



451-2018 ADDENDUM 2

REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR BILL AND HELEN NORRIE LIBRARY

URGENT

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

ISSUED: July 9, 2018
BY: Maria Petsa
TELEPHONE NO. 204-391-5205

THIS ADDENDUM SHALL BE INCORPORATED INTO THE REQUEST FOR PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

Template Version: Ar20160708

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 D – SUPPLEMENTAL CONDITIONS

- Add: D8.3 The City intends to award this Contract by late August 2018.
- Add: D8.3.1 Consultant work to commence beginning of September 2018.

QUESTIONS AND ANSWERS

- Q1:** Appendix C – General Instructions to Consultants – PP&D. Item 5 describes the requirement for hard copies. If costs are to be included in the fees and disbursements please confirm quantities required.
- A1:** Appendix C – General Instructions to Consultants – PP&D. Item 10 describes the requirement for hard copies and defines the quantities required. Please include the cost of such in the fees and disbursements.
- Q2:** When would you plan to award the consultant contract and commence consultant work?
- A2:** Refer to D8.3 and D8.3.1 above.
- Q3:** Do you have any target dates for: (i) Issuing Construction drawings for tender? (ii) Award of construction contract? (iii) Construction completion?
- A3:** (i) Construction drawings, specifications, and tender documents shall be completed within 195 days of the date of consultant contract award. (ii) Construction contract is expected to be awarded in June 2019. (iii) Construction period is estimated to be approximately 13 months.
- Q4:** In item B11.3 the RFP identifies that the City reserves the right to stipulate that any projects that include public engagement will require that the public engagement work be performed by a public engagement professional. Please advise if the City requires proponents to include a public

engagement professional on our proposed team and include the associated fees in our fixed fee.

- A4:** See paragraph D5.1 "...Throughout the project, the Consultant shall assist the City with the production of image media for Public Engagement events and a Consultant's Representative shall attend three (3) Public Engagement events outside of normal business hours". No Public Engagement Professional is required from the Consultant team.
- Q5:** Supplemental Conditions, page 2 of 6, item D4 (h) describes the selection of indoor and outdoor furniture. Are we to include these services within the fixed fee requested?
- A5:** Yes, the successful Proponent will be responsible for the specification, selection and procurement of indoor and outdoor furniture as described in paragraph D4 (h).
- Q6:** Does the City of Winnipeg have a preferred delivery method for the library, Design Bid Build? Construction Management?
- A6:** The method of project delivery is described in D5.1; that is Design-Bid-Build.
- Q7:** Supplemental Conditions, page 6 of 6, item D9.1 seems to suggest a Design Development phase submission is not required. Please confirm if a Design Development phase submission is required.
- A7:** D9 indicates the Critical Stages of the Services of this Contract, it does not exclude the Design Development phase which is outlined in paragraph D5 Scope of Services (c) Detailed Design and Specification Development Phase. Associated phase work deliverables (design, drawings, specifications) shall be submitted to the City for approval.
- Q8:** Appendix C – General Instructions to Consultants – PP&D. Item 3 describes PD, DD and PT stage submissions and costs estimates. The descriptions do not align with item D9.1 which does not include a DD submission. Please advise which is correct and/or what is required?
- A8:** Please refer to response to Question 7 above. Submission of Detailed Design and Specifications is required as mentioned in paragraph D5(c) and in Appendix C.