

March 7, 2019

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**ADDENDUM NO. 4**  
**REQUEST FOR PROPOSAL NO. 9117-18-7752**  
**REVISED CLOSING DATE: APRIL 17, 2019, 12:00 NOON (LOCAL TIME)**

**For: Basement Flooding Protection Program (BFPP) Capacity Assessment Studies**  
**Study Areas 46-61, and 63-67**

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

**I. DATE EXTENSIONS:**

1. The closing date has been extended from March 27, 2019, to April 17, 2019, at 12:00 noon (local time).
2. The deadline for questions has been extended from March 13, 2019, to April 3, 2019.

**II. REVISIONS**

**1. Sections 1.2.24, 2.1.1.b, and 2.2.1.a.3**

*Amend the references to the Municipal Engineers Association's (MEA) Class EA document from:*

*"... Municipal Engineers Association's (MEA) Class EA (October 2000, as amended in 2007 and 2011)..."*

*to:*

*"... Municipal Engineers Association's (MEA) Class EA (October 2000, as amended in 2007, 2011 and 2015)..."*

**2. Section 2.3.2.i.**

*Delete this section in its entirety.*

**3. Section 2.3.2.j.**

*Replace the existing with the following:*

*"The City's sewer network inventory database should be considered to be 85% complete. It is the consultant's responsibility to document and fill in any data gaps that are critical for modelling by reviewing relevant drawings (ie. as-builts, design drawings, plans and profiles etc), conducting field inspections, and/or making reasonable assumptions. All assumptions are to*

be developed in consultation with the City. Updates or modifications to the data must be documented, input into the PKDBS and in tabular format, reported to the City in Technical Memo (TM) #1 or TM#1 amendments."

#### **4. Section 2.3.5.e**

*Replace the existing with the following:*

"Conduct site visits and resident interviews for the properties where historical basement flooding was reported. The purpose of this task is to determine the source of flood water, ascertain whether the problem originated from private property (internal plumbing, lot drainage) or from public ROW (surface water on streets, City's sewers), and collect information to help identify the flood clusters. The Consultant is expected to review the available background documentation related to these properties, such as Hansen reports, CCTV data, and others, to be aware of potential flooding causes prior to visiting these properties. The consultant is expected to create and complete a resident interview form to record the relevant information for each property. The site visits will need to be conducted after business hours to maximize chances of residents being home. One additional visit is expected to properties where no one was home during the first site visit attempt."

#### **5. Section 2.3.7.c.1**

*Replace the existing with the following:*

"Survey and record in the PKDBS the number and locations of connected and disconnected roof downspouts, and where the roof leaders are discharged to (e.g. to front yard, backyard, driveway, or into the ground), for properties within the Flood Clusters. The survey of properties for downspout connections is to be conducted without accessing the property, i.e. a curb-view survey."

#### **6. Section 2.7**

*Add a new Section 2.7.21 as follows:*

"2.7.21 Consider the following for deliverables listed in Table 2.7 that require hard copies:

- a. Where more than one submission of the draft document is required, hard copies are only required for the first submission.
- b. Two hard copies are required for the draft submissions.
- c. "Number of Final Copies" column specifies the number of hard copies required for the final submission. "

#### **7. Section 3.4.6.f.4**

*Replace the existing with the following:*

"Lead Modellers – a minimum of 5 years of experience in hydrologic and hydraulic computer modelling using InfoWorks or equivalent modelling software (for the purposes of this RFP these software packages include XPSWMM, MIKE Urban, PCSWMM, InfoSWMM, and DORSCH). Lead Modellers will be responsible for developing the InfoWorks model under the guidance of the Head Modeller. Given each Project's large geographical area of coverage, multiple Lead Modellers must be identified in the proposed team to ensure timely completion of individual Study Area efforts."

## 8. Section 5.3

Add a new Section 5.3.5 as follows:

"For the purposes of estimating the effort required to review the historical work orders as outlined in Section 2.3.2.g assume that the total number of Hansen records to be reviewed is twice the number of historical basement flooding reports, as shown on Figures 2.23 through 2.43."

### III. QUESTIONS AND ANSWERS

**Q1. Can you please clarify the difference between feature assets Pump Station and Link Pump?**

A1. Pump station feature represents the actual structure that is associated with the pump station and is situated at the downstream end of gravity sewer(s) and upstream end of forcemain(s). Link pump is an obsolete layer. Link pump point is the current layer that represents the actual pumps and is digitized on top of the downstream forcemain (does not split the forcemain line).

**Q2. Can you please clarify the difference between the line and point feature types for valves, pumps, weirs, and orifices? Do the line type features represent connections to the point features?**

A2. The line features for valves, pumps, weirs, and orifices are obsolete. The point features are the current layers.

**Q3. We would like to request the data for the flow monitoring GIS files, which isn't included in the list on the provided Request for Digital Data. Can we amend the list on the form to include the item below?**

- GIS data with locations of past flow monitoring sites?

A3. Refer to Addendum 3, Section II.

**Q4. Page 77, section 3.4.6 f 4 states that Lead modellers should have a minimum of 5 years' experience in H&H modelling using InfoWorks or equivalent software. Can the City add PCSWMM, InfoSWMM to the list of equivalent software packages?**

A4. Yes, see Section II above.

**Q5. Page 77, section 3.4.6 f 7 states that Municipal Engineer should have a minimum of 10 years of experience. Can the City relax this criteria to 7- or 8 years?**

A5. No. Note that the minimum requested experience in Section 3.4.6 is not a mandatory requirement, it is an evaluated requirement. Therefore, Proponents can propose a team member with less experience than what is requested in Section 3.4.6 without being disqualified; however, doing so would result in a lower score for Organization Chart and Project Team category in Table 4.1.

**Q6. Page 32, section 2.3.7c 1 states that Downspout connectivity needs to be performed for ALL properties in the Study Area. Can the City confirm that ALL properties within the study area need to be surveyed?**

A6. Downspout connectivity needs to be surveyed for properties within the Flood Clusters only. See Section II above.

- Q7. Page 71, section 3.4.4 b states that subsections 1 through 5 should be 30 pages. Can the City increase the number of pages to 40?**  
A7. No.
- Q8. In order to provide the City of Toronto with our best competitive offer for the subject RFP, we kindly request a three (3) week extension to the closing date?**  
A8. See Section I above.
- Q9 We request that the City consider changing all of the items included in the Tables 5.2.X to be part of the Provisional Cash Allowance - Study included in Tables 5.4.X for each Bundle.**  
A9. The City will not accommodate this request.
- Q10. We have reviewed the Toronto Green Streets Technical Guidelines and note that there is a very wide range of Green Infrastructure options. We request that the City provide the potential locations for Green Infrastructure as indicated in RFP item 2.6.6.g.1.b. (the 5-year Capital Plan Geodatabase referenced under RFP item 2.3.1.c.4.d).**  
A10. Potential locations for Green Infrastructure projects will be provided to the Consultant during the Project.
- Q11. Table 2.7 outlines the deliverables for the Preliminary Design Component. Please confirm the following:**
- a. The column heading “Number of Final Copies” is referring to the number of Hard Copies required. When hard copies are not required, a “1” indicates a single final version of the soft copy file(s) is required.
  - b. That hard copies are required only for the Final version (ie no hard copy draft versions are required).
  - c. When a “2” is included under Number of Drafts column, two draft versions are required.
- A11. a. Yes.  
b. Hard copies are required for the first draft and final copies of each deliverable. See Section II above.  
c. Yes.
- Q12. Since the bidders meeting was mandatory, please provide a listing of the companies present.**  
A12. Refer to Addendum 3, Section III, Q8/A8.
- Q13. Can the City confirm if a TTM is required for the PDR component?**  
A13. Refer to Addendum 3, Section I, Item 6, and Section III, Q20/A20.
- Q14. Table 5.3 A-F, Note D states that 3 PDR will be prepared for each study area. Are 3 PDRs for each bundle or study area?**  
A14. Assume that three PDRs will be required for each Study Area, as stated in Section 2.7.10 of the RFP.

**Q15. Addendum 2, A11 states that GIS locations of past flow monitoring sites will be provided to the Proponents who returned the completed Request for Digital Data Legal Disclaimer Form. Can the City provide a timing on release of this data since it was not provided in the original data release?**

A15. Refer to Addendum 3, Section II.

**Q16. Can the City provide GIS data on population and land use information?**

A16. No. Note that the requested data is available online (Statistics Canada and City of Toronto Official Plan).

**Q17. The costs for additional field investigations (e.g. geotechnical, survey, SUE, CCTV, etc) will be paid through provisional cash allowance. Since sub-consultants will be named as part of the proposal, please clarify if the City will require quotes from multiple sub-consultants to authorize use of the provisional cash allowance or is it acceptable to provide the work plan (scope and budget) from the named sub-consultant. Alternatively, is the City flexible in allowing the prime to change subconsultants during the preliminary design phase to allow for a more competitive budget when the need arises?**

A17. The City expects the Proponents to name proposed subconsultants for these tasks and ensure that they have the skills and capacity to undertake the scope of work required. During the Project the Consultant will be required to submit multiple quotes, including from the named subconsultant, and select the most competitive quote that meets the requirements.

**Q18. Table 5.1 A-F base scope of work, item A.6 requires effort for Project Management and Meetings. Can the City confirm this component only applies to the Study phase and excludes PDR phase?**

A18. All items in Tables 5.1A-F base scope of work, including Project Management and Meetings is for the Study component. Project Management and Meetings required as part of the Preliminary Design component will be captured in the percentage of MCC determined by the vendors in Tables 5.3A-F.

**Q19. Page 4, section 1.2.24 and page 9 section 2.2.1 b discusses the Municipal EA process and notes the dates the document was amended. Should this be MUNICIPAL CLASS ENVIRONMENTAL ASSESSMENT (MCEA) October 2000, as amended in 2007, 2011 & 2015?**

A19. Yes. See Section II above.

**Q20. On page 14, item 2.1.7.e, there is reference to CCTV inspection data that will be made available to proponents on InfoNet. Can the City provide a map of sewers / extent of sewers for which there is current (within the last 5 years) CCTV inspection information? This is necessary to determine the level of effort involved in reviewing CCTV inspection data.**

A20. CCTV data will be made available to the successful Proponent during the Project, as the locations where CCTV will need to be reviewed will be determined as part of TM#1 and TM#4.

- Q21. On page 24, item 2.3.2.g, consultants are required to review work order system records. Can the City provide a baseline number of records to be reviewed to determine the level of effort involved for this task?**
- A21. For the purposes of the RFP, assume that the total number of Hansen records to be reviewed is twice the number of historical basement flooding reports, as shown on Figures 2.23 through 2.43. See Section II above.
- Q22. Can the City provide assumptions that consultants should use to determine the level of effort to address the requirements of item 2.3.2.i on page 24? This will ensure all consultants are using the same baseline.**
- A22. Section 2.3.2.i primarily refers to the sewer network inventory. Section 2.3.2.i is being consolidated with Section 2.3.2.j. See Section II above and response to Q23 below.
- Q23. On page 25, item 2.3.2.j indicates that the sewer network inventory is 85% complete. Can the City clarify whether this means that 15% of the infrastructure is not included in the database or whether 15% of the attributes for the included infrastructure are missing? This clarification is important to determine the level of effort required.**
- A23. The 85% completeness generally means that some of the attribute data for the sewer network may be missing in 15% of cases. The sewer network inventory may be missing approximately 5% of network components as well (primarily catchbasins).
- Q24. On page 29, item 2.3.5.e indicates that site visits and resident interviews are required for properties where basement flooding was reported. Can the City provide a number of properties and general location within the City to allow estimating the level of effort involved for this task? What should consultants assume in cases when residents are not at home at the time of the site visits? This information is also required for item 2.3.8.f on page 35.**
- A24. The historical basement flooding reports are shown on Figures 2.23 through 2.43.
- Q25. On page 31, item 2.3.6.a.9 indicates that a flow monitoring program is to be implemented over a minimum period of 24 months. However, Tables 5.2A to F indicate a duration of 14 months. Can you please confirm which duration is correct?**
- A25. Both are correct. Referring to RFP Section 2.3.6.a.10., the Consultant is not required to perform data collection between November 1 and March 31 of the following year (i.e. five (5) months) during the monitoring period, and will not be paid for equipment maintenance or data acquisition/QA/QC amongst the monitoring activities noted in the aforementioned section.
- Q26. Can the City provide a GIS Shapefile of properties which have been exempted from the Mandatory Downspout Disconnection Program, as referenced on page 13, item 2.1.7.d?**
- A26. GIS shape file will be provided to the successful Proponent during the Project.

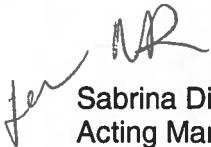
**Q27. Section 3.4.2 b of the proposal states that all information needed to satisfy the requirements of Sections 3.4.6, 3.4.7 and 3.4.8 should be included in a separate Appendix. For ease of review, will the City consider a standalone separate package for information related to Bundle F?**

**A27. No, please include the information in an Appendix to the main Proposal document.**

Should you have any questions regarding this addendum contact Aimee Yang 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 as per Appendix A section 4, of the RFP document. All other aspects of the RFP remain the same.

Thank you,



Sabrina Dipietro  
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Construction Services  
Purchasing and Materials Management Division