



40-2014 ADDENDUM 2

REQUEST FOR PROPOSAL FOR PROFESSIONAL ENGINEERING CONSULTING SERVICES FOR THE NEWPCC POWER SUPPLY UPGRADE

URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE REQUEST FOR PROPOSAL

ISSUED: June 2, 2014
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THIS ADDENDUM SHALL BE INCORPORATED INTO THE REQUEST FOR PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

Template Version: Ar20131129

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 9 of Form A: Proposal may render your Proposal non-responsive.

PART B – BIDDING PROCEDURES

Revise: B2.1 to read: The Submission Deadline is 4:00 p.m. Winnipeg time, June 12, 2014.

PART D – SUPPLEMENTAL CONDITIONS

Revise: D10.3 to read: The City intends to award this Contract by October 17, 2014.

PART F – SCOPE OF WORK

Revise F1.3(c) to read Draft and **final** copies of the project management plan shall be provided in Native format, PDF and seven (7) hardcopies.

Add: F1.4 As part of the project management plan, The OA shall include a records management plan for technical and non-technical documents.

F1.4.1 The OA shall

- (a) use the CD-RC-PC-01 WSTP Technical Document Numbering System in Appendix P to generate numbers for all technical documents associated with the NEWPCC Power Supply Upgrade Project;
 - (i) Each specification section shall have its own document number and be treated as a separate document.
- (b) develop and propose the technical documents process area codes for the NEWPCC Power Supply Project only (Section 3.1.5 of Appendix P);
- (c) propose a numbering/naming convention for non-technical documents;
- (d) coordinate the technical and non-technical document numbering process with the Project Manager; and
- (e) ensure the design builder uses the CD-RC-PC-01 WSTP Technical Document Numbering System.

- F1.4.2 The City is developing a Document Management System (DMS) to assist in facilitating records management that will use SharePoint in a Microsoft 365 environment.
- (a) The City anticipates that the DMS will be in operation fall of 2014.
 - (b) Once the City DMS is operational, the OA will be required to transfer prior assignment project records into the City DMS and use the City DMS for the remainder of the project.
 - (c) The OA shall use the DMS to manage technical and non-technical documents including those submitted by the design builder.
 - (i) Most of these documents are list under “technical” and “contract administration” classification system identified in Appendix Q
 - (ii) Documents shall be uploaded to the DMS with the required metadata indicated in Appendix Q;
 - (iii) Documents that fall outside the classification systems identified in F1.4.2(b)(i), and are generated by the OA or design builder shall be uploaded to the DMS without any metadata;
 - (iv) The OA shall send email notification to the Project Manager after uploading documents to the DMS.
 - (d) Anyone in the OA’s organization that is given access to the DMS will be required to sign a non-disclosure agreement included in Appendix R.
 - (e) Appendix P, Q and R and draft examples, final copies of the documents will be made available to the OA after award.

Revise F2.6.2(c) to read Draft and final copies of **all deliverables** shall be provided in Native format and PDF; one (1) unbound and six (6) bound hardcopies.

Add: F3.3.1(b)(iv) Appendix J is for guidance on how the NEWPCC automation system shall operate in future and is only to be used as a reference document with relation to the NEWPCC Power Supply Upgrade.

Add: F3.3.1(b)(v) The automation hardware used in the NEWPCC Power Supply Upgrade shall comply and be compatible with Appendices J and K to ensure a vision of a fully integrated and seamless automation system for the fully upgraded NEWPCC.

Add: F3.3.1(e) The OA shall be responsible for automation of the NEWPCC Power Supply Upgrade Project only.

Add: F3.4(a)(ii) HAZOP is for all the new equipment to be installed as part of the NEWPCC Power Supply Project and any impacts on the existing equipment.

Revise F3.12.3(c) to read Draft and final copies of **all deliverables** shall be provided in Native format and PDF; one (1) unbound and six (6) bound hardcopies.

APPENDICES

These documents are provided for reference only and may be revised periodically.

Add: Appendix P CD-RC-PC-01 WSTP Technical Document Numbering System

Add: Appendix Q PG-RC-RF-03 Project and Vendor Site Designs

Add: Appendix R DMS Non-Disclosure Agreement