

# Corporate Services

## REQUEST FOR PROPOSALS

Site Assessment Consulting Services  
RFP50366 - Addendum 3

Release date: April 14, 2021

Proposals will be received up to  
3:00:00 pm local time on Tuesday, April 20, 2021

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## 1. QUESTION

Section 1.9.3.1. states: “Proponents are to provide an outline of the schedule to complete each task, including any key activities, sequences, or phases necessary to get the work done in a timely fashion. The Proponent must include a schedule of fees and expenses detailing the planned hours and associated hourly rates for project team members which make up their Task Price.”

Appendix A provides a Price breakdown form for evaluation

Question: Regarding the cost proposal for the requested services, please clarify what extent of breakdown of fees, expenses, effort (beyond the Appendix A Price form) is required by the municipality for evaluation. Or, is completion of the Appendix A – Price form all that is expected to be compliant with the costing requirements?

The Price Form break-out is meant to capture the overall costing for the specified Locations and Tasks; these are the amounts that would be billed by the successful Proponent in the event a Task was approved to proceed for each location.

Section 1.9.3.1. is intended to capture representative detail which comprise those overall costs. What we are expecting to see in response 1.9.3.1. is a spreadsheet or similar breakdown showing the team members, the activities being undertaken, the hours for each team member applied to that Task/Location, the unit rate charged for each team member, and the products/sums making up the Location/Task cost.

We recognize that some activities in a Task may be best accomplished alongside of activities occurring in a previous Task (e.g. you may choose to do some activities related to Task 3 in Task 1 and those specific costs would be included in the Task 1 cost).

The intent of gathering this information is to supplement your written methodology so evaluators understand, to the extent reasonable, the activities and who will be doing them. We presume proponents will be completing this type of detailed understanding to develop their cost anyway.

END OF ADDENDUM

