Corporate Finance Department
Materials Management Division

685-2013 ADDENDUM 2

REQUEST FOR PROPOSALS FOR PROFESSIONAL CONSULTING SERVICES FOR STAGE 2 OF THE SOUTHWEST TRANSITWAY - FUNCTIONAL DESIGN - P3 BUSINESS CASE AND VFM ANALYSIS - PROCUREMENT - OWNERS ADVOCATE

ISSUED: August 22, 2013
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URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE BID OPPORTUNITY

THIS ADDENDUM SHALL BE INCORPORATED INTO THE BID OPPORTUNITY AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

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

PART B – BIDDING PROCEDURES

Revise: Revise **B7.2 (b)** to read:

7.2 (b) Experience **and Time Allocation** of Key Personnel Assigned to the Project (Section D), in accordance with B11;

Revise: Revise **B11 title** to read:

B11. EXPERIENCE AND TIME ALLOCATION OF KEY PERSONNEL ASSIGNED TO THE PROJECT

Revise: Revise **B11.4** to read:

B11.4 **In order for the City to determine the most effective balance of experience, task allocation and hours assigned, resulting in the best value for the City,** the Proposal should include **the following information:**

(a) for each person identified in B11.2, an estimate of the number of hours to be assigned to each staff person for each task in accordance with the Scope of Services identified in D4;

(b) a summary of the per diem rate for each staff person assigned to the tasks. See Appendix E.

Revise **B21** to read:

B21. EVALUATION OF PROPOSALS

B21.1 Award of the Contract shall be based on the following evaluation criteria:

(a)	compliance by the Proponent with the requirements of the Request for Proposal or acceptable deviation therefrom:	(pass/fail)
(b)	qualifications of the Proponent and the Subconsultants, if any, pursuant to B14:	(pass/fail)
(c)	Fee Proposal, Phase I, II, III; (Section B)	20%
(d)	Experience of Proponent and Subconsultants; (Section C)	25%
(e)	Experience **and Time Allocation** of Key Personnel Assigned to the Project; (Section D)	20%
(f)	Project Understanding and Methodology (Section E)	25%
(g)	Project Schedule. (Section F)	10%

B21.2 Further to B21.1(a), the Award Authority may reject a Proposal as being non-responsive if the Proposal Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Proposal, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.

B21.3 Further to B21.1(b), the Award Authority shall reject any Proposal submitted by a Proponent who does not demonstrate, in its Proposal or in other information required to be submitted, that it is responsible and qualified.

B21.4 Further to B21.1(c), Fee Proposal will be evaluated based on Fees submitted for Phases I, II, and III, **in accordance with B9**.

B21.4.1 Any Fee Proposal appearing to be inappropriately proportioned between the Fees for Phase I, II, and III may be determined to be non-responsive and rejected by the Award Authority in its sole discretion, acting reasonably.

B21.5 Further to B21.1(d), Experience of Proponent and Subconsultants will be evaluated considering the experience of the organization on projects of similar size and complexity as well as other information requested **in accordance with B10**.

B21.6 Further to B21.1(e), Experience **and time allocation** of Key Personnel Assigned to the Project will be evaluated considering the experience, **time allocation and** qualifications of the Key Personnel and Subconsultant personnel on Projects of comparable size and complexity **in accordance with B11**.

B21.7 Further to B21.1(f), Project Understanding and Methodology will be evaluated considering your firm's understanding of the City's Project, project management approach and team organization **in accordance with B12**.

B21.8 Further to B21.1(g), Project Schedule will be evaluated considering the Proponent's ability to comply with the requirements of the Project **in accordance with B13**.

B21.9 Notwithstanding B21.1(d) to B21.1(g), where Proponents fail to provide complete responses to B7.2(a) to B7.2(d), the score of zero will be assigned to the incomplete part of the response.

Revision to Appendix C

Revise first paragraph under **I. Functional Design – Southwest Transitway - Stage 2** to read:

> The functional design of Stage 2 the Southwest Transitway is to include the following tasks. All work is to be based on Alignment 1B (aka the Parker/Hydro alignment) **with full build-out**, as shown in the Southwest Rapid Transit Corridor – Stage 2 Alignment Study, and approved by City Council on March 20, 2013.

Note:
The procurement of a Fairness Advisor, if determined as necessary by the City, will be the responsibility of the City and is not included in this RFP.