

## REQUEST FOR STANDING OFFERS

### 24-030 Engineering and Geoscience Consulting Services

#### Addendum #1

#### Submission Deadline Extension

**DELETE: Closing Date & Time: on or before 3:00 PM Pacific Time on May 8, 2025**

**ADD: Closing Date & Time: on or before 3:00 PM Pacific Time on May 22, 2025**

#### Questions and Answers

*This following is a compilation of questions received from possible proponents up to 12:00 pm on April 24, 2025, and the answers to these questions:*

**Q1. Does the RDN require proof of insurance with the submission?**

A1. No, proof of insurance is not required in submissions. The insurance certificate would need to be provided by the Preferred Proponents selected in this Request for Standing Offers (RFSO) prior to agreement countersignature.

**Q2. Does the RDN require a specific Certificate of Insurance with the RDN named with the submission?**

**a. If so, is this the correct corporate address to reference on the letter?**

**Regional District of Nanaimo**

**6300 Hammond Bay Road, Nanaimo, BC, V9T 6N2**

A2. The above corporate address is correct. However, insurance certificates only need to be provided if a firm is selected as a Preferred Proponent. Proof of insurance is required prior to agreement countersignature. Insurance certificates do not need to be provided in submissions, however.

**Q3. Does the RDN require proof of registration to conduct engineering in the province of BC (copy of Permit to Practice) with the submission?**

A3. The RDN will confirm on Engineers and Geoscientists of British Columbia's database ([Registrant Directory](#)) if firm's have a valid Permit to Practice for Engineering and Geoscience in the Province of British Columbia.

To assist with verification, we would prefer that Proponents include information on their Permit to Practice in their submissions, including their permit number.

**Q4. We are hoping the RDN could provide an extension for submissions. Let us know if the RDN could accommodate this request?**

A4. Yes, the RDN will provide an extension until Thursday May 22, 2025, at 3 pm Pacific Time (enclosed).

**Q5. The RFSO states a 15-page limit, if proponents are submitting for several categories; can this limit be extended?**

A5. The RDN will extend the page limit to 25 pages for those submitting under multiple categories. Please note that datasheets and resumes are not included in the page count total.

**Q6. Could you please confirm whether proponents are expected to provide five (5) project references in total, or five (5) project references per Area of Specialization for which the firm is applying?**

A6. Proponents should provide five (5) project references per Area of Specialization for which the firm is applying. However, the same project may be used under different categories if it is applicable.

**Q7. Should the project datasheets provided in Appendix B match the projects listed in the main body or can we provide additional datasheets for other projects?**

A7. We would recommend including project datasheets for reference projects. It is not a requirement however for reference project list to match the datasheets.

Additional datasheets can be attached to provide information on other projects.

**Q8. We need clarification on the page limitations for multidisciplinary submissions. For multidisciplinary submissions, should each discipline be provided in its own individual proposal document? Or, if a single multi-disciplinary submission is requested, would there be any allowance given to the page limitation (additional pages to accommodate the information for each discipline submitted on)?**

A8. The RDN is requesting one submission per Proponent in response to this RFSO.

For multi-disciplinary submissions, the RDN will extend the page limit for the one submission to 25 pages. Please note that project datasheets and resumes are not included in the page count total.

**Q9. Is the intent to show 5 Key Projects that are specific to Water/Wastewater?**

A9. The 5 key projects would be identified for each Area of Specialization for which the firm would like to be considered.

**Q10. Do you want the 5 key projects summarized in the body of the proposal or can these be appended in Appendix B along with additional projects?**

A10. It would be ideal if the key projects could be summarized in the body of the proposal and further detail provided in Appendix B.

Please note the submission length has been increased to 25 pages (not including project datasheets or resumes).

**Q11. We will complete the Rate Table on Page 25 of the RFP with the 7 Team Member designations. We also intend to include a full rate table for our company that includes roles/rates that don't fit into these categories. Does the Regional District have any objection to this?**

A11. We would not have any objections to this approach.

These additional roles would not be used in the Financial Evaluation framework, however, to allow for a consistent approach.

**End of Addendum No. 1**