Winnipeg
Corporate Finance Department
Materials Management Division

599-2015
RFI RESPONSE No. RFI-0002

REQUEST FOR QUOTATION DESIGN BUILD OF THE CITY OF WINNIPEG'S NORTH END SEWAGE TREATMENT PLANT POWER SUPPLY UPGRADE PROJECT

ISSUED : January 26, 2016

URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOMEVER IS IN POSSESSION OF THE REQUEST FOR QUALIFICATION

THE FOLLOWING PROVIDES ANSWERS TO RFI'S FROM PROPONENTS

Proponents are reminded that they are not entitled to rely on this information or interpretation unless and to the extent that it is provided by the Contract Administrator by subsequent addendum. (see B6.3 and B12.4)

Question 1: Due to the timing of the RFQ release with the RFQ period extending over the holiday season, and the quantity of information being requested for the RFQ submission; we request that the submission date be extended for a period of at least two (2) weeks.

Answer 1: This item has been addressed in Addendum 1.

Question 2: Standard page size and font is noted in section B27.4. However, guidelines for page limits are not provided for Sections and Subsections in B29 and B32. Can the City provide guidelines and page limits for these sections so that the proponents can prepare these sections accordingly?

Answer 2: The number of pages for Sections B29 and B32 are not regulated. Bidders are encouraged to provide a concise Qualification Submission.

Question 3: For the Organizational Charts requested in Section B32.1(b) and for any other tables or graphics, is the Proponent held to the required standard page size and font as noted in section B27.4 or can a page sizes of 11x17 be used for this purpose?

Answer 3: Section B27.4 will be clarified by addendum.

Question 4: Please clarify the resume requirements and format for B31.1.1 "Backup Key Individuals" and B31.1.2 "Key Individual without an asterisk" as it differs from B31.1 which notes the use of Table 6 to fulfill the resume requirements. Should Table 6 also be used as a guideline for Sections B31.1.1 and B31.1.2 with the inclusion of additional project(s) information?

Answer 4: The format for the two page resume required for "backup personnel for Key Individuals" and of each Key Individual Identified in B31.2 without an asterisk (*) are not regulated. Bidders are encouraged to provide a concise Qualification Submission.

Question 5: Financial Statements are sensitive for private firms. For the submission requirements for Section B33, please clarify if the copies requested in Section B27.2 can be individually labeled and packaged in a sealed envelope for each designated copy; and that it is acceptable to the City.

Answer 5: Section 33.1.2 allows for the submission of financial statements in a sealed envelope.

Question 6: Section B33.2 (b) – Is it acceptable to provide the letter from the Insurance Broker acting as agent for the insurer that is licenced to carry out business in the Province of Manitoba?

Answer 6: Yes, Section B33.2 (b) will be modified by Addendum.

Question 7: Submission Instructions Section B29 refers to an Executive Summary. As table were provided for all other required information in this RFQ, is there a table missing for this section? If not, please indicate specifically what information and what format is required for this section.

Answer 7: There is no table provided in the RFQ for B29. The format and content for B29 is not regulated.

Question 8: Table 2 and Table 3 appear to ask for similar information when it relates to the roles and responsibility of the proponent team and its members. Is it the expectation of the City that the description of the roles and responsibility in Table 3 relates to the overall roles of the firm in the project or did the City want similar descriptions about roles and responsibilities for the various positions as required in Table 2? Please clarify.

Answer 8: Refer to attached Tables D1-D7 for examples.

Question 9: Section B.32.2 (b) reads as follows:

(b) a letter from an insurer licenced to carry out business in the Province of Manitoba indicating the ability to provide insurance requirements outlined in B23.2; and

Is a letter from a licensed broker who may do business in Manitoba acceptable, or does it need to from the actual Insurance Company?

Answer 9: Refer to Question and Answer 6.

Appendix D Table 1 – Proponent Representative and Proponent Representative Contact Individual

Name of Proponent:	Name of Whole Team
Name of Proponent Representative:	
Proponent Representative Mailing Address:	Address: City: Province/State: Postal Code: Country: Lead Company Info
Proponent Representative Telephone Number:	
Proponent Representative Fax Number:	
Proponent Representative E-Mail Address:	
Proponent Representative Web-site Address:	
Proponent Representative Contact Individual Details	
Name:	
Title:	
Company:	
Mailing Address:	Address: City: Province/State: Postal Code: Country: Name of Contact Person at Lead Company
Telephone Number:	
Fax Number:	
E-mail Address:	

Appendix D Table 2 –Team Members

By Scope	Team Member (Company/Firm Name(s))	Indicate Team Member by Scope	Primary Role and Responsibility (Indicate Team Leads and Anticipated Percentage of work.)	All Key Individuals (Name and Role) for each Company/Firm
Project Management Team				
• E.G. Design PM	Consultant X	Engineering Designer	Electrical Design / Civil Design (20%)	Names of People - Design PM
•				
Design Team				
• E.G. Design Lead	Consultant X	Engineering Designer	Electrical Design / Civil Design (20%)	Lead Electrical, Lead P&C
•				
Construction Team				
•				
•				

Summary of Companies Making up the Proponent.
(Should match the org chart - sample roles filled out only)

Appendix D Table 3 –Team Member(s) – Name(s) and Role(s)

Name:	
Role of Team Member:	
Mailing Address:	Address: City: Province/State: Postal Code: Country: Role of each Company
Telephone Number:	
Fax Number:	
E-mail Address:	
Web-site Address:	
Lead Key Individual:	
Mailing Address:	Address: City: Province/State: Postal Code: Country: Who do we call at the Company
Telephone Number:	
Fax Number:	
E-mail Address:	
Role and Responsibility of Member(s) of Proponent Team:	What will the the Company be doing?

Details about Companies

Appendix D Table 4 –Team Member (s) - Legal Status

Team Member(s) Name:____

Type of Entity (Corporation, Partnership, Joint Venture, etc.)	
Legal Name:	
Jurisdiction of Incorporation / Registration:	
Registration No.	
Year of Incorporation / Registration:	
Registered Address:	
Current Trading/Business Name:	
For Privately Held Corporation Provide Director List:	
For Subsidiary Corporation Provide Name of Parent: **Company(ies)/Holding Company(ies) and organizational chart showing Parent Company(ies)/Holding Company(ies) and subsidiary and affiliate companies.**	

NOTE: If more than one firm or legal entity forms the Proponent’s Team Member, identify their lead and provide requested particulars for each such entity and make clear how they will be organized within the Proponent’s proposed team.

Legal Info of Companies

Appendix D Table 5 – Team Lead (s) - Experience Table

Name of Team Lead:	
Team Lead for:	☐ **– Project Management** ☐ **– Design** ☐ **– Construction**
Project Name:	
Client Name:	
Location: **(City, Province / State, Country)**	
Date Completed or Status of Project:	
Project Delivery Type / Procurement Model:	
Project Capital Cost: **(original and final, including a brief description of any variance between the two)**	
Project Description:	Experience of Companies
Name of Team Member(s) involved in the project:	
Description of Team Lead's scope of work, role and responsibility on the project:	
Project Schedule (original and actual, including a brief explanation of any variance between the two):	
Description of the measurable benefits to the client:	
Descriptions of lessons learned on the project:	
Description of any limitations on scope of the project or work or services performed by the Team	

Lead or any Team Member or Key Individual:	
Description of how the project is comparable to the Project that is the subject of this RFQ:	
Client Reference for each Past Project:	Client Name: Contact Name: Title: Location: Phone No.: Email:

1

2

[1] Repeat the above table for each project related to B30.2, on additional sheets.

[2] References may be used to confirm the information provided. Incorrect or out of date contact information may negatively impact the evaluation.

Appendix D Table 6 – Key Individual Experience Table

Name of Key Individual:	
Educational Background, Degrees, Professional Recognition and Titles:	
Employing Team Member	
Key Individual's Proposed Role and responsibility in the Power Supply Upgrade Project	
Key Individual's Years of Experience	
Name and Description of Project:	
Pertinence of Experience on Past Project to the Power Supply Upgrade Project and submission section:	Experience of People
Role and Responsibility of Key Individual on the project:	
Client Reference for Past Project	Client Name: Contact Name: Title: Location: Phone No.:

	Email:
Description of Probability of Availability of Key Individual: (for the entire period of that portion of the Project term during which his or her responsibilities are to be carried out)	

[3]

[4]

[3] Repeat the above table for each key individual related to B31 on additional sheets. All Key individuals should have reference projects and associated references listed each.

[4] References may be used to confirm the information provided. Incorrect or out of date contact information may negatively impact the evaluation.

Appendix D Table 7 – Project Examples for Project Management and Approach

Name of Team Member:	
Name and Description of Referenced Project:	
Description of relevant work from the reference project as it relates to RFQ Section 32: (Multiple project attributes can be listed)	Sample Projects Referred to in the Project Management and Approach Section
Team Members Proposed Role and responsibility in the Power Supply Upgrade Project	
Client Reference for Past Project	Client Name: Contact Name: Title: Location: Phone No.: Email:

[5]

[6]

[5] Repeat the above table for each reference project used per B32.2.5 on additional sheets. All projects referenced should be provided with a reference sheet where available

[6] References may be used to confirm the information provided. Incorrect or out of date contact information may negatively impact the evaluation.