



# 547-2023 ADDENDUM 1

## PROFESSIONAL CONSULTING SERVICES FOR 2023-2025 REGIONAL STREET RENEWAL PROGRAM – MCGREGOR STREET AND INKSTER BOULEVARD

ISSUED: August 16, 2023  
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### URGENT

**PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE BID/PROPOSAL**

**THIS ADDENDUM SHALL BE INCORPORATED INTO THE BID/PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS**

Template Version: Add 2021-03-05

**Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid/Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 10 of Form A: Bid/Proposal may render your Bid/Proposal non-responsive.**

*Note: this addendum includes the changes required to provide the use of Form Q: Qualifications*

### FORM Q: QUALIFICATIONS

**Add:** Form Q: Qualifications

### PART B – BIDDING PROCEDURES

**Revise: B6.5 to read:**

**B6.5** The Proposal should be submitted in a PDF format; with a font of not less than 11 pt Arial on 8.5"x11" pages; margins not less than 0.75"; linespacing not less than single; and should be no more than **ten (10) pages** in length exclusive of the required form(s). Only the first **ten (10) pages** of each Proposal will be evaluated.

**B6.5.1** Information requested in Section C and Section D may be submitted using Form Q: Qualifications as an appendix to the main proposal.

**B6.5.2** Any graphical information as requested in B11.2, B11.3, and B12.1 may be presented on a maximum of four (4) 11"x17" pages with a font not less than 8 pt Arial as an appendix to the main proposal.

**B6.5.3** Anything included as an appendix, other than the information requested in B6.5.1 and B6.5.2, will not be evaluated.

**Delete B6.6**

**Revise B9 to read:**

### **B9. EXPERIENCE OF PROPONENT AND SUBCONSULTANTS (SECTION C)**

**B9.1** Proposals should include:

- (a) general firm profile information, including years in business, average volume of work, number of employees, typical services performed and available, including local office information, and other pertinent information for the Proponent and all Subconsultants;
- (b) details demonstrating the history and experience of the Proponent and Subconsultants in providing design, management of construction and contract administration services on minimum three (3) maximum four (4) local projects of similar complexity, scope and value.

- B9.2 For each project listed in B9.1(b), the Proponent should submit:
- (a) description of the project including any reference information such as Tender number, the project's original contracted costs and final costs (with brief explanation as required), anticipated and delivered design schedule (shown separately), anticipated and delivered construction schedule (shown separately);
  - (b) role of the consultant (i.e. what services were carried out for the project); and
  - (c) project owner.
- B9.2.1 Where applicable, information should be separated into Proponent and Subconsultant project listings.
- B9.3 The Proponent may complete Form Q (Section C): Experience of Proponent and Subconsultants, to provide the information requested in this section.

**Revise B10 to read:**

**B10. EXPERIENCE OF KEY PERSONNEL ASSIGNED TO THE PROJECT (SECTION D)**

- B10.1 Proposals should include names of key personnel assigned to the project, who shall not be substituted without written permission from the Project Manager.
- B10.2 For each person listed in B10.1, the proposal should:
- (a) describe the job function for each individual and group of individuals identified;
    - (i) proposed project role;
    - (ii) description – complete with responsibilities and tasks – of proposed project role; and
  - (b) the experience and qualifications of the key personnel assigned to the project, including:
    - (i) current job title;
    - (ii) professional affiliations;
    - (iii) educational background and degrees;
    - (iv) years experience:
      - ◆ in current position
      - ◆ with roadway design
      - ◆ administering City projects
      - ◆ with contract administration
  - (c) minimum three (3) maximum four (4) projects, comparable in scope, size and complexity, in which the key personnel did comparable work and played a comparable role, including the following information:
    - (i) project description, noting relevance to current project;
    - (ii) any additional information regarding their project contribution that may be relevant to current project;
    - (iii) project role; and
    - (iv) project owner.
- B10.2.1 Further to B10.2(c), and upon request of the Project Manager, the Proponent must be able to provide, for each person identified in B10.1, two current references, including telephone numbers, for each project listed in B10.2(c).
- B10.3 The Proponent may complete Form Q (Section D): Experience of Key Personnel Assigned to the Project, to provide the information requested in this section.

**Revise B11 to read:**

**B11. TECHNICAL PROPOSAL (SECTION E)**

- B11.1 The Proposal should describe your team and your approach to overall team formation and coordination of team members. Include the methodology describing the team's project management approach and organization during the performance of Services, so that the evaluation committee has a clear understanding of the methods the Proponent and Subconsultant(s) will use in the delivery of the project.

- B11.2 The Proposal should include an organizational chart for the project which identifies the roles of key personnel.
- B11.3 Proposals should include time estimates and allocations including:
- (a) For each person identified in B10.1, list the percentage of their time to be dedicated to the project. Provide this information for each of the phases identified D4 Scope of Services;
  - (b) Time estimates by work activity and in total, including hourly rates for each person identified in B10.1, as well as survey, drafting, clerical and any other support staff.
- B11.4 The Proposals should address the technical deliverables and associated task requirements required by the Scope of Services. It should clearly identify and explain work activities and identify all assumptions and interpretations.
- B11.5 Specifically, Proposals should describe:
- (a) the Proponent's practical understanding of the Project, specifically:
    - (i) the team's understanding of the broad functional and technical requirements and urban design issues;
    - (ii) the team's understanding of the proposed Project Budget and Capital Construction Estimate; and
    - (iii) communication strategies.
  - (b) the Proponent's technical approach and methodology to complete the Services, specifically with reference to the key issues identified in D4.
  - (c) the collaborative process/method to be used by the Proponent in all phases of the Project;
  - (d) all activities and services to be provided by the City;
  - (e) the deliverable(s) of the Project;
  - (f) any assumptions made with respect to the Scope of Services.
- B11.6 Methodology should be presented in accordance with the Scope of Services identified in D4, as well as Part E – Specifications, and Appendix A – Definition of Professional Consulting Services – Engineering.
- B11.7 Details of the Scope of Services are provided in D4 through D8.

## **PART D – SUPPLEMENTAL CONDITIONS**

- Revise: D16.1(c) to read: Construction tenders for 2024 construction must be ready to be advertised on MERX's website by March 1, 2024; Construction tenders for 2025 construction must be ready to advertise by November 30, 2024. The actual advertising dates, corresponding construction contract schedules, and scopes of work for the construction, will be established during the Detailed Design, in consultation with and approved by the Project Manager; and,