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Manager of Purchasing

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TELEPHONE NUMBER

ADDENDUM NO. 5
INTEGRATED SITE ENERGY MASTER PLAN CONSULTANT
RFP NO. 188-18

January 29, 2019

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

CLARIFICATIONS / QUESTIONS AND ANSWERS:

Q1. Item 7.2.3 in the RFP is titled Phase 2 – Public Engagement, but the clarification provided in response to Addendum 3, Q6 indicates that the stakeholder referenced in Section 7.2.3 is the Corporation of the City of Windsor. Can the City please confirm that engagement of the public or other stakeholders (external to the City) is not required as part of the scope of work?

Confirmed.

Q2. Item 10.2 of Appendix “B” states requirement for “A complete list of the management staff at all levels who would be responsible for the City’s project. This list should include the key liaison as well as that individual’s direct manager and so on, as well as their office locations.” Can the City please clarify what comprises a “management staff” member? Does the City require a complete listing of all junior, support, and administrative staff that will work on the proposed project?

Yes.

Q3. Item 7.3 of Appendix “B” prescribes “a) Meetings/roundtable discussions with key staff (including the Project Executive Committee) and Council if required” and “b) Involvement of stakeholders and associations, if required.” Can the City please clarify whether these requirements are intended to reiterate those set out in Section 7.2.3 of the RFP for “a) Meetings with key stakeholder group” and “b) Stakeholder workshop”?

These are intended to reiterate requirements set out in section 7.2.3

Q4: Is the budget the City of Windsor is allocating for this project consistent with the City of Windsor Corporate Climate Action Plan W3: Develop an Integrated Site Energy Plan (March 6, 2017), which states an estimate of \$75,000-\$100,000 to develop the ISEPs?

This budget that was stated in Corporate Climate Action Plan W3 was for the Lou Romano facility and did not include the plan for Little River.

Q5: Why was an additional site visit set up following the initial site visit?

A second mandatory site meeting was added to this RFP process to allow Proponents the opportunity to ensure that both sites were attended, in accordance with the RFP mandatory site meeting requirements, which may not have been clear to all Proponents.

Q6: Regarding Appendix “C” – Cost Proposal, Item 2 (pg. 29)

“We offer the following fixed, All-Inclusive hourly rate for the provision of any services not contemplated by the Contract”. Would it be acceptable to provide a rate table encompassing all potential rates dependent on the staff necessary to offer the services not contemplated by the Contract, or do you need one single rate for these services?

Yes, a rate table attached to Appendix “C” – Cost Proposal, of various staff which may be necessary is an acceptable alternate to providing the requested All-Inclusive fixed price hourly rate, as these rates are submitted for information purposes only and are not considered for the purposes of the evaluation (30 marks). The rate table or all inclusive rate for services NOT contemplated by the contract may be applied in the event additional work not contemplated is approved by the Department.

The question period is now closed.

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

END OF ADDENDUM NO. 5

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

Elaine Castellan

Elaine Castellan
Purchasing Supervisor

EC/sf

**ADDENDUM NO. 5
INTEGRATED SITE ENERGY MASTER PLAN CONSULTANT
RFP NO. 188-18**

January 29, 2019

I hereby acknowledge receipt of Addendum No. 5 to the Proposal No. 188-18 (3 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 FAX BACK TO (519) 255-9891 OR E-MAIL @ purchasing@citywindsor.ca SIGNED
ACKNOWLEDGEMENT SHEET ASAP**

Attn: Purchasing Department