



THE CORPORATION OF THE CITY OF WINDSOR
OFFICE OF THE CITY SOLICITOR

ALEX VUCINIC
Manager of Purchasing

Elaine Castellan
Purchasing Supervisor

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TELEPHONE NUMBER

**ADDENDUM NO. 1
ENGINEERING CONSULTING SERVICES FOR EASTLAWN AVENUE
RECONSTRUCTION
RFP NO. 98-20**

June 30, 2020

Please replace Appendix “C” – Cost Proposal and Appendix “D” – Evaluation Criteria with the attached.

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

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

END OF ADDENDUM NO. 1

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

Elaine Castellan

Elaine Castellan
Purchasing Supervisor

EC/kr

**ADDENDUM NO. 1
ENGINEERING CONSULTING SERVICES FOR EASTLAWN AVENUE
RECONSTRUCTION
RFP NO. 98-20**

June 30, 2020

I hereby acknowledge receipt of Addendum No. 1 to the RFP No. 98-20 (9 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 E-MAIL @ purchasing@citywindsor.ca SIGNED ACKNOWLEDGEMENT SHEET ASAP

Attn: Purchasing Department

Engineering Consulting Services for Eastlawn Avenue Reconstruction

APPENDIX "C" – COST PROPOSAL

**TO: The Corporation of the City of Windsor
Attention: Purchasing Department
Legal Services Department
400 City Hall Square
Suite 403
Windsor, ON N9A 7K6**

Name of Proponent:

Business Address:

Phone: _____ **Fax:** _____

Contact name for future correspondence and inquiries:

Name _____ **Title:** _____

Phone: _____ **Fax:** _____

E-mail: _____

We have read and we fully understand the requirements of the RFP, including the scope and nature of the services, the applicable timelines, the Contract, and any addenda issued by the City. We acknowledge that the opening of the Cost Proposal constitutes an offer from the City to enter the Evaluation Contract described in the RFP. We also acknowledge that, by submitting a Submission which substantially complies with the material requirements of the RFP, we accept that offer.

Having carefully examined the RFP, including all of the Appendices and including addendum numbers _____, having fully investigated and ascertained existing conditions, circumstances and limitations affecting the services required under the Contract:

Engineering Consulting Services for Eastlawn Avenue Reconstruction

1. We offer to enter into the Contract with the City to provide the services required under the Contract for the fixed, All-Inclusive lump-sum price for:

CANADIAN DOLLARS (\$_____).

The above fixed All-Inclusive lump-sum price:

- (a) excludes the harmonized sales tax, but includes all other taxes and duties;
- (b) is a fixed, All-Inclusive lump sum price for the provision of the services contemplated by the Contract;
- (c) is further broken down in the following chart:

Work Specific Description	Estimated Hours to Complete	Cost
Total Sum of All-Inclusive lump-sum price:		

2. We offer the following fixed, All-Inclusive hourly rate for the provision of any services not contemplated by the Contract:

A.	CANADIAN DOLLARS (\$_____/hr). Project Manager/Senior Engineer
B.	CANADIAN DOLLARS (\$_____/hr). Junior Engineer
C.	CANADIAN DOLLARS (\$_____/hr). Inspector
D.	CANADIAN DOLLARS (\$_____/hr). Technologist
E.	CANADIAN DOLLARS (\$_____/hr). Administration Support
TOTAL Sum of A+B+C+D+ E = (\$_____/hr).	

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The above fixed All-Inclusive hourly rate:

- (a) excludes the harmonized sales tax, but includes all other taxes and duties;
- (b) is a fixed, All-Inclusive hourly rate for the provision of the services not contemplated by the Contract.

3. We offer the following fixed, **credits** should the requirements for these specific tasks be removed from the Contract:

A.	CANADIAN DOLLARS (\$_____).	Geotechnical Study
B.	CANADIAN DOLLARS (\$_____).	Preliminary Land Survey
C.	CANADIAN DOLLARS (\$_____).	Preliminary Sewer Inspection
TOTAL Sum of A+B+C = (\$_____).		

The above fixed credits:

- (a) exclude the harmonized sales tax, but includes all other taxes and duties;
- (b) are fixed **credits** should the requirements for these specific tasks be removed from the Contract.

DECLARATIONS

- A. We declare that our Submission is free of Qualification(s).
- B. We declare that our Submission is not made in connection with any other Proponent and is, in all respects, fair and made without collusion or fraud.
- C. We declare that our Submission applies and complies with any applicable fair wage practices.
- D. We acknowledge and agree that our Submission is irrevocable and open for acceptance by the City for a period of one hundred and twenty (120) days starting from the day after the Submission Deadline.
- E. We acknowledge and agree that, if awarded the Contract, we will:
 - (a) execute the Contract and deliver the executed original to the City within seven (7) business days of our receipt of the same;

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- (b) deliver to the City, within seven (7) business days of our receipt of notice of selection:
 - (i) proof of all insurance required by the Contract; and,
 - (ii) a current WSIB clearance certificate if applicable.

We acknowledge and agree that we will be in breach of the Evaluation Contract if we fail to comply with any of the above.

Signed, sealed and submitted for and on behalf of:

PROPONENT _____

DATE _____

SIGNATURE _____

Name and Title _____

I have authority to bind the Proponent named above

-END OF APPENDIX "C"

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APPENDIX “D” – EVALUATION CRITERIA

1. Evaluation of Services Proposal

The Services Proposal will comprise 70% of the overall Proponent score. The evaluation criteria and relative weightings are to be applied as follows, referencing Appendix B:

Mandatory Criteria – IS A PASS/FAIL OF THE (SERVICES PROPOSALS) AT THE SOLE, ABSOLUTE AND UNFETTERED DISCRETION OF THE CITY.

NOTE: Proponent must obtain a PASS to move on with the evaluation

EVALUATION CRITERIA-MANDATORY	PASS/FAIL
<ul style="list-style-type: none"> • Is the Proponent’s Offer Document - Appendix A, compliant as required in paragraph 8.2(a) • Is the Proponent’s Cost Proposal - Appendix C, compliant as required in paragraph 9.1 • Is the Proponent’s Declaration of Conflict compliant as required in Appendix B – Submission Content, Question 1. 	

Stage 1 – Services Proposal

EVALUATION CRITERIA	WEIGHT
Proponent Information: As per Appendix B, Question 2.	5
Experience: As per Appendix B, Question 3.	25
Proponent Qualifications: As per Appendix B, Question 4.	10
Project, Proponent Schedule and Timeline: As per Appendix B, Question 6.	30
Proponent Personnel and Staffing: As per Appendix B, Question 7.	30
Total	100

Stage 2 – Services Proposal

REFERENCES – IS A PASS/FAIL OF THE (SERVICES PROPOSALS) AT THE SOLE, ABSOLUTE AND UNFETTERED DISCRETION OF THE CITY.

NOTE: Proponent must obtain a PASS to move on to opening up the Cost Proposal.

EVALUATION CRITERIA	PASS/FAIL
References	

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2. Evaluation of Cost Proposal

The Cost Proposal will comprise 30% of the overall value of the Proponent score and is further broken down as follows:

Price Component	Weight
Section 1, Appendix C: All-Inclusive lump-sum price	20
Section 2, Appendix C: Provision of any services not contemplated by the Contract	5
Section 3, Appendix C: Fixed Credits	5

1. All-Inclusive fixed price lump sum

The lowest All-inclusive fixed price lump sum will be assigned a score of 25 marks. The remaining All-inclusive fixed price lump sum amounts will be allocated points in accordance with the following formula:

$$\frac{\text{Lowest Rate}}{\text{Rate}} \times 25$$

2. All-inclusive fixed price hourly rate for provision of any services not contemplated by the Contract

The lowest All-inclusive fixed price hourly rate will be assigned a score of 5 marks. The remaining All-inclusive fixed price hourly rate amounts will be allocated points in accordance with the following formula:

$$\frac{\text{Lowest Rate}}{\text{Rate}} \times 5$$

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3. Total sum of fixed, **credits** should the requirements for these specific tasks be removed from the Contract

The highest Total Sum of all fixed Credits prices will be assigned a score of 5 marks. The remaining Total Sum of all fixed Credits prices amounts will be allocated points in accordance with the following formula:

$$\frac{\text{Rate}}{\text{Highest Rate}} \times 5$$

-END OF APPENDIX "D"-