

## **QUESTION & ANSWER**

### **SOLICITATION K8A42-14-9006**

#### **2014/2015 National Solid Waste Composition Study**

##### **Question 1:**

For the Phase II site audits, can you confirm that each of the 9 sites are to be visited twice (once in the winter, once in the summer), for a total of 18 on site audits (2-days each)?

##### **Answer to Question 1:**

Yes. Please see Amendment #1 for a clarification of this point in the RFP.

##### **Question 2:**

The \$43,300 budget allocated for professional fees does not seem adequate to allow for dedication of enough resources to complete all of phase I tasks and to conduct representative on-site sampling events at each of the 9 sites as prescribed in Phase II. Can you confirm that this is the correct budget and that it is intended to cover all listed tasks? We understood that travel and administrative costs are separate.

##### **Answer to Question 2:**

Please see Amendment #1 to the RFP, which removes the maximum of \$43,400 for professional fees and replaces this with a maximum combined budget of \$55,000.00 for both professional and administrative expenses. Bidders may allocate the \$55,000.00 either to professional fees or to administrative expenses, provided the maximum of \$10,700.00 for administrative expenses is respected. A separate, fixed budget of \$50,000.00 has been established for travel.

##### **Question 3:**

Contingent on response to question 2, if \$43,300 is the maximum budget for professional fees for all phases, does Environment Canada understand that the 2-day on-site sampling methodology for each site will be limited (relative to typical waste composition audit approaches), and may not allow for a complete representation of the waste profile of that site?

##### **Answer to Question 3:**

Environment Canada accepts the level of sampling that is commensurate with a two days sampling period. Please see Answer to Question 2 for information regarding a change to the maximum budget for professional fees.

**Question 4:**

Referencing the mandatory requirements for the proposed project manager (page 22, M2), is an undergraduate degree in Environmental Studies and/or Environmental Professional (EP Waste) designation acceptable?

**Answer to Question 4:**

No, the two examples mentioned in Question 4 do not meet the M2 criteria, which states: "...A relevant degree is defined to mean one in the following disciplines: chemical engineering, environmental engineering, civil engineering or environmental science from a recognized university."

**Question 5:**

Referencing the point rated criteria for project team members (page 24, R5), are the following sufficient to award full points: Undergraduate degree in Environmental Studies from recognized university and/or Environmental Professional designation (EP Waste) and/or Post-graduate certificate in Environmental Management and Assessment (accredited college)?

**Answer to Question 5:**

No, the degrees/credentials listed in Question 5 do not meet the degree component of R5 criteria, which requires: "an undergraduate degree in one of the following: chemical engineering, environmental engineering, civil engineering or environmental science from a recognized university, held by at least two project team members." Please note that full points will only be obtained by those bidders meeting both the degree component and the experience component of R5.

**Question 6:**

Has an assessment been completed of which municipalities have done a physical waste audit?

**Answer to Question 6:**

No, but Environment Canada is aware that some recent audits have been done, e.g., Province of Québec has performed a recent audit across the board. It won't be unexpected if other provinces/municipalities have recently done audits.

**Question 7:**

Is it understood if any of these (or other) municipalities will be willing to share their information?

**Answer to Question 7:**

In the case of Québec's audits, this information is available to the public. Environment Canada expects that most of the audit information would be available publicly or upon request made by Environment Canada.

**Question 8:**

If copies of waste audit reports are collected from 6 urban and 3 rural municipalities that provide the geographical coverage outlined in Task 7, will physical waste audits still be required?

**Answer to Question 8:**

The 9 sites to undergo physical site audits in Phase II will be selected from potential sites that have not had a waste audit of recent.

**Question 9:**

What criteria is to be followed to determine which municipalities will be audited in the winter and which will be audited in the summer?

**Answer to Question 9:**

The same municipalities that receive winter site audits will undergo summer site audits. Please see Amendment #1 to the RFP for a clarification on this point.

**Question 10:**

Will separate audit reports be required for the individual waste audits or is it okay to compile into the main report?

**Answer to Question 10:**

The winter site audits report (Deliverable #9) must be submitted by March 31, 2015 (see Amendment #1 for this updated due date). The summer audit report (Deliverable #10) can be submitted as part of the draft final report (Deliverable #12) if the Contractor chooses.

**Question 11:**

Will any part of the expenses budget be able to be allotted to conduct the physical waste audits?

**Answer to Question 11:**

Please see Amendment #1 to the RFP, which removes the maximum of \$43,400 for professional fees and replaces this with a maximum combined budget of \$55,000.00 for both professional and administrative expenses. Bidders may allocate the \$55,000.00 either to professional fees or to administrative expenses, provided the maximum of \$10,700.00 for administrative expenses is respected.

**Question 12:**

Is an undergraduate degree in physical geography paired with a master's degree in environmental sciences judged to be compliant with requirement M2? (page 24 of the tender document)

**Answer to Question 12:**

Yes, a master's degree in environmental sciences is considered to be compliant with M2.