



331-2024 ADDENDUM 2

PROFESSIONAL ENGINEERING SERVICES FOR THE 2025 REGIONAL AND LOCAL STREET RENEWAL PROGRAM

URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE
SUBMISSION**

ISSUED: July 12, 2024
BY: M.N. Stainton
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**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE SUBMISSION AND SHALL FORM A
PART OF THE CONTRACT DOCUMENTS, AS
APPLICABLE**

Template Version: Add 2024-02-01

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Submission, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 5 of Form A: Qualification Submission may render your Submission non-responsive.

PART B – REQUEST FOR QUALIFICATION INFORMATION

Revise: B8.1 to read: The first stage of the procurement process for assignment of multiple projects for 2025 road work is this RFQ. The City intends to invite the **Most Qualified Proponent** to participate in the second stage of the procurement process, the RFP.
(B8.1.1 and B8.1.2 remain unchanged)

Revise: B8.2 to read: Following completion of the RFQ stage, the **Most Qualified Proponent** may be invited to provide a detailed proposal in response to one or more RFPs. The City intends to invite the Most Qualified Proponent only (one), however reserves the right to invite two or more Qualified Proponents, for each Project as per B8.2.4.
(B8.2.1 through B8.2.4 remain unchanged)

PART C – SUBMISSION INSTRUCTIONS

Revise: C1.1 to read: The Submission Deadline is 4:00 p.m. Winnipeg time, **July 31, 2024**.

Add: C2.1.2 Further to C2.1, and notwithstanding the instructions throughout this RFQ, the Qualification Submission should include the following:

- (a) **ONE** section including the information requested in C5, C6, and C7 (firm information, personnel information, *TYPICAL* project delivery information). This section is restricted to the page limit provided in C2.2(a), **in total**; and
- (b) **ONE, PROJECT-SPECIFIC SECTION, FOR EACH PROJECT** for which you wish to be considered, with the information requested in C10. These sections are restricted to the page limit provided in C2.2(b), **for each project**.

Revise: C2.2 to read: The Qualification Submission should be submitted in a PDF format; with a font of not less than 11 pt Arial on 8.5"x11" pages; margins not less than 0.75"; line-spacing not less than single; and:

- (a) should be no more than **six (6) pages** in length for any supplemental information for C5 and/or C6 not covered by Form Q, and Project Planning and Delivery (C7), and:
- (b) **three (3) additional pages** permitted for the summary of the Project Understanding Technical Approach (Section D-2) for **each project** selected in C9
- (c) the above page limits are exclusive of the required form(s).
 - (i) If used, the table in C9.2 (project preference) can be considered a form.

(C2.2.1 remains unchanged)

Revise: C6.2 to read: Submissions should include names of **all eligible key personnel** expected to be available for 2025 capital roadway projects. "Key personnel" may include any subject matter experts that may be required for any of the projects.

Add: C6.2.1 Further to C6.2, and notwithstanding the procurement process outlined in B8, should a proponent proceed to Stage Two (B8), the specific project team would be selected from persons listed in C6.2, and would form part of the proponent's proposal.

Revise: C6.3(a) to read: (a) a list of the job functions (as defined in C7.2) available to each individual based on their experience and qualifications;

Revise: C6.3(c) to read: (c) **minimum three (3), maximum nine (9)** projects, comparable in scope, size and complexity, in which the individual did work and/or played a role comparable to any job function listed in C6.3(a), including the following information:

- (i) project description;
- (ii) any additional information regarding their project contribution that may be relevant;
- (iii) project role; and
- (iv) project owner.

Revise: C7.2 to read: The Submission should outline and describe all of the key roles or job functions through **all phases** of delivery of projects such as those in C3.1.

- (a) describe each job function/role for an individual or group of individuals, including:
 - (i) project role;
 - (ii) description – complete with responsibilities and tasks;
 - (iii) typical percentage dedication to a project such as those in C3.1(a), (b), or (c).

(C7.2.1 remains unchanged)

Revise: C7.3 to read: The Submission should include a suggested organizational chart for typical projects which identifies the project roles as defined in C7.2.

Revise: C10.1 to read: Further to C9.1, for each project indicated, the Proponent should expand on the general information provided in C7, for each of the specific locations and/or circumstances of the preferred project(s) indicated in C9.1.

Add: C10.1.2 ***Further to C10.1, Proponents are reminded that any information regarding fees, rates, work plan or schedule is NOT required in the Qualification Submission.***

Delete: C10.2

Delete: C10.2.1

Revise: C15.1 to read:

Proponents will have their Submissions evaluated in accordance with the criteria and weight factors indicated below:

EVALUATION CATEGORY	WEIGHTING (%)
<u>(a)-(d) ONE SUBMISSION, EVALUATED EXCLUSIVE OF ANY SPECIFIC PROJECT</u>	
(a) Conformance to Mandatory Requirements or acceptable deviation therefrom.	Pass/Fail
(b) Experience of Proponent(s)	<u>20</u>
(i) Firm Profile (including any subconsultants)	5
(ii) Firm Experience (including any subconsultants)	15
(c) Experience of Key Personnel	<u>40</u>
(i) Individual team members' experience	25
▪ Career experience	
▪ Experience in proposed role	
▪ Experience with projects of similar scope and complexity	
(ii) Balance of team experience	15
▪ Distribution of percent dedication	
▪ Collaborative process and team organization	
(d) Project Planning and Delivery	<u>10</u>
(i) Team formation rationale and organization	5
(ii) Collaborative process and communication strategies	5
<u>(e) ONE SUBMISSION PER PROJECT, EVALUATED SEPARATELY FOR EACH</u>	
(e) Technical Approach	<u>30</u>
(i) Understanding of functional and technical requirements and urban design issues	
Total SCORE	100%

**note: weightings have not changed from original RFQ*

Clarification of C15.1:

Should a proponent submit qualifications for more than one project, the evaluated score for (b)-(d) will hold the same value for all projects; the evaluated score of (e) for each specific project, will be marked separately.

EXAMPLE, an individual proponent includes a Technical Approach for three projects:

Project	Scores (a)-(d) (out of 70)	Score (e) (out of 30)	Total (out of 100)
1	65	29	94
2		28	93
3		27	92