

56-2023 ADDENDUM 5

PROFESSIONAL CONSULTING SERVICES FOR EVIDENCE CONTROL UNIT STRUCTURAL UPGRADES - WINNIPEG POLICE SERVICE HEADQUARTERS - 245 SMITH STREET

ISSUED: August 2, 2023
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URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE
BID/PROPOSAL**

**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE BID/PROPOSAL AND SHALL FORM
A PART OF THE CONTRACT DOCUMENTS**

Template Version: Add 2021-03-05

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid/Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 10 of Form A: Bid/Proposal may render your Bid/Proposal non-responsive.

PART B – BIDDING PROCEDURES

Revise: B2.1 to read: The Submission Deadline is 12:00 noon Winnipeg time, **September 1, 2023.**

QUESTIONS AND ANSWERS

Q1: D4.1 (c) requires a Class 2 cost estimate at 66% completion. Please confirm no preliminary cost (lower level) is required nor a more detailed estimate with 99% completion.

A1: No preliminary nor 99% cost estimate required.

Q2: D4.1 (c) requires a Class 2 cost estimate at 66% completion. Please confirm no preliminary cost (lower level) is required nor a more detailed estimate with 99% completion.

A2: No preliminary nor 99% cost estimate required.

Q3: Phase 2 Contract Admin. Please provide more detail upon the services required. Will the proponent control all of the construction bid process, or will the city be administering the bid process (requiring only support from the proponent) e.g. primary contact & management, bid review & classifications, etc. Will the proponent be responsible for all Construction Management on behalf of the city? Level of detail and interactions? Continuous site presence, managing security, other?

A3: Phase 2 Contract Admin to include, but not limited to the following:

- Tender Phase - Competitive bids will be obtained through a Bid Opportunity process run through the City's procurement process. The successful proponent will be expected to:
 - Assist in preparation of Tender Documents using City of Winnipeg Tender templates.
 - Attend a pre-bid site tour.
 - Respond to bidder questions, assist in addenda preparation as required.
 - Evaluate bid submissions and provide a bid summary c/w recommendation for award.
 - Attend a pre-award meeting with the low bidder if required.
- Construction Phase services required are as follows:
 - Attend project start up meeting.
 - Attend bi-weekly site meetings.
 - Issue supplementary details and instructions as required.
 - Review shop drawings.
 - Review and verify contractor progress claims.

- Prepare payment certificates.
- Monitor project schedule and construction costs.
- Periodic field observations including addressing questions and provide supplemental instructions to the contractor, review work for quality assurance, provide final project documentations and certification.
- Post Construction services are as follows:
 - Review and address deficiencies as required.
 - Attend one-year warranty walk-through inspection
 - Review and address warranty items as required.

Q4: D6 Accessible Customer Service Requirements... does the public have access and will interface with this portion of the building? Do these requirements apply to this project, if only accessible to Police Forces?

A4: No public access so this should not apply in this case.

Q5: Will flammable or explosive material be stored in the ECU? Will there be a need to include blow-up panels in the design? Does the City of Winnipeg have an explosion expert?

A5: Evidence stored in this area will not be specifically "explosive" in nature. However, a review of the commodity type of stored materials is expected to be performed by the successful proponent to determine any specific hazards which may impact the fire protection system design.

Q6: What additional equipment will be used in the ECU? Will a forklift be used?

A6: The forklift that is currently being used in ECU will be used to place pallets on the racking system.

Q7: Is there a maximum weight limit of items of evidence to be stored? If items of evidence include vehicles, would they be stored in the high-density racking system or separate parking spots area?

A7: The City is looking for the successful proponent to advise what the maximum weight per pallet of evidence is based on the current structural capacity of the floor system and proposed racking system. WPS is currently working with a capacity of maximum weight of 333 pounds per pallet and can continue to operate with this. An increase to the 333 pounds would be beneficial, but not required (especially at considerable cost).

Q8: Is Radio Shuttle the only high-density racking system supplier that will be considered?

A8: Radio Shuttle is the preferred style of racking system from Winnipeg Police Service.

Q9: Are there existing building condition assessment reports available? Would the City of Winnipeg consider sharing these with Proponents?

A9: The successful proponent will be provided all relevant background information i.e. As-Built Drawings, existing building condition reports, Mechanical and Electrical reports, etc.

Q10: Regarding RFP B16.3 (f) and B16.4, is the Accessible Customer Service online training a requirement or an asset? If Proponents and Subconsultants have not currently completed the ACS training, is it acceptable to complete the training upon successful award?

A10: The City will allow the successful proponent to complete this training upon award of the contract.

Q11: Does the City of Winnipeg require Consultants to use AutoCAD or Revit for this project?

A11: The City does not require specific software to be used for this project but will require AutoCad as-built drawings upon completion of the project.

Q12: Will equipment be purchased by the City of Winnipeg?

A12: Equipment relative to achieve the scope of work as outlined in D4 will be included in the Construction Phase 2 and all costs will be captured through the related Tender process.

Q13: Do the \$200,000 available funds for this Contract incorporate an allowance for a legal survey of the existing as-built conditions?

A13: The available funds are not specifically earmarked for any particular service. They are for information only.