performed by one person. The role of the Senior Water Resources / Hydraulics Engineer is to be performed by a different person. See also Section II above.

**Q2. Can additional rows be added to Table 3-2 stating additional roles?**

A2. Yes, the Proponent can include additional roles in Table 3-2 in its Proposal.

**Q3. Can the Project Manager and QAQC lead be two separate people?**

A3. No. See response to Q1 above.

**Q4. Can the City confirm that three draft submissions and 1 final submission is required for the modelling guidelines as per table 2-1?**

A4. As noted in Table 2-1, 3 revisions of the Draft Modelling Guidelines are required. Each revisions is considered a submission and each submission requires a digital copy and 2

hard copies. For the Final Modelling Guideline, only 1 submission is required, which includes a digital copy and 4 hard copies.

**Q5. Can Table 3-1 and Table 3-2 be included in the Appendix?**

A5. Yes.

**Q6. Can the page count be increased to 15 pages?**

A6. Yes, see Section II above.

**Q7. Section 3.4.4c states that the sections and appendices should be clearly divided using tabs or similar for ease of navigation. Can the City relax this requirement and modify this to state the following "Only the Appendices should be clearly divided using tabs or similar for ease of navigation".**

A7. Yes, see Section II above.

**Q8. (Verbal question from August 29, 2018, Optional Information Meeting) Both Section 2.3.2.a and 2.3.2.b reference a Technical Memorandum. Please clarify if only one Technical Memorandum is required.**

Q8: Only one Technical Memorandum is required. As noted in Section 2.3.2.b.4, the Proponent will "Prepare the Technical Memorandum, which shall summarize the work done as part of Task 1 and Task 2..."

**Q9. (Verbal question from August 29, 2018, Optional Information Meeting) Does the City want the Proponent to identify in their Proposal submission the engineering firms (3-5) that will be engaged to provide input and review the draft revised Guideline?**

A9. No.

Should you have any questions regarding this addendum, please contact Aimee Yang, Senior Corporate Buyer, at (416) 397-4803 or by email at [aimee.yang@toronto.ca](mailto:aimee.yang@toronto.ca).

Please attach this addendum to your RFP document and be governed accordingly. Proponents must acknowledge receipt of all addenda in their Proposal in the space provided on the Proposal Submission Form as per Appendix B, Section 4 - Addenda of the REP document. All other aspects of the RFP remain the same.

Yours truly,



Jackie Kennedy  
Acting Manager  
Professional Services

**INFOWORKS BASEMENT FLOODING MODEL  
STUDIES GUIDELINE UPDATE  
Request for Proposal No. 9117-18-7078**

City of Toronto

Optional Information Meeting, August 29, 2018





# Agenda

1. Introduction and Meeting Purpose
2. Purpose and Organization of RFP
3. RFP Timeline, Questions, and Addenda
4. Proposal Delivery
5. Highlights of Scope of Services
6. Project Delivery Schedule and Key Milestones
7. Evaluation and Selection Criteria
8. Cost of Services

# Introductions and Meeting Purpose

## Introductions

- City of Toronto ECS Grace Tesa Project Manager  
Jaroslav Losko Engineer/Assistant Project Manager
- City of Toronto TW Philip Cheung Senior Engineer/Technical Lead  
Mijin Lee Engineer/Technical Lead

## Purpose of the Meeting

- Overview of the Project and RFP
- Address Minor Questions

# Purpose and Organization of RFP

**Purpose of RFP is to select a Proponent to Update the 2014 Modelling Guideline**

**The Updated Guideline will:**

- Reflect the evolution of how the Modelling Guideline has been recently applied
- Address the change of modelling software
- Introduce improvements in model set-up, calibration, analyses and documentation that ensures ease of use and consistency throughout the Basement Flooding Protection Program

**Organization of RFP**

- Section 1 – General Information
- Section 2 – Scope of Work
- Section 3 – Proposal Submission
- Section 4 – Proposal Evaluation and Selection
- Section 5 – Cost of Services
- Section 6 – City Responsibilities
- Section 7 – References
- Section 8 – Appendices (A – G)

# RFP Timeline, Questions, and Addenda

## RFP Time line

- RFP Issued: August 22, 2018
- Optional Information Meeting: August 29, 2018
- Deadline for Questions: September 5, 2018
- Closing Deadline: September 19, 2018

## Questions concerning this RFP

- All questions concerning this RFP should be formally submitted in writing to Aimee Yang at [Aimee.Yang@toronto.ca](mailto:Aimee.Yang@toronto.ca)
- Questions will be accepted until the deadline for questions (September 5, 2018)
- Responses will be issued via an addendum to the RFP

## Addenda

- Any revisions to the RFP will be done by Addendum
- Addenda will be posted electronically on the City's website
- Proponents must acknowledge receipt of all Addenda within Mandatory Form 1



# Proposal Delivery

Proposals must be delivered no later than the closing deadline (12:00 noon on September 19, 2018) to:

Chief Purchasing Official,  
Purchasing and Materials Management Division,  
18th Floor, West Tower - City Hall,  
TORONTO, ON, M5H 2N2

# Highlights of Scope of Services

- Review the 2014 City of Toronto InfoWorks Basement Flooding Model Studies Guideline
- Solicit input from other engineering firms (3 – 5 firms), including chairing 2 workshops
- Review information from other sources related to InfoWorks modelling
- Conduct model tests and/or sensitivity runs as required
- Revise the Guideline where relevant and add new chapters in the updated Modelling Guideline
- Prepare and submit the revised Guideline to the City

# Project Delivery Schedule and Key Milestones

- The overall duration of the Project is estimated as eight (8) months
- The estimated award date based on the September 19, 2018, closing is November 21, 2018, plus or minus 4 weeks
- First Workshop with City and Engaged Consultants completed during Task 2
- Submission of Technical Memo with recommendations for review following completion of Tasks 1 and Task 2
- Second Workshop with City and Engaged Consultants completed during Task 4 to review the draft Revised and Updated Guideline
- Key Deliverable – Revised and Updated Guideline

# Evaluation and Selection Criteria

Table 4-1  
Proposal Evaluation Form

<b>Stage 1. MANDATORY SUBMISSION REQUIREMENTS (Section 3)</b>	
1. Proposal Documentation (S 3.2.1)	PASS _____ FAIL _____
2. Mandatory Experience Requirements (S 3.2.2)	PASS _____ FAIL _____
<b>Stage 2. PROPOSAL CONTENT</b>	
<b>EVALUATION CRITERIA</b>	<b>AVAILABLE POINTS TO BE AWARDED</b>
Proponent Profile and Corporate Experience	7
Organization Chart and Project Team	25
Project Understanding and Approach	30
Time/Task Breakdown and Schedule	8
Innovation and Value Added	2
Social Procurement	3
Proposal Organization and Quality	5
<b>SUB-TOTAL</b>	<b>80</b>
Proponent must score a minimum of 75% (i.e. 60 points).	
<b>Stage 4. COST OF SERVICES</b>	
Proponent's fees calculates as follows: Formula: [(lowest cost Proposal divided by Proponent's Proposal cost) x 20]	20
<b>TOTAL</b>	<b>100</b>

# Cost of Services

Table 5-1  
Upset Limit Cost Breakdown for Base Scope of Work

Table 5-2  
Table of Provisional Cash Allowances– All Phases

Deliverables	Cost (\$)
<b>Item A – Base Scope of Services</b>	
A.1 Task 1 – Review InfoWorks Model and Relevant Publications	\$
A.2 Task 2 – Solicit Input from Engineering Firms and other Sources; Conduct Model Tests and Sensitivity Runs as Required. Prepare Technical Memorandum.	\$
A.3 Task 3 – Add New Chapters; Conduct Model Tests and Sensitivity Runs as Required.	\$
A.4 Task 4 – Draft and Final Guideline Reports	\$
A.5 Two (2) Workshops	\$
A.6 Project Meetings	\$
A.7 Project Management	\$
Disbursement (not to exceed 5%)	\$
Financial Audit	\$
<b>Item A – Subtotal – Base Scope of Services</b>	<b>\$</b>
<b>Item B – Subtotal – Provisional Items</b>	
B.1 One (1) Workshop	\$
B.2 One (1) Project Meeting	\$
<b>Item B – Subtotal – Provisional Items</b>	<b>\$</b>
<b>SUBTOTAL (A+B)*</b>	<b>\$</b>
<b>HST (13%)</b>	<b>\$</b>
<b>TOTAL INCLUSIVE OF HST</b>	<b>\$</b>

Item	Description	Amount (excl. HST)
<b>Schedule of Cash Allowances</b>		
P-1	Consultation and Payment for Other Consultants Providing Feedback	\$50,000.00
P-2	Additional InfoWorks ICM Model Tests and Sensitivity Runs	\$15,000.00
<b>Subtotal – Provisional Cash Allowances</b>		<b>\$65,000.00</b>