



**CORPORATION
de la Cité de/ of the City of
CLARENCE-ROCKLAND**

ADDENDUM #1
06/11/2017 15:46

F18-INF-2017-022

Tender Number

Transportation Master Plan (TMP)

Request for Proposals Issued On:
18-Oct

Proposal Submission Deadline: 2:00:00pm Local Time in Clarence-Rockland Ontario, Canada on
16-Nov-17

THE INFORMATION CONTAINED IN THIS DOCUMENT IS TIME SENSITIVE

Please note: This addendum is to be considered part of the above noted Request for Proposal as though included with the original version. This addendum does not affect the closing date/time: Bidders should acknowledge receipt of all Addendum / Addenda by inserting in the space provided on the Bid Submission Form, the numbers of all Addendum / Addenda received during the bidding period.

QUESTION REQUESTING CLARIFICATION

The following questions were received:

1	Question:	Page 29 of the RFP indicates proposals should not exceed fifteen typed pages, excluding appendices. Could you please clarify if 11x17 pages count as two pages (i.e. workplan/schedule and/or staff qualification table)?
	Reply:	The City will accept 11x17 pages for the workplan/schedule, all other pages should be 8.5 x 11
2	Question:	Appendix A – Traffic Count Data indicates that data will be provided in an addendum, has this addendum been issued?
	Reply:	Not as of yet.
3	Question:	Would the municipality consider an extension to the proposal deadline date such that traffic volume data can be reviewed in additional detail in form of an addendum?
	Reply:	Yes, new closing dead line is Nov. 16th, 2:00pm
4	Question:	Please confirm proof of insurance (suppliers and WSIB) only applicable to the successful bidder and not form part of the submission.
	Reply:	Only required upon award.
5	Question:	Please confirm service deliverables within Appendix "C" – Rate Bid Form (page 46) are to be listed for each task identified in the workplan (i.e. total cost of each study task item identified) or by milestone/deliverable. How are non-deliverable tasks intended to be captured within Appendix "C"?
	Reply:	Please list major milestones only. All provisional pricing shall include, without limitation, all professional fees, consulting fees, materials, staff time, sub-consulting fees and other Service fees, all Disbursements, costs, expenses, Taxes other than HST, allowances and charges whatsoever, all items and incidentals to be provided pursuant to the RFP and anything properly included as a best practice.
6	Question:	For Section 3.2.2 please clarify what would be included in 'other costs' under disbursements.
	Reply:	Shall include all applicable customs duties, tariffs, overhead, materials, fuel, office support, profit, permits, licenses, labour, carriage, insurance, Workplace Safety Insurance Board costs, and warranties, and further shall not be subject to adjustment for fluctuation in foreign exchange rates.
7	Question:	Under the Project Lead's Qualifications and Experience (15 points) if a Project Management Team (i.e. PM and Deputy PM) is proposed how many project examples would the municipality require? Page 48 of the RFP indicates a minimum of three project examples demonstrating relevant experience. Would the municipality evaluate 3 projects for each individual (6 project total) or 3 projects total for the management team?
	Reply:	Three for the whole project team.
8	Question:	Please confirm that the Municipality intends to undertake the TMP/ATP in accordance with Approach #2 of the Municipal Class EA Process?
	Reply:	Please clarify question, do you mean phase 2?