



Addendum No. 2

City of Coquitlam

RFP No. 25-026

Field Monitoring of Instream Works

Issue Date: March 19, 2025

Total Page Count: 4

Proponents shall note the following amendments to the RFP documents:

ADDITIONS

A1) The following Clause has been added to the RFP to form part of the Contract

4.6 Term

The initial term of the Contract is one (1) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

DELETIONS

D1) DELETE

In Section 2 RFP REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS, where it states:

Prime Contractor Designation Form and be responsible for all the Work at the site in accordance with WCB regulations
is deleted in its entirety.

QUESTIONS AND CLARIFICATIONS

Q1. Could the City provide coordinates for the site locations?

A1. Various Work sites will be within the boundaries of the City of Coquitlam.

Q2. Could the City share an estimated timeline or schedule for the work (e.g., Summer 2026)?

A2. July 15 – Oct. 15, 2025

Q3. Could the City please be more descriptive on the proposed work for each site? E.g., Will the cleaning and inspection of the culverts include machinery? What's the level of detail on the Erosion and Sediment repair works?

A3. Each site is unique and may require different techniques and equipment depending on site conditions and scope. The City typically addresses 30–40 sites per season. Some locations may require only a hydro-excavator, while others may involve the use of a hydraulic excavator, backhoe, or similar equipment. The extent of erosion and sediment control repair varies by site and may range

from minor touch-ups to more substantial restoration efforts. Specific requirements will be confirmed at the time of Work assignment.

Q4. Linked to the length of the Contract, will the Consultant's hourly rates be locked for the length of the Contract or can these be renegotiated yearly with the City?

A4. Yes, the rates are to be held for the one (1) year term and can be negotiated for an extension upon mutual agreement.

Q5. Per Section 6.2(e), the Consultant is required to submit to the City three final hard copies of Final Post-Construction Monitoring Reports for submission to the Ministry of Water, Land and Resource Stewardship (formerly MFLNRORF). In our experience, post-construction monitoring reports are submitted electronically. Can you please confirm if the Consultant is expected to deliver the reports to the Ministry or if this is a task the City completes?

A5. The Consultant is responsible for submitting the final post-construction monitoring reports directly to the Ministry in a format that is accepted by the Ministry.

Q6. Under Section 6.2(e), does the City submit post-construction monitoring reports for works completed under Notifications of Authorized Changes - Section 39 of the Water Sustainability Regulation or only for projects completed under a Change Approval - Section 11 of the Water Sustainability Regulation?

A6. Post-construction monitoring reports are only required for projects completed under a Change Approval pursuant to Section 11 of the Water Sustainability Regulation, not for works conducted under Notifications of Authorized Changes (Section 39).

Q7. Per Section 6.6, is kilometrage for travel to and from the work sites an allowable expense?

A7. Yes.

Q8. Can you please clarify the following sentence in Section 6.7 - "Consultants will not be held to be within these hours for the named tasks, for most of the projects, tasks should be completed within the hours identified in their proposal". Please confirm that project specific work plans / proposals will be requested of the Consultant for specific assignments and the fee / hourly estimates provided in this proposal are only for assessment purposes.

A8. As this is an "as and when required" service, the City will request quotes on a task-by-task basis as requirements arise.

Q9. Are projects under this Contract to be billed Lump Sum as potentially indicated by the table header in Section 5 - Financial or will projects be billed time and materials?

A9. Yes, the City expects "as and when required" Services to be quoted and billed as lump sum at the time they are needed.

Q10. Can you please clarify the wording in Section 5 - Financial of the Proposal Submission Form as it relates to the fee schedule of the Consulting Team and not exceeding the limits of the fees outlined in the Consultant's proposal. This seems to conflict with the wording of Section 6.7.

A10. As this is an "as and when required" Service, the City will request task-specific quotes as needs arise. The phrase "not to exceed" in Section 5 refers to the hourly rates proposed in the Consultant's submission. This does not limit the total value of future task orders, which will be determined individually through separate quotes.

Q11. Can you please clarify this wording - "The successful Proponent will not be able to claim any additional cost as a result of changes to the schedule or order of works or for project delays". Can you please confirm this is stating that the Consultant, in no circumstances, can revise a fee estimate for project changes that may be outside of their control? Is this applicable to projects that are delayed to subsequent years?

A11. The City expects "as and when required" Services to be quoted at the time they are needed. No adjustments to fees will be permitted unless initiated and approved by the City. In the case of project delays extending into subsequent years, the City will request new quotes based on the updated scope and timing.

Q12. Will the City award agreements to multiple contractors under this RFP process or is the intent to select a single Consultant?

A12. Intent is to select a single consultant

Q13. Is the City expecting works that would require Fisheries Act Authorization? Or does the City only expect Request for Reviews submissions to the DFO?

A13. The Work may require either a Request for Review submission to DFO or, in some cases, a Fisheries Act Authorization, depending on the nature and scope of the specific project.

Q14. Will the City be responsible for preparing, submitting, and obtaining valid Provincial and Federal salvage permits (i.e., fish and amphibian) for the works? Or will each retained consultant be responsible for obtaining their own permits?

A14. The Consultant is to assist City Staff with obtaining permits.

Q15. Could section 6.7 (page 11) of the RFP be rectified with the tasks that are listed in 6.2 (page 9)?

A15. A Given the volume and variability of Work—typically 30 to 40 sites per season—the City is unable to reconcile Section 6.7 with the specific tasks listed in Section 6.2 at this time. Task requirements will vary by site and will be confirmed as projects are assigned.

Q16. Could the City please expand on how they define a Qualified Environmental Professionals (QEP)?

A16. A Qualified Environmental Professional (QEP) is defined by the City as an individual with a Registered Professional Biologist (R.P. Bio.) designation.

Q17. Page 8 of 11, section 6.1, the City mentions "Debris Hazard Mitigation Works". Could you please define these?

A17. Debris Hazard Mitigation Works refer to the installation of infrastructure intended to reduce or prevent debris from entering and impacting watercourses, intakes, or related infrastructure.

Q18. If the Consultant wishes to identify disbursements with a mark-up, where in the proposal form do they provide this information? Note that the disbursements would not be those listed in Section 6.6 (page 11) of the RFP.

A18. Proponents should add a separate line in the Schedule of Fees and Effort to include any disbursements or additional items, along with the applicable mark-up.

Q19. With regard to the table under section 5, specifically for tasks 4, 5, and 6, these don't have any tasks assigned to them. How does the City want this costed?

A19. Proponents are only required to provide hourly rates. The City will request quotes on a project-by-project basis as needs arise and will compare the submitted quotes against the hourly rates provided to ensure consistency.

End of Addendum No. 2

Proponents take into account the content of this Addendum in the preparation and submission of the Proposal which will form part of the Contract and should be acknowledged on the Proposal Submission Form.

Upon submitting a Proposal, Proponents are deemed to have received all addenda that are issued and posted on the City's website and considered the information for inclusion in the Proposal Submission.

Issued by:

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