



Project:	2022-RFP-Long Term Water Supply PM Services		
Addendum No.:	01	No. of Pages	5

The following change(s) in the proposal Documents are effective immediately.
This Addendum forms part of the Contract Documents.

ITEM	DESCRIPTION	ACTION
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Question 1.1:

Should any questions be responded to on or after the inquiry date of October 14th, 2022, would the City consider amending the submission date to a later time to give proponents sufficient time to respond to the City's response?

Response 1.1:

The close date of the RFP is extended for one week. The deadline for submissions is now October 28th, 2022 and the award date is November 9th, 2022.

Question 2.1:

Will a per diem, to include accommodations in Iqaluit, meals and incidentals be considered for reimbursement?

Response 2.1:

All costs, exclusive of the flight costs from Ottawa or equivalent for the Senior Project Manager, should be included In the Total Fixed Fee

Question 2.2:

Would the City consider reimbursement for flights from other major Canadian cities to Ottawa (or directly to Iqaluit if available), to allow us to draw on some of our uniquely qualified individuals from other parts of Canada?

Response 2.2:

Individuals can fly from anywhere in the country to/from Iqaluit but the City will only cover the cost equivalent to the flight cost from Ottawa to Iqaluit return.

Question 3.1:

Appendix A – Cost Submission Form only includes a line item for “Disbursements (only flight costs from Ottawa or equivalent is admissible) for Sr. Project Manager. Please advise whether flight costs are included for Project Managers/Specialists/etc.

Response 3.1:

*Refer to **Response 2.1***

Question 4.1:

Section 3.2 states: “each Project Manager should be stationed in Iqaluit for 12 weeks in a year during the construction phase of the project. This may result in 12 trips in a year for each Project Manager. No rotational services will be accepted for the positions based in Iqaluit”. We are interpreting this statement to mean that up to 12 trips to Iqaluit will be required for each of the project managers, but the visits will be scheduled as required by the project schedule, and are not suitable for a “rotation”. Is this correct?

Response 4.1:

As specified in Section 3.5, the Project Managers are expected to make 12 weekly visits in a year to Iqaluit. The exact schedule of these visits will be discussed and finalized when the contract is award.

Question 5.1:

Multiple sections of the RFP state, “Only the cost of flights (from Ottawa to Iqaluit) for these visits will be reimbursed”. Will the flights from Iqaluit returning to Ottawa be reimbursed as well?

Response 5.1:

The flight costs reimbursement is based on return flights to and from Ottawa to Iqaluit.

Question 6.1:

In section 3.5, it is requested to only show the estimated cost for flights for the Senior Project Manager for the duration of the contact. The two Project Managers are also requested to travel to Iqaluit, please confirm if the estimated cost of their flights for the Project Managers are to be excluded for the estimate on the pricing form.

Response 6.1:

*Refer to **Response 2.1***

Question 7.1:

Are three references required for the Cost Engineers and Schedulers, or do you just require them for the Senior Project Manager and the two Project Managers?

Response 7.1:

Three (3) references are required for each proposed candidate for the project team.

Question 8.1:

Will the selected firm be able to bid on the design portion of this project?

Response 8.1:

All Proponents responding to the Long-Term Water Supply Project Management Services RFP are required to be free of conflict of interest and confirm that the proponent does not have an unfair advantage. If a proponent of the Engineering Services RFP is found to have a conflict of interest or unfair advantage (as a result of being the successful proponent for RFP 2022-RFP-032) in responding to future RFPs or requests for services, that proponent may be disqualified.

Given the nature of the services that will be provided to the City of Iqaluit by the successful proponent, without making any predetermination, it is conceivable a conflict of interest or unfair advantage would exist. While all responses to RFPs or requests for services are reviewed on a case by case basis, as set out in the Unfair Advantage and Conflict of Interest Schedule, factors such as conflict of interest and unfair advantage must be taken into consideration.

Question 9.1:

In section 5.1, it notes that the City would enter in a contract for 48 months, starting October 2022. In Appendix A – Cost Submission Form, it is noted that fees should be for 60 months. Can the City confirm the intent is to award a contract for the full 60 months?

Response 9.1:

The city intends to award the contract for the full 60 months starting in 2022 and ending in 2027, following the project schedule specified in Section 5.1.

Question 10.1:

The front cover of the RFP states proposals are due October 21st, however section 2.1 Submission requests proposals be received by 3:00 on October 14th. Can you please confirm the close date is October 21st and October 14th is the deadline for questions?

Response 10.1:

*Refer to **Response 1.1***

Question 11.1:

Regarding Item 6.1 of the contract – The indemnity is one sided and, in fairness to bidders, we would request that a mutual indemnity be added to the contract.

Response 11.1:

*The terms expressed in **Appendix B- Services Agreement** are implemented for all projects when the services of external parties are required. As a result, it is a requirement for the successful proponent when entering a valid contract with the City.*

Question 12.1:

In the interest of ensuring competitors are competing on the same basis and are pricing on the same expectation for inflation, if we make an assumed annual inflation for fees and expenses of 3%, can the City confirm it would entertain potential increase to the contract amount if inflation is above that amount?

Response 12.1:

As stated in Appendix A – Cost Submission Form, a separate sheet should be provided showing the yearly cost breakdown for the services for 60-month period. The proposed fees should contain a breakdown of all applicable elements that are deemed necessary to provide the services as detailed in the RFP.

Question 13.1:

Regarding Item 9.1 of the contract – In the initial periods of the contract, the fees the consultant will have earned will not cover the risk of a \$1M liability. We would recommend that the terms be adjusted to \$1M or the fees paid to date, whichever is lower. Please confirm this is acceptable

Response 13.1:

The amount set is the required liability limit required for the contract and the terms of the service agreement cannot be amended.

Question 14.1:

In the RFP Section 1.1 Introduction, a four-year period for the contract starting October 2022, but notes in Section 3.5 Costing and Appendix A that construction is anticipated until October 2027 which is 5 years (60 months). Could the duration of the contract be clarified?

Response 14.1:

Please refer to Response 9.1

Question 15.1:

We understand that there is a 3 page maximum limit for the project approach. Are there any other page limitations for other sections of this proposal?

Response 15.1:

The proposal submissions should follow the Evaluation rating table and present all the rating factors highlighted

Question 16.1:

Page 11 -3.5 Paragraph 2 states “expenses or disbursements expended, with prior approval and as a direct result of project work and in the proponents duties under the under the contract shall be reimbursed by the city in accordance with existing City policies for city employees and not part of the scope of this project.” Please clarify if expenses, as a direct result of the project work, are reimbursable or not reimbursable as a part of the scope of this project.

Response 16.1:

Expenses incurred as a part of the project scope, with prior approval from the City, will be reimbursed

Question 17.1:

Page 16 – 5.2.2 Indicates 4 trips by the senior project engineer during design development phase extending from October 2022 to May 2024. What level of effort does the City require from the senior project manager once construction commences?

Response 17.1:

Please refer to Section 3.5 – Costing for an explanation of the duties of the Senior Project Manager.

Question 18.1:

Page 16 – 5.2.2 indicates that the cost of flights between Ottawa and Iqaluit will be reimbursed for the senior project manager and project managers, however on Page 18 Appendix A Line Item 2 the flight cost will only be reimbursed for the senior project manager, could this be clarified?

Response 18.1:

Please refer to Response 2.1

Date: October 14, 2022

Distribution: All Bidders