

## QUESTION & ANSWER 1

1. Regarding the above-noted request for proposal, is Environment Canada able to specify which models or brands of monitors are present at the Hamilton, London, Ottawa, Toronto, and Windsor area stations?

Here is the list of models associated with the measurements specified in the contract :

VOC: Xonteck model 910a  
Carbonyl: Xonteck model 926  
PAH: Environment Canada Hi-Volume PUF sampler (EC design)  
PM Dichot: Thermo model Partisol 2025-D PM2.5 and PM10 sequential sampler and Thermo model Partisol 2000i-D PM2.5 and PM10 single event sampler  
PM Speciation: Met One model Super SASS-Plus sequential speciation sampler  
Continuous PM2.5 monitor: Thermo model SHARP5030, Thermo model 1400ab TEOM-SES.

2. Model of monitors present at the **Ottawa** and **Hamilton** area AQM stations; and

Here is the list of models associated with the measurements specified in the contract including Ottawa and Hamilton:

VOC: Xonteck model 910a  
Carbonyl: Xonteck model 926  
PAH: Environment Canada Hi-Volume PUF sampler (EC design)  
PM Dichot: Thermo model Partisol 2025-D PM2.5 and PM10 sequential sampler and Thermo model Partisol 2000i-D PM2.5 and PM10 single event sampler  
PM Speciation: Met One model Super SASS-Plus sequential speciation sampler  
Continuous PM2.5 monitor: Thermo model SHARP5030, Thermo model 1400ab TEOM-SES.

3. Clarification of wording in RFP – current time allocation estimates note that each *sampler* changeover time should be approx. 30 minutes. Should this read each *station* changeover time should be approx. 30 minutes?

Time estimates for each sampler is 30min.

4. Does the estimated project budget include travel costs? For example the Hamilton areas maximum amount is estimated at \$32,000 does this value include operation, maintenance, record operational data and travel? Or should is travel external from this budget?

All inclusive, also travel costs include mileage and labour.

5. On page 21 of 34, it is noted that Environment Canada will be awarding 5 separate contracts. Is EC willing to consider awarding multiple contracts to the same firm? Can a firm submit a single proposal for all five contracts and suggest an alternate grouping of the stations for better distribution of effort?

Please see the following text from the RFP:

### Contractor Selection Method

Bidders are permitted to bid on one or more than one contract up to the maximum of five (5) contracts listed above. If a bidder submits a bid on more than one contract, he/she must submit one proposal that clearly addresses the requirements of each contract for which the proposal is being submitted and will be evaluated with the "Proposal Evaluation Criteria" provided below. In the case of a proposal being submitted for more than one contract, it must contain a separate, completed "Price Breakdown" as provided below for each Area that the bidder is bidding on.

All submitted proposals *should clearly demonstrate* ability and resources to meet the specified deliverables as outlined in the Statement of Work and Deliverables section above.

If a bidder is awarded more than one contract, the contracts cannot be completed consecutively (each contract will have the same date of contract award and termination date).

6. In the interest of evaluating the monitoring locations and identifying potential problems, we have been able to site all of the monitoring stations but the one located in "Newmarket". The location description on Page 18 of 34 for this site (i.e. "Hwy 47 & Hwy 48") is typically associated with the Stouffville station (MOECC ID 48002). Please clarify which station should be used.

The new Newmarket site is specifically located at the corner of Eagle St. & McCaffrey Road in Newmarket. (MOECC ID 48006).

7. When can we expect the contract work to begin? The RFP outlines a deadline of April 13, 2015, and the contract date begins April 1, 2015.

Anticipated start date is May 1, 2015

- 8- What is the revised contract starting date? Project description states April 1, 2015  
We plan for May-1, 2015.

- 9- Is a pre-bid site visit possible so we can see the type of sampling and recording equipment used? If not, can you provide a list (type/model) of the equipment being used?

VOC: Xonteck model 910a

Partisol 2000i-D PM2.5 and PM10 single event sampler

PM Speciation: Met One model Super SASS-Plus sequential speciation sampler

Continuous PM2.5 monitor: Thermo model SHARP5030, Thermo model 1400ab TEOM-SES.

- 10- Is all work to be performed within the interior of the structure or is the Contractor required to access the roof-top equipment?

The contractor will have to work inside and also on the roof that is accessible from inside the shelter.

- 11- In the **Statement of work and deliverables** in the next to last paragraph it states: *Within the constraints of a fixed sampling schedule (exact sampling dates to be provided by EC).*

Is the sampling schedule available? No but the sampling schedule is 1 event every 6 days starting May-6, 2015.

We require this to determine if any weekend or statutory holiday work hours will be required.

12- When supplies are required how is the Contractor to receive them?

The contractor is to pick-up sample media and drop-off samples at 335 River road, Ottawa.

13- In the **Statement of work and deliverables section 5**, it states: *Recording of all pertinent field data including instrument operating parameters and anomalies.*  
How is the data to be recorded? Computer/paper? **Paper that is supplied with the sample media.**

14- Can you provide more details on the *Basic, prescribed maintenance of all equipment and verification of flow calibrations?*  
**Mainly to clean the sampler fan filters, PM 10 head + PM2.5 sharp cut cyclone, and perform leak checks. Verification of the flow calibration is required every 3 months using a certified flow meter that can be provided by Environment Canada as required.**

15- On page 4, item 4, it states: *The Payment for professional services and associated costs will be effected upon completion of each phase, submission of invoices detailing the work completed to date and upon confirmation by the departmental representative of the services rendered/deliverables received.*  
Please describe what is meant by each phase.  
**We require monthly invoicing and payment.**

16- Can you provide an example of the detailed station report to be provided every month? Is it hard copy or soft copy?  
**It can be hard or soft copy and can be included in the monthly invoice. Examples are:. Change the Dichot filters on May-6, 2015. Ex. Performed leak check on Speciation sampler on May 6-2015. Ex. Picked samples at 335 River road on May-12, 2015, ETC...**

17- In the winter months will the Ministry or the City of Ottawa ensure that sufficient snow is removed for unimpeded and safe access to the site?  
**No, A shovel is provided at the station. The contractor is expected to clear a path for access to the site if required.**

18- What are the winter parking restrictions/limitation at the sampling site?  
**Parking is on the street. It would be better to check with the Ottawa city regarding parking by-law.**

19- Does the ministry have established procedures should vandalism or power issues affect the sampling equipment or fixed sampling schedule?  
**The contractor is expected to alert Environment Canada for any vandalism or any other issues at the site while they are visiting. Power failures are to be noted on the sample data sheet.**

20. Please describe the roof access. Is it a "trap door". What about winter time and heavy snow accumulation on the roof? How are we expected to open the access door?  
**Yes, it's an aluminum trap door that is not very well insulated. The snow does not accumulate on it.**

21. Are we correct to assume that if the first sampling day is May 6th the next is May 12? Or is it May 11th?

**It would be May-12.**

22. RFP states that media samples will be couriered to 335 River Road Ottawa at EC cost. Please acknowledge this statement.

Will additional supplies not be shipped to Contractor's site at EC cost? **All shipping cost are covered by Environment Canada.**

23. The RFP states that *All sites are managed by the Environmental Monitoring and Reporting Branch (ERMB) of the Ontario Ministry of Environment (MOE). EMRB will provide appropriate access to the sites.*

*By access we meant that they will provide keys and grant access to their site.*

24. We do not consider having a shovel provided at the station (inside) to be appropriate access. **Another shovel can be provided to the contractor if required.**

25. If snow has blocked access to the station entrance (drifting snow) what then? **We understand that samples can be missed for extreme snow events.**