

# RFP-21002

## ADDENDUM NO. 1

<b>RFP TITLE:</b>	FVRD Regional Airpark Operations, Maintenance and Management Services
<b>RFP NUMBER:</b>	21002
<b>DATE ISSUED:</b>	February 08, 2021
<b>ADDENDUM ISSUED:</b>	Monday February 22, 2021
<b>CLOSING DATE:</b>	Friday February 26, 2021 1:00 pm (PST)

## ADDITIONAL INFORMATION

### **Will the FVRD pay extra for additional labour for weekends, events, and statutory holidays?**

The proponent must outline in the proposal expectations for remuneration.

### **Is the rental house available for the Contractor and at what rate?**

Currently the rental house is not available for rent as a tenant rents it out. Further opportunities for rental of this space may come available and would be made via advertisement to the general public.

### **Can the closing time of the RFP be confirmed?**

1 pm PST Friday February 26, 2021

### **Equipment list correction on page 14**

2003 New Holland TL80 tractor is available for use.

### **Where is the well located?**

The well is located just in front of the flight centre.

### **Who pays for fertilizer, aerating equipment, and fill sand?**

The Fraser Valley Regional District (FVRD) would pay for supplies and equipment required to complete the work.

### **Who pays a certified contractor to apply weed control?**

The Contractor would arrange for weed control, and the FVRD would pay for the service upon mutual agreement of the work to be completed.

**Who pays for the excavator to clean ditches?**

The Contractor does not maintain the ditches along the roads. The drainage, which needs to be kept clear, is typically done with the equipment available for use.

**Can the Contractor bring their own equipment instead of using FVRD equipment?**

Yes. It should be outlined in the proposal.

**Is there an official wildfire program for the hay fields?**

No. This is managed with mowing.

**Who pays to move the mowers to Boston Bar?**

The proponent should identify their expectations as a part of the proposal.

**When the Contractor is inspecting and mowing at Boston Bar does the airpark in Hope have to be staffed?**

The Contractor is expected to be available on call and/or make alternative arrangements.

**Who provides the fire extinguishers?**

This would be typically supplied by the FVRD.

**What are the requirements for liability insurance?**

The Contractor shall obtain and maintain Comprehensive General Liability Insurance in the amount of not less than \$5,000,000, and the FVRD shall be named as additional insured and the policy shall include cross liability or severability clauses. The contractor shall file with the FVRD prior to the commencement of the agreement a certificate of insurance as evidence of this coverage and evidence of the renewal of the policy. The provision of this insurance clause will survive the termination of this agreement.

**Who provides the radios equipment for the mowers and the office?**

The Contractor.

**Who maintains the windsock and replacements if required?**

The Contractor maintains the windsock and would replace if required. Typically, this would be a part of the supply budget paid for by FVRD unless the Contractor proposes a different arrangement.

**Who repairs the runway? Is the Contractor paid for this work?**

The Contractor is responsible for regular repairs of the runway, which would be a part of the scope of work. For major repairs, the Contractor would consult with the FVRD.

**For gravel surfaces, what equipment is required for grading? Will this be provided by the FVRD or is this service currently being contracted?**

Gravel surfaces are typically back bladed with the provided tractor and/or raked by hand depending on the area by the Contractor.

**For paved surfaces, what equipment is required for crack filling? Will this be provided by the FVRD or is this service being subcontracted?**

There are minimal paved surfaces which require crack filling. The Contractor typically would take care of the minor repairs using hand tools.

**For the maintenance of the Flight Centre will the FVRD be supplying all equipment necessary to complete this work including polishers, floor strippers etc.?**

Yes, unless the proponent prefers to bring their own which should be identified in the proposal

**What is the snow removal expectation?**

Snow removal for the driveway, sidewalks and access route for emergency purposed (i.e. driveway to helicopter landing pad for emergency landing services) at a minimum are required by the Contractor. The FVRD has a tractor for snow removal.

**Is the John Deere mower equipped with a snowplow?**

No.

**Is sub-contracting allowed?**

All services within the Scope of Work are to be performed by the Contractor. Any specialized services, which cannot be performed by the Contractor, the Contractor would arrange for the work to be completed and would be done through discussion with the FVRD.

**What are the Contractors responsibilities around camping?**

There is no designated camping facilities on the site. Should camping be approved for an event, the Contractor would be expected to manage the needs of the group.

**What is the FVRD's expectations around uniforms for the Contractor?**

There is no specific uniform expectation for the Contractor.

**Who supplies PPE?**

The Contractor.

**Who supplies the small hand tools for the shop and other areas of work?**

The Contractor.

**Who supplies maintenance materials (cleaning supplies, paint, filters, paint, lumber, mops, buckets etc.)?**

The FVRD has provided this in the past. The proponent's proposal should outline what the proponent is proposing.

**What systems are in place to collect revenues as stated in the Contractor responsibilities?**

There are credit card machines for fuel, and a drop box for cash/cheque/on account payments, which is monitored by the Contractor. Revenues from fuel sales are retained by the FVRD, as are tie-down related fees, leaseholder rents etc. The Contractor is required to be on site at the time of fuel delivery, submit fuel tickets and perform dips and readings. The Contractor must notify the FVRD of fuel equipment inspections and must be on site for such inspections.

**What is the length of the Agreement?**

The term of services will be negotiated. However, typically the first term is for one year. After the first term, the term would be renewed for two additional two-year terms.

**Evaluation Clarification - The RFP will be evaluated as follows:**

Completed Schedule A	Pass/Fail
Completed Schedule B	Pass/Fail
References	30%
Price	40%
Proposal including related experience including past working relationship with the FVRD	30%

**When is the last day to submit questions pertaining to this RFP?**

All questions pertaining to this RFP must be submitted no later than 3:00 pm PST Tuesday February 24, 2021. A final addenda will be issued Wednesday February 25, 2021 if required.

Please contact the Contact Person with respect to this Addenda No.1 or other inquiries regarding this project.

**CONTACT PERSON**

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