



87-2014 ADDENDUM 3

REQUEST FOR PROPOSAL FOR AN AUDIT OF WINNIPEG POLICE SERVICE HEADQUARTERS CONSTRUCTION PROJECT

URGENT

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

ISSUED: February 18, 2014
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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.

TRANSCRIPT FROM BIDDERS CONFERENCE

Introduction:

Good afternoon everybody. Not hearing any more bells going off so I guess we'll get the proponents conference started. This is again for Request for Proposal 87-2014, audit of the Winnipeg Police Service Headquarters Construction Project. Just to let everybody know right up front this call is being recorded. It will be transcribed and posted as an addendum on the Materials Management website. When questions are posed, there will be no identification of the individual or the firm that posed the question. It will simply be posted on the addendum as a question that was asked and a response that was provided.

To put some structure to this, first we can address any questions that you have regarding the Request for Proposal document itself, the one with all the clauses etc. Then we can move forward through the various appendices and then wrap up with any other issues or topics that anyone has any questions on. Does that sound satisfactory? Any concerns? I'll take that as a buy in. Let's start with the Request for Proposal document itself. The only point that we want to emphasize right upfront is again what is already contained within the Request for Proposal and that is D6 – The schedule. As it stands the Council motion provided 150 days from the date of the Council motion which was Jan. 25th, I believe, to when the report is to be delivered. These completion dates within the proposal are to be viewed as fixed and at this point there is absolutely no ability or discretion to wave from those dates at all. With that I'll turn it out to the various firms on the call.

Does anybody have any questions regarding the Request for Proposal document itself or in any of the clauses contained therein?

Q1 There's one reference where the wording doesn't match up. It gives you an error reference.

A1 An addendum was already posted for that one. For B13.3 the D5 is the correct reference.

Contract Administrator Any other questions regarding the RFP document itself?

Contract Administrator Let's proceed through the appendices. We can start with appendix one which is the conflict of interest declaration. We'll take that one as separate. Are there any questions on that appendix?

- Q2** For conflict on behalf of the City of Winnipeg, entities outside The City of Winnipeg, are we to perform a conflict check on all of these right?
- A2** Correct and that is noted in clause B10 of the RFP, if upon doing that check you believe there could be a potential conflict then we would suggest that you provide a written summary to the attention of myself and I will pass that over to the City auditor who will evaluate whether that does create a conflict of interest situation for this proposal.
- Q3** And what would you expect the timeline to be on that submission?
- A3** We would have to address your written submission immediately depending on the extent of information that you provide. It could be within the same day or within a very short order there within, a day or so I would expect. It would be unusual for it to take any longer than that.

Contract Administrator Any other questions on Appendix One?

Contract Administrator We can move forward into the other appendices. These are appendices 2-6. These are recent reports that were submitted by the administration to Committees of Council that were attached to the RFP to provide some additional background information for your consideration. Are there any questions on any of these appendices?

- Q4** Who will our reports be directed to?
- A4** Your report will be directed to the City Auditor and will be forwarded directly to City Council. It will be a public document.
- Q5** Is the City Auditor the point of contact for the work?
- A5** The Contract Administrator, myself, will be the point of contact.
- Q6** Is this going to be considered an expert report or an audit report?
- A6** This would be considered an audit report.
- Q7** What is the main purpose of this review, is it to look at the governance structure and process around how the project unfolded or is it understanding the numbers and the approvals?
- A7** The scope is laid out in section D5. I would advise it includes all of that, aside from acquisition which has already been dealt with in a separate review. Once this was identified as a capital project, the plans, designs, contracts, bid opportunities were being issued to redevelop this facility into the new Winnipeg Police Services Headquarters. Any and all decisions and information regarding that from that point in time to the current date would be open for analysis and review and conclusion in the report. We do have a fixed deadline so within the scope we've identified some areas at a high level that should have some level of review. How much deeper you go into those specific areas we're leaving to the discretion of the firms that submit the proposals for this based on the depth of their team and the available resources that they have. We have provided some examples of areas that you could delve into further within each one of those high level areas, kinds of questions or different areas for further analysis but those are not necessarily required. Those are left for information to each firm who is going to be submitting to decide what content or what the scope of their specific review will entail.

- Q8** I didn't see anything on the definition of scope that related to scheduling which is a large component of costs and audit in most capital projects.
- A8** That has been included under project management. Now once this was identified as a capital project, what were the decisions and how did the information move around to proceed forward. When were certain professionals engaged, were the correct professionals engaged, whether it's internal or external at the correct points in time.
- Q9** Is the execution of the job generally on schedule by the contractor?
- A9** Right now they're looking at a possession date of being in the late spring of this year. How exactly that would have matched up with the original project plan back in 2010 I would not have that information right now.
- Q10** Ok...but that analysis should be or could be part of the audit?
- A10** Correct.
- Q11** Have you set a budget for this project?
- A11** No, there's no budget yet set. This is an open, competitive process. The evaluation criteria is contained within the Request for Proposal and the one that is evaluated as being the bid most advantageous in our legal wording to the City will be the one selected, based on the criteria that is included.
- Q12** Will a list of the attendees on the teleconference be included in the addendum?
- A12** No, they will not, and just to reiterate for any questions that were asked they will not be assigned to any specific individual who asked the question. They will simply be posted as a question.
- Q13** Do you need to undertake a level 3 security clearance check if you have a Federal Government security clearance?
- A13** We'll have to leave that up to the discretion of the Winnipeg Police Service. They'll be the ones to make that call.
- Q14** Depending on the scope of work you provided and any other supplemental scope of work.....the largest challenge on most of these capital projects is getting that information you are requesting. Is it obtainable in a file structure or in an area where we can access it quite quickly?
- A14** I wouldn't be able to provide you a full response on that. Unfortunately there has been some turn over at the project manager level so there may be some obstacles in obtaining, either timely or simply obtaining, some information. We will assist the successful firm in a facilitated fashion in obtaining whatever information requirements there are for this project.
- Q15** Right and that's information from your project management team who is obligated to give it to you. What about the lower level, at the contractor level, do they have audit or information rights with them?

A15 Generally we do but again that would have to be evaluated on a contract by contract basis and if something like that unfolded then we could look at alternatives to obtaining that information.

Q16 Are there any organizations that are restricted from responding to this other than the conflict of interest such as the Auditors of the City?

A16 No, there are no such restrictions in place.

Q17 Each person that is identified must have two comparable contracts? Is that for all members of the project team? Is that for the leader's oversight person as well?

A17 Yes, that would be preferential.

Q18 Is there a timeframe to respond to submitted enquiries through the process here?

A18 That is going to depend upon the enquiries. If there is some I can address immediately you will receive a response immediately. If it requires more in depth or for me to go to other parties to obtain the answer than obviously that time frame could be extended. But the priority is to address any and all enquiries that come as a result of this RFP and the other one associated with this, they are the priority right now.

Q19 Would that be responded to all proponents?

A19 It would be posted as an addendum, if it was seen as information to be useful to all proponents.

Contract Administrator As noted in B4, of the RFP, if there are other enquiries they can be made outside of this conference call.