



Addendum 1

March 17, 2020

RFP R20-09 Water & Sewer Rates Review – Addendum No. 1

This addendum forms part of the RFP document and shall be read, interpreted, and coordinated with all other parts. The costs of all work contained herein shall be included in the proposal submission. The following revisions supersede the information contained in the original documents to the extent referenced and shall become part thereof.

Item No. 1 – Questions and Answers

Q1. Page 10 of RFP, Evaluation Criteria, Social Procurement Considerations includes “Locally owned and operated businesses”. Can you please clarify how this evaluation criteria will be used in the evaluation process? Does “locally” mean firm owned and operated by the City resident?

A1. A locally owned and operated business refers to the business being located in the same general area as the City of Courtenay and the owner being a resident of the community.

Q2. Is there a budget amount allocated for this RFP?

A2. The budget will not be released.

Q3. What is the expected completion date for this assignment?

A3. November 30, 2020.

Q4. Does the City’s internal staff maintain and update the existing cost of service/rate design model (if applicable) or does it retain AquaVic or other consultants for this work?

A4. Yes. The Finance Department uses current and previous years actual consumption numbers for future years. The City includes an increase for growth and reduction for water efficiency.

Q5. Can the kick-off meeting be held using video conference tools (Zoom, Skype, etc.) so that all proponent team members can participate?

A5. Yes

Acknowledgement of this Addendum as part of your submission is required.

End of Addendum No. 1

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