

**REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR DESIGN AND CONSTRUCTION OF ARCHIVAL STORAGE VAULT AND SHIPPING & RECEIVING AREA, CITY ARCHIVES BUILDING – 380 WILLIAM AVENUE**

**URGENT**

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

ISSUED: May 21, 2013  
BY: Brent Piniuta  
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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 D – SUPPLEMENTAL CONDITIONS**

Revise: Section D12.2

( c ) Professional Errors and Omissions Liability insurance including :

(i) An amount not less than \$2,000,000 per claim and \$2,000,000 in the aggregate.

Add: D7.6 Review and acceptance of shop drawings and manufacturers' drawings supplied by the Contactor or supplier to ensure to the Department that the shop drawings are in conformance to the contract Drawings and Specifications, without relieving the Contractor of his contractual and legal obligations in respect thereof.

D7.7 Review and report to the Department upon laboratory, shop and other tests conducted upon materials and /or equipment placed or installed by the Contractor to ensure to the Department conformance to the contract Drawings and Specifications, without relieving the Contractor of his contractual and legal obligations in respect thereof.

D7.8 Final Inspections and Project Acceptance:

(a) As coordinated with the Department's contact person and the Contractor, provide inspection of the completed Works to establish the project milestones of Substantial Performance, Total Performance, and Final Acceptance of the completed project.

(b) Complete and submit record drawings of the completed mechanical, electrical, structural, and civil works to the Department contact for review within two (2) months of the date of Substantial Performance of the Work.

(c) Coordinate with the Installation Contractor and Equipment Supplier for all required site testing and commissioning services.

(d) Coordinate with the Installation Contractor and Equipment Supplier to provide on-site training sessions to provide instruction to City staff on the safe operation of all new equipment including recommended maintenance tasks and schedules.

- (e) Coordinate with the Installation Contractor and Equipment Supplier to provide five (5) full sets of all Operation & Maintenance manuals to the City for all newly installed equipment and devices.

D7.9 Record Drawings:

Provide record drawings completed Works, including the following:

- (i) All construction details,
- (ii) Complete materials list of components and equipment installed,
- (iii) Date of installation of Works (Substantial Performance),
- (iv) Installation Contractor.

- D7.10 Submit one (1) complete set of full size (A1) drawing mylars for the Works, and the digital file for each as-constructed drawing.