

TENDER ADDENDUM

**Greenbelt Lands Maintenance Management
Services
NCC Tender File # NG247
December 12, 2013
ADDENDUM NO: 3**

ADDENDA À LA SOUMISSION

**Services de gestion de l'entretien des terrains de
la Ceinture de verdure
Dossier de soumission de la CCN no. NG247
Le 12 décembre 2013
ADDENDA NO: 3**

The following shall be read in conjunction with and shall form an integral part of the Tender/Proposal and Contract Documents:

1. Refer to separate annex for Bidder's Conference Minutes – 8 pages.

Allan Lapensée for
Nicole Galipeau
Senior Contract Officer
Procurement Services

Ce qui suit doit être interprété comme faisant partie intégrante de la proposition/appeal d'offres et des documents relatifs au contrat :

1. Référé à l'annexe séparée des minutes de la conférence des soumissionnaires – 10 pages.

Allan Lapensée pour
Nicole Galipeau
Agent principal des contrats
Services d'approvisionnement

Minutes of Bidders' Conference Greenbelt Maintenance Management Contract

Room 702, 40 Elgin Street, Ottawa
December 4, 2013, 9:00 a.m.

1. Introduction

François Cyr, Senior Manager, Greenbelt (GB), welcomed the bidders present (see appendix 1, Those Present at Bidders' Conference) and thanked them for being part of the GB maintenance management contract renewal process. He highlighted three important characteristics the NCC is seeking in a contractor:

1. The NCC is seeking a proactive contractor, who will plan and stay ahead of the work to be completed and not simply wait for requests from the NCC.
2. The NCC is seeking a courteous contractor, who will relate well with GB users and neighbours, particularly residents.
3. The NCC is seeking an environmentally-friendly contractor, who will respect best practices for the duration of the contract.

François Cyr outlined the BG context:

- The GB is a vast greenspace (approximately 20,000 hectares) managed by the NCC. The GB is a mix of farms, forests, wetlands and federal government institutions.
- The NCC owns three-quarters of the GB area. Part of the NCC land is leased, mostly for agricultural use, and is managed by the Property Management Division; the rest, including forests, natural lands and recreational facilities, is managed by the Greenbelt Portfolio.
- The GB includes over 150 kilometres of trails, 25 kilometres of forest access roads, 25 kilometres of recreational pathways, and four kilometres of boardwalks and footbridges. There are over 3.5 million visitors to the GB each year.
- Since some NCC operations were privatized in 1996, the NCC has retained the services of private-sector contractors to maintain NCC lands. Since 1996, four GB land maintenance contracts have been awarded: with ELM in 1996; with Gemma Properties in 1999; and with Lafleur de la Capitale in 2003 and in 2008.

The present Invitation to Tender will cover only non-leased NCC land in the GB.

The following NCC representatives were present:

- Marc Denis, Supervisor, GB Portfolio
- Nicole Galipeau, Senior Contracting Officer, Finance and Procurement Branch
- Michel Charbonneau, Secretary.

The purpose of the Bidders' Conference is to give bidders an opportunity to obtain clarifications about the maintenance management contract (see Appendix 2, Agenda of Bidders' Conference).

2. Overview

Statement of work

Marc Denis provided an **overview** of some of the operational requirements. Bidders are referred to the Invitation to Tender for details of all the operational requirements.

Section 3, General requirements

Marc Denis pointed out the importance for bidders to submit an annual work plan (in May of each year) as well as task completion reports (once a week, from April to November; once every two weeks from December to March) (see clause 3.5.1.3 of the Invitation to Tender).

Marc Denis also pointed out the GB Maintenance Management Committee meetings, which are a forum for celebrating successes and discussing shortcomings as the contract progresses, and for revising upcoming work plans (see clause 3.5.1.4 of the Invitation to Tender).

In order to ensure a proactive approach, the NCC is asking the contractor to assign a dedicated supervisor and team who can adequately fulfil the contract requirements (see clause 3.5.1.1 of the Invitation to Tender).

The NCC will designate a GB Contract Management Officer (CMO) as described in clause 3.5.1.2 of the Invitation to Tender. That said, the CMO may be a different person: Marc Denis will be responsible for operational matters; Louis Lévesque for administrative matters; and François Cyr for other matters.

Section 4, Operational service requirements

Clause 4.1, Hiking and ski trails (approximately 150 kilometres)

The contractor's work is to include the following:

- grass-cutting (a 1-metre band on each side of the trails, to a height of 15 centimetres), that is, approximately once a month
- removal of dangerous trees and branches
- pruning (clearing forest cover to a height of 2.5 metres)
- repairs to trail surfaces
- repairs to culverts and footbridges
- maintenance of trail network signage and other assets.

Clause 4.3, Recreational pathways (approximately 25 kilometres)

- These wider pathways require more grass-cutting (a 1.5-metre band on each side of the pathways, to a height of 15 centimetres) and more intense maintenance.
- The contractor is to remove dangerous trees and branches.
- The contractor is to do pruning (clearing forest cover to a height of 2.5 metres).
- The contractor is to grade stone dust pathways mechanically at the beginning of the season and as required to level imperfections.
- The contractor is to sweep debris from paved pathways at the beginning of the season and as required thereafter, including leaf removal in the fall.

Clause 4.4, Boardwalks and footbridges (approximately 4,000 linear metres)

- These structures are made of natural, untreated wood (no pressure-treated wood is to be used for these structures).
- As required, the contractor is to replace deteriorated wooden components (for example, boards and ramps).
- The contractor is to ensure that all surfaces are smooth and free of defects.

Clause 4.5, Trailhead parking lots

- The GB includes 26 parking lots.
- Four parking lots require no maintenance (see the Invitation to Tender).
- Six parking lots require limited maintenance.
- The other parking lots require regular maintenance including washroom maintenance and waste collection.

Clause 4.5.2, Waste collection

- The contractor is to inspect waste collection sites daily, empty waste receptacles weekly or when garbage bags are at least half full, and provide the garbage bags.
- The contractor is also to respond to illegal dumping. That said, the costs of processing illegally dumped material are capped at \$15,000 under clause 3.14.3 of the Invitation to Tender

Clause 4.5.3, Snow and ice control on trailhead parking lots

- The contract will require very little snow and ice control. The contractor is to provide snow and ice control on access ways to the washrooms, information panels, and trailheads.
- Ice control equipment and supplies are in addition to the contract.

Clause 4.5.5, Picnic areas

- Picnic areas are regular parking lots with picnic tables and picnic shelters.

Clause 4.5.6, Maintenance of other trailhead assets

- Other trailhead assets include bulletin boards, signage, interpretation panels, wood fencing, farm fencing and gates, wood bar gates, steel drop bollards and boulders.
- See clause 4.5.6.2 of the Invitation to Tender for maintenance requirements.

Clause 4.6, Historical and cultural sites

- Carlsbad is a small site with an average number of visitors that includes a small kiosk, a parking lot, and garbage receptacles. Because this site is seasonal, the contractor will be responsible for opening and closing it.
- The Lime Kiln is located on a pathway that is open year-round. Illegal campfires and vandalism have been observed at this site.

Clause 4.7, Natural lands

- Factors to which the contractor is to respond at these sites include illegal dumping, encroachment, trespassing and vandalism; for example, the contractor is to pick up the carcasses of small animals. Little grass-cutting is required. See clause 4.7.2.1 for the new requirement of 80 person-hours per year for invasive species removal.

Contract administration procedures

Nicole Galipeau reminded bidders that the official information site for all government procurement is www.buyandsell.gc.ca. Bidders are responsible for seeking all relevant information from this site.

Nicole Galipeau also noted that, unlike the past practice of calls for proposals, the present process is an Invitation to Tender. This process is simpler: bidders need only submit a price along with the mandatory items set out in clause 7.2 of the Invitation to Tender.

The selected contractor will be required to provide additional documents.

If a bidder does not indicate an appendix with its bid, the NCC will attempt to contact the bidder to ascertain its position.

3. Questions and answers

Q1: Bidders noted that the map on the www.buyandsell.gc.ca site is too small.

A1: The GB trail map was immediately distributed to the bidders present.

Q2: Bidders asked whether there were barriers that the contractor would have to open and close at the beginning and end of each day.

A2: No, there are no such barriers.

Q3: Bidders asked whether the contract would cover maintenance of all culverts, ditches and retention ponds.

A3: Yes, the contract will cover limited maintenance of these facilities (although no retention ponds), but this maintenance is not to be performed all at once.

Q4: The contract covers maintenance of 150 kilometres of trails; how much grass-cutting does this represent, in terms of area?

A4: This information is not available.

Q5: Will the contract cover esthetic tree pruning, and does the GB include any heritage trees?

A5: No, there are no heritage trees; the contract will cover only pruning for maintenance and safety purposes (for example, removal of hanging branches) and removal of dangerous trees near infrastructures. The contract will not cover removal of dangerous trees on the perimeter (at the limits) of the GB. Pruned branches and removed trees are to be spread out on adjacent forest lands.

Q6: In case of freezing rain, what will the NCC expect of the contractor?

A6: The contractor is to take action required to protect the public, including the posting of signage.

Q7: In case of extreme weather conditions, can the contractor expect assistance from the NCC in restoring infrastructures?

A7: Decisions in these cases will be made on a case-by-case basis, after a demonstration of need has been submitted.

Q8: Does the NCC have its own pruning program?

A8: No.

Q9: Will the contractor be responsible for removing diseased trees (for example, ash trees infested with the emerald ash borer)?

A9: Yes, the contractor will be responsible for removing diseased trees.

Q10: Does the NCC intend to divest itself of responsibility for GB maintenance in the near future, a possibility that would affect income under the contract?

A10: The NCC has just approved the GB master plan, which confirms the primary conservation mandate, and a secondary recreational mandate, for the GB. At present the NCC has no plans to transfer responsibilities or lands.

Q11: In case of an accident on the washroom or other access ways where the contractor provides snow and ice control, will the contractor be liable?

A11: Yes, because snow and ice control form part of the contract.

Q12: Will the contractor be required to respond within 10 minutes, under clause 3.9 of the Invitation to Tender?

A12: Yes, clause 3.9 of the Invitation to Tender remains unchanged.

Q13: Will the contractor be required to respect nesting guidelines before removing a tree?

A13: Yes, but in consultation with the CMO the contractor is to take immediate action to protect the public.

Bidders were invited to the site tour, to be held the same day, December 4, 2013, starting at 12:30 noon.

Appendix 1

Those Present at Bidders' Conference

<u>Company</u>	<u>Name</u>
Gemma Property Services	Anthony Arruda
TPCC	Sam Hargadon
Demsis	Genevieve Aubrey
Demsis	Stephane Pratt
Demsis	Steve Desbien
Lafleur	Jim Curran

Appendix 2

Agenda of Bidders' Conference

**Bidder's Conference
Conférence des soumissionnaires**

**Greenbelt Maintenance Contract
Contrat de la Ceinture de verdure
December 4, 2013,
4 décembre 2008,**

**9:00 am
9h00**

40 Elgin, Ottawa. (Room 702), (Salle 702)

Agenda Ordre du jour

1. Introduction

- Opening Remarks (Francois Cyr)
- Mot de bienvenue (Francois Cyr)

- Conference objectives (Francois Cyr)
- Objectifs de la conference (Francois Cyr)

2. Overview

Vue d'ensemble

- Scope of work (Louis Levesque)
- Énoncé des travaux (Louis Levesque)

- Procurement Process (Nicole Galipeau)
- Procédures d'administration des marches (Nicole Galipeau)

- Questions and answer process (Francois Cyr)
- Procédures sur les questions et réponses (Francois Cyr)

3. Question Period

Période de questions