

## 559-2025 ADDENDUM 1

### PROFESSIONAL CONSULTING SERVICES FOR ENVIRONMENTAL STANDARDS LABORATORY FACILITY UPGRADE

#### **URGENT**

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

ISSUED: July 28, 2025  
BY: Erica Campbell  
TELEPHONE NO. 204 986-3150

**THIS ADDENDUM SHALL BE INCORPORATED  
INTO THE BID/PROPOSAL AND SHALL FORM  
A PART OF THE CONTRACT DOCUMENTS**

Template Version: A20190115

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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**

Delete B1.2

Revise B2.1 to read:

The Submission Deadline is 12:00 noon Winnipeg time, August 7, 2025.

Delete B12.4(b)

Delete B12.4 (c)

Delete B12.5

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

Add D3.4

The construction Tender will be entirely awarded to one contractor through one set of drawings and specifications but construction will take place in two phases to allow the Lab to continue reduced operations during construction.

Delete D4.1.3 (ix)

Revise D4.1.6 (g) (ii) to read:

Update and forward the VDR list and current logs of submittals to the Contractor and the Environmental Standards Stakeholders.

Revise D4.1.6 (m) to read:

While it is expected that the Contractor will keep a continuous record of Project activities including but not limited to weekly reports, photographic records of construction work and equipment, Working Days, teleconferences, emails, etc. The Consultant will be expected to verify the information through, at a minimum, weekly inspections and observations sufficient to equip the City to provide valid evidence and relevant testimony in settlement of

any claim involving the City by any court of law, or by any other party for damages thereto arising from the Project.

Revise D4.1.6 (v) to read:

Verify the weekly construction reports provided by the contractor during the course of construction. The weekly construction report shall include, but not be limited to:

- (i) Working Days during the course of the construction;
- (ii) Written and photographic records of the construction, including construction progress; and
- (iii) Provide brief descriptions of each photograph.

Revise D4.1.6 (x) to read:

Provide a specific construction inspection report for each inspection. The construction inspection reports shall be prepared by, or under the supervision of the Consultant, and contain appropriate detail to ascertain whether the construction meets the requirements of the drawings and specifications.

Revise D4.1.6 (z) to read:

Attend regular construction review meetings. The meetings shall include representatives of the contractor and Environmental Standards team.

Delete D4.1.6 (z) (i), (ii), (iii)

Revise D4.1.7 (a) to read:

Confirm and ensure complete turnover of project documentation (shop drawings, as-built drawings, O&M information, etc.) to the City by the contractor and verify that the documents are in conformance with the construction contract.

Revise D4.1.7 (f) (i) to read:

As-built drawings (CADDed – redline drawings will not be accepted);

## **QUESTIONS AND ANSWERS**

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|------|---|
| Q1.  | Do any of the following documents exist that can be made available to the successful proponents   |
| Q1.1 | Building Condition Assessment   |
| A1.1 | Probably not but the project team will continue to do research to be able to provide any available information to the successful proponent.                                     |
| Q1.2 | Testing, Adjusting, Balancing   |
| A1.2 | The HVAC unit for this part of the building was upgraded in 2018 and we have the TAB report from that project that will be made available to the successful proponent on award. |
| Q1.3 | Hazardous Materials or designated substances survey.  |
| A1.3 | An inventory of all the chemicals used in the Lab will be provided to the successful proponent.   |

- Q2. It was noted at the walkthrough that the project will have a phased approach. Is the intention to issue phased tenders and construction documents or would the City prefer to issue a single tender package with a phasing plan.
- A2. The City will issue a single construction Tender complete with construction documents and specifications for one contractor to complete the work using a phased approach. Refer to Part D – Scope of Services Item D3.4 of this document for clarification.
- Q3. Are there existing drawings available for the site in CADD format?
- A3. Yes, the CADD files of existing drawings for the Lab space will be provided to the successful proponent on award.
- Q4. Are new fume hoods to be procured as part of the tender or will the City be selecting/procuring these as a separate exercise outside of the contract.
- A4. From our research it appears that fume hoods are available for delivery in a reasonable amount time so they can be procured as part of the Tender. If, during design, we find that the fume hoods have a longer than expected delivery time, the City may choose to order the consultant-specified fume hoods outside of the Tender contract.
- Q5. Will a comprehensive list of specialty lab equipment connections (incl power, water, lab gasses, exhaust, network) be provided to the Consultant Team by The City or is the expectation that the Consultant Team will need to generate this list as part of this project?
- A5. Existing connections are shown on the existing drawings already provided. There was a project to upgrade the HVAC in that area of the building and those drawings can be provided to the consultant. The consultant will assist the Lab in developing new, more efficient workflows for the space, based on existing workflows that will be provided to the successful proponent on Award of the contract. Then using the new workflows developed by this project, the consultant will layout the new connections and systems for plumbing, power, lab gasses and vacuum lines. Network connections for the space will be provided by City IT.
- Q6. RFP B12.4 (d) A Project budget does not appear to be included in the RFP. Can the project budget be shared with all Proponents at this time?
- A6. It is the City's expectation that the consultant will develop a construction cost estimate at different phases of the project: Schematic Design Phase (D4.1.2 (b) (ii)) and at the Contract Document Preparation Phase (D4.1.4 (v)). Because this project will have multiple phases we are unable to provide the amount of the total project budget.
- Q7. RFP B12.5 Please confirm if Proponents are to include hours and fees for one or more public engagement events.
- A7. No, public engagement events are not required for this project. Refer to Part B – Bidding Procedures of this document for clarification.
- Q8. RFP D3 Background
- Q8.1 Assuming that the existing Lab functions cannot be disrupted during the renovation, please advise on the availability of temporary (swing space) lab work spaces.
- A8.1 The project team is currently working on a Lab Relocation Document that will be provided to the successful proponent.

- Q8.2 Confirm "lab furniture" and their procurement method: is "lab furniture" referring to lab benching system (casework, work surfaces, upper cabinets, etc.) and is this system to be procured with the awarded General Contractor's (GC) scope or is it being purchased, supplied and installed by the City and simply coordinated by the GC?
- A8.2 Yes, the project team will consider "lab furniture" as the lab bench systems, including casework, work surfaces, and storage cabinets. The system will be procured and installed direct from the furniture supplier and the GC will only need to coordinate.
- Q9. RFP D4.1.6(d) Contract Administration
- With regard to submitting "a written and photographic record" of the existing spaces, this is normally stated in project specifications for the awarded General Contractor to provide. Confirm whether The City requires the Consultant Team or the General Contractor to provide this item.
- A9. This is to be completed prior to the General Contractor attending site for the reasons stated.
- Q10. RFP D4.1.6(g) Contract Administration
- With regard to "detailed vendor Document Requirements", the list of contractor submittal requirements is normally stated in project specifications for the awarded General Contractor to provide. Confirm whether the City requires the Consultant Team or the General Contractor to provide this item.
- A10. Because the Consultant is designing and specifying the equipment to be used, they will provide the "detailed Vendor Document Requirements (VDR) list" (RFP D4.1.6(g)); the Consultant will also:
- D4.1.6 (g) (i) Manage the VDR list and logs of contractor submittals.  
D4.1.6 (g) (ii) Update and forward the VDR list and current logs of submittals....
- Q11. RFP D4.1.6(m) Contract Administration
- With regard to a "continuous record of Project activities", normally the awarded General Contractor is responsible for the site and their site work activities. Confirm whether The City requires the Consultant Team or the General Contractor to provide this item.
- A11. This task will be shared with GC. It is expected that the contractor will maintain redline drawings, photos of work progress, weekly reports, etc. and that these items will be verified by the Consultant on a weekly basis. Refer to Part D – Scope of Services of this document for clarification.
- Q12. RFP D4.1.6(n) Contract Administration
- With regard to monitoring and managing the contractor's schedule, normally the awarded General Contractor is responsible for their construction schedule. Confirm whether the City requires the Consultant Team or the General Contractor to provide this item.
- A12. The General Contractor is expected to provide the contract schedule and to stick to the schedule. The Consultant is expected to monitor the construction schedule and report to the City on construction progress. This is especially important for verifying contractor progress billing Item 4.1.6 (aa).
- Q13. RFP D4.1.6(v), (i) (ii) (iii) Contract Administration
- Q13.1 Confirm that the frequency of construction reports is weekly.
- A13.1 Yes, the frequency of construction reports will be weekly.

- Q13.2 With regard to providing a weekly construction report, the report items described are normally the responsibility of the awarded General Contractor. Confirm whether the City requires the Consultant Team or the General Contractor to provide them.
- A13.2 Refer to Part D – Scope of Services of this document for clarification.
- Q14. RFP D4.1.6(x) Contract Administration
- With regard to a ‘specific construction inspection report for each inspection... prepared by, or under the supervision of a Professional Engineer’, in the Province of Manitoba, the Prime Consultant is an Architect, and their Consultant Team provides the construction (site review) reports, which will include, as applicable, the various architectural, landscape architecture, interior design, and engineering disciplines. Please advise.
- A14. Refer to Part D – Scope of Services of this document for clarification.
- Q15. RFP D4.1.6(z) Contract Administration
- Q15.1 Confirm the frequency of the meetings is weekly.
- A15.1 Yes, the frequency of the meetings will be weekly.
- Q15.2 With regard to the coordination of regular construction site meetings, normally the awarded General Contractor schedules, coordinates, conducts, and provides the meeting minutes. Confirm whether The City requires the Consultant Team or the General Contractor to provide this item.
- A15.2 Refer to Part D – Scope of Services of this document for clarification.
- Q16. RFP D4.1.7 (a) Post Construction Services
- Confirm that "record drawings" are required, as opposed to "as-built drawings"
- A16 The City will only require as-built drawings at the end of the project. Refer to Part D – Scope of Services of this document for clarification.
- Q17 RFP B12.4 (b) Project Understanding
- It appears that there will not be any urban design scope in this renovation. Kindly confirm whether this article can be removed from the RFP.
- A17 This Item has been deleted. Refer to Part B – Bidding Procedure of this document for clarification.
- Q18 RFP B23.8 Award of Contract
- With regard to reference to C1.1(v), the link provided in Part C General Conditions, article C0.1.1 leads to a page stating “404 Page Not Found”. Please confirm the Owner -Consultant service contract that will be used by the City, e.g. CCDC 31 (2020). If it is not a CCDC contract, kindly provide a pdf copy of the City’s blank contract form for Proponent review.
- A.18 The General Conditions for Consultant Services can be found at:  
<https://legacy.winnipeg.ca/finance/findata/matmgt/conditions/gc-consultantserv2022-09-02.pdf>
- According to the Request for Proposals
- Item B23.7
- Further to Paragraph 7 of Form A: Bid/Proposal and C4, the City may issue an award letter to the successful Proponent in lieu of execution of Contract Documents

Item B23.7.1

The Contract documents as defined in C1.1(u) in their entirety shall be deemed to be incorporated in and to form a part of the award letter notwithstanding that they are not necessarily attached to or accompany said award letter.

Q19. RFP D3 Background

With regard to free-standing furniture such as Lab Stools, are these to be procured within the awarded General Contractor's (GC) scope or will they be purchased, supplied and installed by the City and/or their Vendor? If their procurement is to be included in the Proponent's Scope of Work, please advise on the City's budget for these products.

A19. Free standing lab furniture will not be procured as part of this project.