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ADDENDUM NO. 3
CONSULTING SERVICES – RIVERFRONT FESTIVAL PLAZA IMPROVEMENTS
RFP NO. 47-20

June 19, 2020

This addendum amends and forms part of the Proposal Documents. The Proponent shall insert the addendum behind the cover page of the Proposal Documents.

CLOSING DATE: The closing date is extended to; **THURSDAY, JULY 2, 2020.**

The closing time and location remain unchanged.

Any further questions will be received for consideration until Thursday, June 25, 2020.

REVISIONS:

- In reference to **Section 7, Requirements and Deliverables of the Contract**, Item 7.1 on page 9, bullet item 7.1.9 below is to be added to the list in first paragraph:

The successful Proponent will demonstrate ability, qualifications and knowledge in the following areas:

- 7.1.9 Community consultation and engagement, including chairing public meetings, engaging in a public consultation process and addressing public input.

- In reference to **Section 13, Timetable**, on page 15, the table shall be deleted in its entirety and replaced with the following table:

Activity	Target Start
Detailed Design Development	Summer 2020
Tender / Construction	Summer / Fall 2021

- Appendix C – Cost Proposal**, shall be deleted in its entirety and replaced with Appendix C – Cost Proposal Revised Addendum No. 3.
- In reference to **Appendix G – Service Requirements**, Required Services, Item II – Detailed Design Development Phase on page 43, delete bullet item 10 in its entirety and replace with the following:
 - Provide construction phasing/staging options and cost estimating. Each phasing option shall minimize the need for temporary works between phases.

5. In reference to **Appendix G – Service Requirements**, Required Services, Item II – Detailed Design Development Phase on page 43, add bullet items 20 & 21, as follows:
 20. Organize and chair one public engagement session / presentation to incorporate public consultation into the design. Prepare materials, including advertisements, mail-outs, hand-outs, agendas, presentation materials, on-line survey materials, etc.. Actively respond to comments and work with concerned stakeholders. Such consultation is to occur prior to finalizing the design development.
 21. Prior to conducting stakeholder meetings, a public engagement session or Council presentation(s), the successful Proponent shall meet with the City Project Team and/or Project Executive Committee to obtain comments on the draft presentation material.
6. In reference to **Appendix G – Service Requirements**, Required Services, Item III – Construction Documents Phase on page 47, delete the following statement in its entirety:
“Assume the work is to be tendered in three distinct phases/stages and constructed over several years.”
7. In reference to **Appendix G – Service Requirements**, Required Services, Item IV – Pre-Tender and Tender Phase on page 47, delete the following statement in its entirety:
“Assume the work is to be tendered in three distinct phases/stages and constructed over several years.”
8. In reference to **Appendix G – Service Requirements**, Required Services, Item V – Contract Administration and On-site Inspection Phase on page 48, delete the following statement in its entirety:
“Assume the work is to be tendered in three distinct phases/stages and constructed over several years.”

QUESTIONS & ANSWERS:

Question 1:

The RFP identifies three phases and requests lump-sum all-inclusive pricing for Phase I, II, and III Construction/Tender Documents & CA/Inspection as noted on page 26. Please clarify the individual scope of the three phases for the development of the three individual tender packages and associates construction administration.

Specific reference to the number of construction phases/stages has been removed from the RFP document. Development of construction phasing/staging options for the City’s review and consideration is part of the successful proponent’s scope during detailed design. For the purposes of this proposal, assume tendering and construction will be completed under one general contract.

Question 2:

Please confirm the program components in the RFP and associated Appendix I have been publicly vetted and approved for further development.

In 2018, Landmark Engineers Inc., on behalf of the City, completed a Final Concept Plan. As part of their scope, feedback was solicited from various stakeholders and the public, and the comments received were incorporated into the plans. City Council approved the Final Concept Plan for the Festival Plaza on July 23, 2018 (refer to the appendices of the Functional Design Report at Appendix I for a copy of the full Council Presentation, including the Final Concept Plan).

Question 3:

Is the successful respondent required to build any additional community consensus for any of the program elements provided in Appendix I?

Yes, as detailed in the 'REVISIONS' section of this addendum.

Question 4:

Will the City of Windsor share with the successful team the public consultation process with regards to the program elements identified in the RFP?

Yes.

Question 5:

Please clarify the scope of work for Phase 1 anticipated for construction during the Fall 2021 as noted on page 16.

Refer to the response to Question No. 1 of this addendum.

Question 6:

The development of the overall and individual work plans, schedules, and tendering packages (Phase I, II, & III) are dependent on the scope definition of each individual phase. Please identify the three individual phases as requested on page 26.

Refer to the response to Question No. 1 of this addendum.

NOTE: All submissions must use the attached REVISED Appendix "C" – Cost Proposal form contained in Addendum No. 3.

Except for the contents of this addendum, all other terms and conditions of this proposal remain the same.

END OF ADDENDUM NO. 3

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

Elaine Castellan

Elaine Castellan
Purchasing Supervisor

EC/sf

**ADDENDUM NO. 3
CONSULTING SERVICES – RIVERFRONT FESTIVAL PLAZA IMPROVEMENTS
RFP NO. 47-20**

June 19, 2020

I hereby acknowledge receipt of Addendum No. 3 to the Proposal No. 47-20 (7 pages).

The information contained therein is hereby noted and account of same will be taken in our proposal cost.

This information was received on the _____ day of _____, 20_____.

Signature

Name (Printed)

Company Name

***NOTE: You are required to acknowledge this addendum with your proposal submission.**

PLEASE RETURN SIGNED ACKNOWLEDGEMENT SHEET ASAP
BY E-MAIL TO: purchasing@citywindsor.ca

Attn: Purchasing Department