



## 1097-2024 ADDENDUM 2

### PROFESSIONAL CONSULTING SERVICES FOR BUILDING ENERGY AUDITS

#### **URGENT**

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

ISSUED: February 4, 2025  
BY: Sylvie Cooper  
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**THIS ADDENDUM SHALL BE INCORPORATED  
INTO THE BID/PROPOSAL AND SHALL FORM  
A PART OF THE CONTRACT DOCUMENTS**

Template Version: Add 2024-02-01

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**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.**

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#### **PART B – BIDDING PROCEDURES**

Revise: B8.3 to read: Notwithstanding C1.1(b), Fees shall include costs for out of town travel, related meals and accommodations for the duration of the Project and shall not be considered an Allowable Disbursement. These costs to be identified as separate line item in the fee proposal.

Revise: B10.2(d) to read: (d) Certified thermographers; a minimum of Level 1 Certification;

Delete: B15.1(d)

#### **PART D – SUPPLEMENTAL CONDITIONS**

Revise: D3.2 (d) (xiv) to read: Identify potential capital EEM recommendations, including:

- Estimated implementation cost.
- Approximate measure lifespan.
- Life Cycle Cost Analysis (LCCA) which measures total cost of ownership over the lifecycle of the retrofit, including installation, operation, maintenance, and disposal costs. Class 5 estimate acceptable.

#### **PART E – SECURITY CLEARANCE**

Add: E1.9 to read: Notwithstanding E1.1(a), for corporations with employee share ownership structure and publicly owned components, a Level 2 security clearance would typically not be required. However, if these persons have access to, or the means to access any information regarding the project including but not limited to building plans, drawings, building layout, equipment and infrastructure details etc., they will still be required to complete a Level 2 security clearance.

#### **QUESTIONS AND ANSWERS**

Q1: For B15.1 (d), does the office requirement need to be a permanent office or will temporary rental offices be sufficient?

A1: See the deletion of 15.1(d).

Q2: And does the office need to be staffed for the entirety of the project (from initial request for information through to the final report delivery) or only for the onsite auditing portions of the project?

A2: Consultant team must be onsite for auditing portions of the project, i.e. site visit(s).

Q3: Please confirm if a Certified Thermographer is a requirement for the project.

A3: Yes, see the revision of B10.2(d).

Q4: Is the security clearance a prerequisite for award? Or is it possible to seek this clearance after award of the project?

A4: This is a requirement under the qualification section. This will be requested prior to award from the most advantageous offer.

Q5: For corporations with employee share ownership structure and publicly owned components, please clarify who is required to obtain security clearance.

A5: See D16.1

Q6: While the RFP and the audit process itself requires building envelope review, is there any specific testing of the building envelope the City requires?

A6: The City does not require envelope testing and mandates that consultants use only non-invasive methods. Energy audits should include descriptions of building conditions, envelope construction details, and insulation levels of materials, as far as these can be determined through non-invasive techniques.

Q7: Are we to include three (3) reference projects for each subconsultant as well as three (3) for the Proponent?

A7: Yes, please provide three reference projects for each subconsultant as well as three for the proponent.

Q8: Does the Proponent need to carry a quantity surveyor?

A8: No, it is not required.

Q9: What is the City's plan for the completed energy audits? What will be done with the findings?

A9: City of Winnipeg is currently in the process of determining how to address and utilize the findings.