



620-2010 ADDENDUM 2

PROVISION OF ENVIRONMENTAL ASSESSMENT OF CITY OWNED PROPERTY

URGENT

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

ISSUED: August 18, 2010
BY: Coleen Groening
TELEPHONE NO. (204) 986-2491

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

Template Version: A20070419

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 8 of Form A: Bid may render your Bid non-responsive.

PART B – BIDDING PROCEDURES

Revise: B2.1 to read:

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, August 27, 2010:

Revise: B7.1 to read:

B7.1 The Bid shall consist of the following components:

- (a) Form A: Bid;
- (b) Form B: Prices;
- (c) Detailed Cost Breakdown;
- (d) Approach and Methodology;
- (e) Team and Capability;
- (f) Risk Management.

Add: **B16. DETAILED COSTING SUMMARY**

B16.1 The Bidder shall provide in their Bid a Detailed Cost Breakdown for the Lump Sum Price provided on Form B: Prices. The Detailed Cost Breakdown shall include, but is not limited, to the following:

- (a) A list of tasks to be performed to complete the Work;
- (b) The estimated person and equipment hours required to complete each task and their respective rates;
- (c) The total estimated cost for each item including travel and related disbursements;
- (d) Any other charges or disbursements required to complete the Work.

Note: Disbursements are to be included in Detailed Cost Breakdown and the Lump Sum Price.

B16.1.1 The Bidder is advised the sum of the Detailed Cost Breakdown should be the same amount indicated as the Lump Sum Price provided on Form B: Prices.

Add: **B17. APPROACH AND METHODOLOGY**

- B17.1 The Bid should describe how the Bidder will implement and support its proposed project solution, approach or methodology.
- B17.2 The Bid should illustrate the Bidder's understanding of the site specific issues, and the methodologies to be utilized to ensure the completion of the Work specified in E2.

Project Management

- B17.3 The Bidder should describe how the project will be managed, including Project organizational structure and responsibilities.

Understanding of Project Scope and Objectives

- B17.4 The Bid should describe the Bidder's understanding of the overall project scope and objectives and illustrate how this understanding will establish the foundation to providing a successful project.

Note: The criteria cited in existing reports may not be relevant under current guidelines, or where cited receptors (such as groundwater use) are no longer applicable. As such, it is expected that the Bidder would qualify the proposed level of effort through the selection and application of current criteria.

Schedule

- B17.5 The Bidder must provide details indicating how the date of Total Performance D10.1 will be met.

Add: **B18. TEAM AND CAPABILITY**

- B18.1 The Bid should include detailed information on the proposed team which should include but not be limited to the items listed below:
- (a) the names of key personnel and their role in providing the Services.
 - (b) a one-page resume for each team member identified in the Bid clearly indicating their professional designations, the related working experience the person possesses in a relevant area of expertise.
 - (c) demonstrate that the proposed team structure will be able to provide the level of service described in this Bid Opportunity. Identify the reporting relationship among the specific key personnel for whom resumes have been provided, and the specific task assignment of each.
 - (d) If Subcontractors are being proposed, the above information should be provided for the key personnel of the proposed Subcontractor. A brief description of the Subcontractor organization should also be provided

Add: **B19. RISK MANAGEMENT**

- B19.1 The Bidder should describe/provide:
- (a) The Bidder's risk management policies including planning practices, risk planning templates, tools and techniques.
 - (b) A preliminary list of specific potential project risks with possible mitigation strategies.
 - (c) How risks (business, technical, process oriented, construction, site/location, etc) will be managed. This section should also include the process of risk identification, probability of risk, impact of risk, risk response/action planning and risk monitoring and control.
 - (d) The development of a Safe Work Plan (specific to project type).

Revise: B14. to read

B14 EVALUATION OF BIDS

- B14.1 Award of the Contract shall be based on the following bid evaluation criteria:
- (a) compliance by the Bidder with the requirements of the Bid Opportunity, or acceptable deviation therefrom (pass/fail);
 - (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B10(pass/fail);
 - (c) Total Bid Price and Detailed Cost Breakdown 40%;
 - (d) Approach and Methodology 40%;
 - (e) Team and Capability 10%;
 - (f) Risk Management 10%.
 - (g) economic analysis of any approved alternative pursuant to B6.
- B14.2 Further to B14.1(a), the Award Authority may reject a Bid as being non-responsive if the Bid 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 Bid, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.
- B14.3 Further to B14.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in his Bid or in other information required to be submitted, that he is responsible and qualified.
- B14.4 Further to B14.1(c), the Total Bid Price shall be the lump sum price shown on Form B: Prices and will be further evaluated considering the information provided in the Detailed Cost Breakdown.
- B14.5 Further to B14.1(d), Approach and Methodology shall be evaluated considering the Bidder having identified the key issues and fully described the available data with required information to complete and implement the relevant portion of the Remedial Action Plan. The project management structure has been described, with clear roles and responsibilities. The milestones and timelines stated in the Proposal meet Manitoba's anticipated schedule.
- B14.6 Further to 14.1(e), Team and Capability will be evaluated considering the expertise and experience of key personnel in similar programs in Manitoba and the Bidder having demonstrated the team's capability to successfully complete the Work of the Contract.
- B14.7 Further to B14.1(f), Risk Management will be evaluated considering the Bidder having demonstrated their process for risk identification and mitigation strategies.
- B14.8 This Contract will be awarded as a whole.

Revise: B15.3 to read:

- B15.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the most advantageous offer in accordance with B14.

PART D – SUPPLEMENTAL CONDITIONS

Add: D9.2

D9.2 The major components of the Work are as follows:

- (a) Environmental Site Assessment;
- (b) Reports of Findings from ESA
- (c) Proposed Remedial Action Plan

Add: D9.3

D9.3 The City intends to award this Contract by September 3, 2010.