

May 27, 2025

**Request for Proposal
Project: Engineering Consulting Services – New Landfill Site**

ADDENDUM #06-2025-002

This addendum forms part of the Bid Documents and amends the original Request for Proposal issued on May 16, 2025.

Q1: Given Couriers no longer guarantee delivery, and with the impending Canada Post strike would the Municipality consider e-submissions? If, however, the Municipality still finds value in hard copies, we can – in addition to e-submission – courier the package on the same day.

A1: The Municipality recognizes the challenges presented by current courier reliability and the potential Canada Post strike. As such, the Municipality has established an e-submission portal for competitive procurement processes (such as RFPs).

Remove from Bid Document:

4. Submissions

Two (2) original hard copies of the Proposal should be submitted on 8 ½ inch by 11 inch paper, including any Addendums that may have been issued under Section 2. The submission must be clearly identified as “Engineering Consulting Services – New Landfill Site”. Additionally, a digital copy of the Proposal shall be submitted on a flash drive as part of the submission.

Replace with:

4. Submissions

All proposals must be submitted in the following method:

- Electronically: Via the Municipality’s official procurement portal at www.redlake.ca/document-submission-portal/
 - Electronic submissions must be received prior to 2:00pm local time (Central Standard Time) on the closing date.
 - Proposals shall be submitted in PDF format where feasible to ensure compatibility and document integrity.

Late Proposals will not be accepted or considered under any circumstances. The Municipal office clock determines the official closing time of the Proposal Call.

Q2: The document outlines a Qualifications Based Selection process but does not detail how the evaluation criteria will be weighted. Could the agency provide the scoring breakdown for each criterion?

Please see expanded descriptions for the criteria as well as the weight breakdown:

Criteria	Description	Weight
Project manager/engineer and senior designers	Include names, roles, and a short summary of each person's relevant experience, especially with landfill or EA projects.	15%
Experience on similar projects, including any performance history with either Partner where such performance is documented and verifiable (eg. Through past project records, evaluations, or references)	Provide examples of past projects of similar size/scope. Highlight experience with MECP approvals and include client references if available.	15%
Approach, methodology and schedule	Outline how you will complete Activity One and Activity Two, including a timeline and major tasks.	20%
Technical support staff	List additional team members and their responsibilities. Include any specialized expertise needed to complete the EA process.	5%
Sub-contractors	Identify any subcontractors, what tasks they will perform, and a brief note on their qualifications.	5%
Availability of key staff	Confirm the named staff will be available for the project and disclose any competing commitments.	5%
Stability and reputation	Provide a brief history of the firm, including years in business and ability to handle multi-phase projects.	5%
Multi-disciplinary and specialty capabilities	Describe your in-house and partnered capabilities (e.g. environmental, engagement, etc.).	5%
Quality Assurance	Summarize your firm's QA process for review and approval of work prior to submission to the Partners or MECP.	5%
Cost or value	Include a breakdown of fees for Activities One and Two, a rate sheet, and a list of expected disbursements.	20%

Q2: Are original "wet" signatures required on each original hard copy or are digitally-applied signatures acceptable to the Partners?

A2: Digitally applied signatures or e-signatures are acceptable.

Q3: Are we required to actually include copies of the full addenda with our submission in an appendix along with the Acknowledgement of Addendums? Or are we to simply include the Acknowledgement?

A3: While the current language states that all bid documents and corresponding addenda must be submitted, bidders are to acknowledge all addenda issued on Part III - Acknowledgement of Addendums, not to re-submit the full text of each one.

Q3: Are there any proposed sites identified for the new landfill?

A3: At this time, no specific sites have been identified for the new landfill. Site selection is a core component of the scope of work under this project, with the objective of identifying a suitable, shared regional location to serve both the Municipality of Red Lake and Pikangikum First Nation.

Q4: Is the site selection process being completed as a separate scope of work?

A4: Site selection is expected to be included as a key component within the overall scope of this RFP (06-2025); it is not being completed as a separate scope of work.

Q5: How should we scope the environmental assessments without a site being known?

A5: The selected consultant will be responsible for undertaking the site selection process, with the understanding that the future landfill is to be a joint-use facility serving both the Municipality of Red Lake and Pikangikum First Nation. As such, the site selection should evaluate and recommend a location that is geographically and logistically suitable for both communities, with a likely focus along or near the Nungesser Road corridor. The environmental assessment work should be scoped accordingly, with flexibility to adapt to the site(s) identified through the selection process.

Q6: As the answers to these questions are critical to response, we ask that the deadline be extended to four weeks after responses to the questions have been supplied?

A6: The Municipality will extend the submission deadline to allow proponents adequate time to incorporate responses. The new submission deadline is Friday June 20, 2025 at 2:00pm CST (local time), as reflected in the updated RFP Timetable.

Remove from Bid Document

Part 1 – General Instructions

1.6 RFP Timetable

Task	Date
Request for Proposal Closing:	Friday June 20, 2025

Replace with:

Part 1 – General Instructions

1.6 RFP Timetable

Task	Date
Request for Proposal Closing:	Friday July 4, 2025

Q7: We ask that the indemnity clause be adjusted to be the industry standard such as:

The Proponent warrants that it will perform its services with the standard of due care and diligence usually practised by the consulting profession, at the time that the services are rendered. The Corporation of the Municipality of Red Lake acknowledges and agrees that all other warranties, representations or remedies, express or implied are excluded. The Proponent shall be responsible for damages, losses or expenses caused by the Proponent or by those for whom the Proponent is responsible, incurred by the client which are directly caused by the negligent acts, errors or omissions of the Proponent.

A7: The indemnification clause in Section 3.7 reflects the Municipality's current standard wording. That said, the Municipality is open to discussing revisions to the clause during contract negotiations with the selected Proponent, including limiting indemnity to damages arising from negligence or other reasonable edits. Any changes would be considered in the context of finalizing the agreement after award.

Q8: The Request for Proposal (RFP), Part V, Terms of Reference, Background (page 14), states "... estimated annual waste volumes of 22,000 m³ for a period of 25-30 years". However, the RFP also references the Stantec January 21, 2022, Solid Waste Management Review. The Stantec report indicates (Table 4-2) an annual disposal rate for Red Lake (only) in the range of 2,900 to 3,500 m³/year. With the population of Pikangikum First Nation being only slightly higher than reported for Red Lake, we would expect their disposal needs would be similar, bringing the annual disposal range to between 5,800 to 7,000 m³/year, maybe slightly higher depending on their waste diversion efforts. Could the Municipality please provide their reasoning behind the RFP's 22,000 m³/year disposal rate? Alternatively, please provide a revised annual disposal volume.

A8: The estimated annual disposal rate of 22,000 m³/year is based on combined data from existing operations and projected volumes. The breakdown is as follows:

- The Red Lake Transfer Station sends out approximately eight (8) 40m³ bins per month to Ear Falls:

8 bins x 40m³ x 12 months = 3,840 m³/year (rounded to 4,000m³/year)
- Our existing low-leachate cell received 10,339.2 m³ over a five-year period, as determined by survey:

10,000 m³ ÷ 5 years = 2,000 m³/year

- Pikangikum's projected contribution is based on estimates from a 2019 engineering report, which anticipated 77,000m³ over five years

$$77,000 \text{ m}^3 \div 5 \text{ years} = 15,400 \text{ m}^3/\text{year} \text{ (rounded to } 16,000 \text{ m}^3/\text{year)}$$

Combined Total

4,000 m³ (transfer station)

2,000 m³ (leachate cell)

16,000 m³ (Pikangikum)

= 22,000 m³/year

Q9: Fee Information items A and B request hourly rates and typical disbursements, while item C requests total cost. Given that the Terms of Reference (TOR) has not yet been developed, it is difficult to accurately estimate the total cost for the Environmental Assessment. Can you confirm whether total cost is required, or if hourly rates and typical disbursements are sufficient at this stage?

A9: At this stage, proponents should provide hourly rates and typical disbursement costs. A total cost estimate is also requested; however, it is understood that this may be based on assumptions due to the preliminary nature of the TOR. Proponents should clearly state any assumptions used in preparing the total cost.

[End of Addendum #06-2025-001]