



**PROFESSIONAL CONSULTING SERVICES FOR MILLENNIUM LIBRARY  
LOBBY FEASIBILITY STUDY**

**URGENT**

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

ISSUED: August 8, 2023  
BY: Sylvie Cooper  
TELEPHONE NO. 204 471-0095

**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, **August 18, 2023**

**PART D – SUPPLEMENTAL CONDITIONS**

Revise: D4.7 to read: Findings from all design investigations are to be documented and summarized in a written report, while being reflected in the proposed design solution(s). Details on summarizing stakeholder engagement feedback are available in D5. The proposed design solution(s), written report, and estimate (Class 5) will be submitted in draft format for review and feedback prior to being finalized. The final deliverable will consist of a comprehensive report to summarize the Consultant's investigations, findings and design recommendations. The final report will include drawings and diagrams sufficient to illustrate the selected design option(s). For the final report, the Consultant will prepare schematic plans and associated construction cost estimates (Class 4) appropriate for the feasibility study for each option. Cost estimates shall be prepared by a Professional Quantity Surveyor. Estimates for design and construction are to be presented as if proceeding in 2025. The Consultant will be expected to participate in the presentation of design strategies to Stakeholders as identified by Library Services.

Revise: D13.1 to read:

- (a) Start-up Meeting – within fourteen (14) Calendar Days from award of contract;
- (b) Submit preliminary report, including Class 5 estimate within **one hundred and forty-three (143)** Calendar Days from award of contract;
- (c) Submit final report, including Class 4 estimate within **two hundred and thirty-four (234)** Calendar Days from award of contract.

**QUESTIONS AND ANSWERS**

Q1: Are existing library drawings, including current lobby configuration be available for use?

A1: The City of Winnipeg does have electronic drawings in AutoCad format. The accuracy of base plan drawings will require site verification.

Q2: How many design options are required for Stakeholder input?

A2: At minimum two options, however additional feasible approaches can be presented to stakeholders for their feedback.

Q3: Is the expectation that Class 5 estimates are based on the design options developed as part of the engagement process? ie: the second round of stakeholder sessions?

A3: Yes, correct.

Q4: Would a Class 4 estimate be required for all options, or would a 'preferred' option be developed further for Class 4 costing?

A4: If more than 2 options are presented, stakeholder feedback can assist project team in selecting preferred options. No more than 2 options to be developed with Class 4 estimates for final report.

Q5: We are being asked to allow at least 4 weeks for engagement materials to be reviewed (8 weeks total – assuming 2 rounds of engagement sessions) prior to engagement sessions, yet the expectation is to submit a preliminary report (assuming this includes design options and engagement summaries) within 56 days from award of contract... Could you clarify what the expectations are around when the preliminary report and final reports are to be submitted for review?

A5: The first round of engagement (2 meetings) will occur at the mid stage of the project for preliminary input of priorities, current issues and opportunities. These meetings will involve discussing preliminary design concepts. The second round of engagement (2 meetings) to occur at later stage of the project when design options have been more thoroughly developed and where feedback from stakeholders is required. During the four weeks of review on Phase 1 engagement materials by the City of Winnipeg, consultant can work on other various project tasks. Please note that we are now allowing for additional time for notification of attendees of stakeholder engagement opportunities for both Phase 1 and Phase 2. The four weeks of review required for Phase 2 materials, similarly, consultants to continue working on other project tasks concurrently. City of Winnipeg will be mindful of schedule to ensure sufficient time is given to consultant for submission of final report that includes Class 4 cost estimate(s).