Architects Section

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Request For Proposal ADDENDUM No. 1

DATE: June 1, 2018 METHOD OF DELIVERY: EMAIL

PROJECT NAME & NO.: Sessions House 34.11.77

RE: RFP Documents
TO: All Proponents

The following information supplements and/or supersedes the RFP documents dated May 18, 2018.

This RFP Addendum forms part of the contract documents and is to be read, interpreted and coordinated with all other parts. The cost of all work contained herein is to be included in the contract sum. The following revisions supersede the information contained in the original documentation issued for the above named project to the extent referenced and shall become part thereof. Acknowledge receipt of this RFP Addendum by inserting its number and date on the RFP Form. Failure to do so may subject the Proponent to disqualification.

No.: DESCRIPITON: For Clarification and informational purposes only.

The following is a reminder to all Proponents that if they do not provide the mandatory submission/technical requirements and/or amend the submission forms then their proposals will be rejected, disqualified and not evaluated further.

1st Item - 2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which proposals comply with all of the mandatory submission requirements. Proposals that do not comply with all of the mandatory submission requirements as of the Submission Deadline will, subject to the express and implied rights of the Government, be rejected. The mandatory submission requirements are listed in Section C of the RFP Particulars (Appendix D).

2nd Item - 2.2.1 No Amendment to Forms (inclusive of additional information and/or changes)

Other than inserting the information requested on the mandatory submission forms set out in the RFP, <u>a proponent may not make any changes to any of the forms</u>. Any proposal containing any such changes, whether on the face of the form or elsewhere in the proposal, may be disqualified.

3rd Item - 2.3.1 Mandatory Technical Requirements

The Government will review the proposals to determine whether the mandatory technical requirements as set out in Section D of the RFP Particulars (Appendix D) have been met. Proposals that do not comply with all of the mandatory technical requirements will, subject to the express and implied rights of the Government, be disqualified and not evaluated further.

4th Item - Service Schedule (Mandatory Submission Requirement)

Provision of a **professional service schedule** for all deliverables with critical paths indicated.

a) The schedule shall be in the form of a bar chart in electronic format (Microsoft Project) and will be fully detailed to include all construction activities from commencement to completion of the project. All critical path professional

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design service activities will be identified. The key milestones in the design process will also be identified.

- b) The schedule shall show the most cost effective completion date.
- c) The selected proponent shall make every effort to complete the Works by the stipulated completion date, and shall adjust its schedule of activities accordingly.
- d) The selected proponent shall pay extra costs to complete the work on schedule, which may be incurred because of: increasing the labour force; increasing working hours either by overtime or by using shifts; using more equipment and machinery; or any other procedure which must be used.
- e) Include in the schedule for any overtime or abnormal shift required to complete the project. Allow for extra care to minimize disruptions in an operational facility.

End of RFP Addendum 1