

## 635-2019 ADDENDUM 1

### PROFESSIONAL CONSULTING SERVICES TO CREATE A ROAD SAFETY STRATEGIC ACTION PLAN

#### **URGENT**

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

ISSUED: September 19, 2019  
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**THIS ADDENDUM SHALL BE INCORPORATED INTO THE REQUEST FOR PROPOSAL 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 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.**

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#### **PART B – BIDDING PROCEDURES**

- Revise: B6.6 to read: Proposals should be no more than 25 (twenty five) pages; should be 8.5" x 11" page size; and should use 11 point font. Proposals should contain a table of contents, page numbering and should be in the Sections identified above. The table of contents, resumes, work breakdown structure, Form P, and project schedule are not included in the 25 (twenty five) page limit nor in the page size requirements. Proponents are encouraged to use their creativity to submit a Proposal which provides the requested information for evaluation and other information which illustrates the strength of their team.
- Revise: B10.2 to read: At minimum, identify the following Key Personnel assigned to the Project:
- (a) project manager or Consultants Representative;
  - (b) public engagement lead; and
  - (c) road safety expert.
- Add: B10.2.1 Additional Key Personnel roles may be identified by Proponents in their Proposals based on project needs. Additional Key Personnel may include principals-in-charge, managers of key disciplines, lead designers, and other key team members who will contribute significant time and experience to the Project.
- Revise: B10.3 to read: Submit the experience and qualifications of the Key Personnel assigned to the Project. Include educational background and degrees, professional recognition, professional certifications, job title, years of experience in current position, and years of experience with existing employer. Roles of each of the Key Personnel in the Project should be identified in the organizational chart referred to in B10.1.1.

#### **PART D – SUPPLEMENTAL CONDITIONS**

- Revise: D4.3.2 to read: The composition of the Technical Working Group will be determined at project kickoff. The Technical Working Group will be smaller than the broader Stakeholder Advisory Committee described in D9.9. Members may include representatives internal and external to the Public Works Department.

- Clarification to D4.3.3(a): The intention is for the Technical Working Group to meet formally once every two months. As per D4.3.3(c), additional consultation and collaboration with the Technical Working Group will occur as needed.
- Add: D6.2.1 The following data will be provided to the Consultant for review in Phase 1:
- (a) Collision data for the City of Winnipeg will be made available to the Consultant as a Microsoft Excel file. Manitoba Public Insurance (MPI) is the original source for the collision data. Collision data will be provided for the years 2012 to 2017, inclusive. The collision data will be altered from its original source to limit the data records with identified locations only and to exclude parking lots and back lanes. The database will identify a number of collision attributes including the collision date, severity, location, collision configuration, traffic control type, environmental factors, vehicle types and characteristics, contributing factors, georeferenced location, and several other attributes. Additionally, a sample of unaltered, original collision data from MPI will be provided to the Consultant as part of the collision data format and quality review to be completed in Phase 1.
- (b) Network screening results for signalized intersections using 2013 to 2017 fatal and injury collision data will be made available to the Consultant as a Microsoft Excel file. Network screening results will specify predicted collision count based on Safety Performance Functions, expected collision count based on Empirical Bayes methodology, excess collision count, and Level of Service of Safety for each screened intersection where data is available.
- Add: D6.2.2 The City may provide additional data requested by the Consultant for review in Phase 1, subject to availability and approvals.
- Add: D6.2.3 The Consultant will be required to sign a data sharing agreement prior to receiving any data from the City for this Project.
- Add: D9.10 *As per City of Winnipeg By-law No. 8154/2002 for the Provision of Municipal Services in Both Official Languages*, all public engagement materials require translation, as this is a City-wide project. The City's French Language Services group will be responsible for translating the materials during the week identified in section D9.3(c). Any in-person events held in the Riel Community will require a French-speaking staff person in attendance. If no one on the project team speaks French, a representative from the City's French Language Services group will be asked attend.
- Add: D9.11 Note that the City does not do engagement in July and August, nor between the second week of December and January.