



## 864-2025 ADDENDUM 2

# PROFESSIONAL CONSULTING SERVICES FOR SOUTHWEST SEWER CATCHMENT AREA UPGRADES – DETAILED DESIGN AND CONTRACT ADMINISTRATION SERVICES

### URGENT

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

ISSUED: 2026-02-11  
BY: Kevin Sapiak  
TELEPHONE NO. (431) 278-0876

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

Template Version: Add 2024-02-01

**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.**

### FORM B – FEES

Replace: 864-2025\_Form B: Fees with 864-2025\_Addendum 1 - Form B: Fees. The following is a summary of changes incorporated in the replacement Bid/Proposal Submission:

Form B (R1): Revised Items to remove multiple Item 34 and 40 numbers that were shown.

### FORM P – PERSON HOURS

Replace: 864-2025\_Form P: Person Hours with 864-2025\_Addendum 1 - Form P: Person Hours. The following is a summary of changes incorporated in the replacement Bid/Proposal Submission:

Form P (R1): Added Item 9 under Contract 1 – River Crossing Force Mains (Detailed Engineering)

### PART B – BIDDING PROCEDURES

- Revise: B7.2 (b) to read: Experience of Proponent and Subconsultants (Section **C**) in accordance with B10;
- Revise: B7.2 (c) to read: Experience of Key Personnel Assigned to the Project (Section **D**), in accordance with B11;
- Revise: B7.2 (d) to read: Project Understanding and Methodology (Section **E**) in accordance with B12; and
- Revise: B7.2 (e) to read: Project Schedule (Section **F**) in accordance with B13.
- Revise: B10.2 (c) to read: Pictures of the project (**showing key construction aspects of the project**);
- Revise: B13.4 (c) to read: Construction Contract 3 (Linacre Lift Station) RFQ to close by October 5, 2028 and Tender to close by December 12, **2028**;

### PART D – SUPPLEMENTAL CONDITIONS

- Add: D26.20 Prepare monthly Contractor progress payments for each Contract in accordance with new legislation prompt payment process until Total Performance of each contract has been achieved.

- Add: D26.20 (a) Prepare monthly contractor progress estimates within seven (7) days of month-end to the Contractor;
- Add: D26.20 (b) Review Contractor submitted proper invoice;
- Add: D26.20 (c) Prepare and issue Payment Certification to the City within seven (7) days of Contractor receiving proper invoice.
- Add: D26.20 (d) Prepare Request for Revision and Notice of Non-Payment Cover Letter where proper invoice does not match Payment Certification for any monthly disputed amounts.
- Revise: D32.2 to read: Conduct a project closeout meeting over Microsoft Teams to go through **all completed deficiencies, final Contractor project-closeout documents (O&M manuals, as-built markups, etc.) and any warranty items**. The Consultant will be required to prepare meeting agenda and distribute meeting minutes after the meetings have finished. The Consultant Project Manager, Contract Administrator along with all Key Leads will be required to attend.
- Add: D32.5 Prepare final Contractor progress payments for each Contract in accordance with new legislation prompt payment process in accordance with D26.20 (a) through (d).
- Add: D33.2 (f) (i) Each arc flash label will be required to list Equipment Name, Incident Energy, Working Distance, Arc Flash Boundary, Voltage Level and Date.
- Add: D34.6 The General Requirements for Heritage Work Allowances are as follows:
- Add: D34.6 (a) The hourly rates of all Key Personnel and non-Key Personnel proposed for any Heritage Work Allowances when defined and approved shall match the original Form P: Person Hours and/or original rate sheet provide. There will be no fee escalation allowed for yearly adjustments, promotions, etc. to be used for Heritage Work Allowances.
- Add: D34.6 (b) The Consultant shall apply a maximum of ten (10) percent markup on all Work performed by a Sub Consultant.
- Add: D34.6 (c) Expenditures under the Heritage Work Allowance must be authorized in writing by the Consulting Contract Administrator by a Change in Scope of Services (CSS). The Consultant will be required to complete a CSS for using Heritage Work Allowance expenditures.
- Add: D34.6 (d) The Contract price will be adjusted by written order to provide for a difference between the amount of the Heritage Work Allowances and the actual cost of the Work.
- Add: D34.6 (e) The City reserves the right to delete any or all of the Heritage Work Allowances from the Contract if the Work intended to be covered by the Heritage Work Allowances is not required, or if the Works intended are found to be more extensive than the provisional Heritage Work Allowances.
- Revise: D35.5 (c) to read: Expenditures under the Geotechnical Work Allowance must be authorized in writing by the Consulting Contract Administrator by a Change in Scope of Services (CSS). The Consultant will be required to complete a CSS for using **Geotechnical** Work Allowance expenditures.
- Revise: D45.1 (a) (i) to read: 100% Design Completed by **December 11, 2026**;

## QUESTIONS AND ANSWERS

- Q1: The description for the Contract Administration Services - Resident task is consistent with normal Non-Resident Contract Administration efforts. There are also two (2) pay items for most construction contracts identified as Resident Services. Can the City clarify the difference between the three (3) different Contract Administration tasks and roles?

A1: Contract Non-Resident Services are for contract administration services after construction contracts have been awarded until construction site work begins. Contract Resident Services begins once construction site work begins and lasts until Total Performance has been reached. Majority of the items in RFP clause occur after site construction work begins. The 3<sup>rd</sup> Contract Resident Services is associated with full time inspection site hours. The City will not be changing the Contract Administration tasks and roles.

Q2: In the interest of an equitable submission process and to facilitate budgeting for Non-Resident Contract Administration efforts, can the City provide assumed Working Day durations to Substantial Performance for each Contract? This is typically provided in most current RFP's for detailed design and Contract Administration work.

A2: The City has provided hours for full time inspection services (sections D27, D28, D29 and D30) to be fair to all bidders. These sections also contain working days for bidders to use. All bidders can assume that Substantial Performance for all Contracts will be reached twenty (20) business days prior to Total Performance dates listed in section D45.

Q3: There are no Contract Administration – Resident Site Hours (Time-Based) tasks for Contract 5. Does this mean the City does not expect any part- or full-time resident services for this construction contract?

A3: The City does not require part time or full time inspections to monitor demolition work of Kilkenny Lift Station. Please note that there will be some site inspections for Consultant personnel as listed in clauses D26.4, D26.5 and D26.7 while demolition work is underway.

Q4: The Resident Tunnel Drives in sections D27, D28 and D30 contains days for tunnel drive. Can the City confirm if this includes days for the launching and receiving shafts along with manholes and weir chambers?

A5: Yes, launching shafts, receiving shafts, manholes and weir chambers are included in the Resident Tunnel Drives (sections D27, D28 and D30) for each tunnel drive.