

Addendum #2



To: Prospective Bidders **File No:** RFP 2021-01 Q02
Date: January 15, 2021
From: Brian Murphy, Director of Public Works & Engineering
Re: Response to Bidder Questions #2 RFP 2021-01

Please review the following responses to bidder questions that were submitted in regards to City of Duncan RFP 2021-01 Transportation and Mobility Strategy.

1. Page 8 of the RFP references an Appendix B (MMCD Standard Client Consultant), but this does not seem to be included as part of the RFP documents. Could you please provide?

Response: Please refer to <https://www.mmcd.net/resources/clientconsultant-agreement/>

2. Appendix A shows the different sections the proposals will be evaluated on, but are you able to provide a weighting for each of these sections?

Response: Weightings will not be provided at this time. Bidders should expect that Proponent and Proposal will have significant weighting.

3. In Appendix A, under “Basic Attributes” – can you clarify if the “Design and tendering lump sum fee included” and “Construction services estimate included” headings are correct?

Response: These attributes do not apply to this project and will not apply to the scoring for this RFP. These attributes can be deleted and disregarded.

4. In Appendix A, under “Step 2 – Proposal” – can you elaborate on how “Environmental Performance” will be evaluated?

Response: This attribute will receive minimal or zero weighting for the scoring of this RFP. Acknowledging that the TMS Vision “must include greenhouse gas emissions reductions and mode share as considerations” (page 14 – TMS Principles, Vision, Goals and Objectives) would be sufficient.

5. With the evolving development of the COVID-19 situation and its far-reaching impacts, including couriering/printing challenges, would it be permissible to consider an email or online submission?

Response: As per Addendum #1: Considering current circumstances, the nature of an RFP, and concerns about the current reliability of couriers, the City will accept e-mail or electronic submissions for the adjusted submission deadline (see below). Where applicable, Proponents are requested to follow their electronic submission with the printed hardcopies with a target date of February 8, 2021 for receipt of those hardcopies by the City. In the event of any discrepancy or question related to an electronic submission, the hardcopy will be used to resolve the matter.

6. On Page 20 of the RFP, "Section 6.0 – Fee and Disbursements" states the following requirement:

The Proponent shall provide a lump sum fee up to and including the completion of tendering. Any costs incurred by the Consultant above the submitted lump sum cost will be the sole responsibility of the Consultant unless pre-approved by CoD.

An estimate for Construction Services shall be identified in the proposal but actual fees will be billed based on actual hours worked times the hourly rates quoted in the proposal, plus disbursements, for the personnel and services stipulated. After final design is completed, the Construction Services estimate will be discussed and adjusted as mutually agreed upon by both parties.

As this opportunity is for a study, can you confirm that we are to provide a lump see fee for just study (i.e. no design or construction services fees are required?)

Response: Correct. These two paragraphs can be deleted and disregarded.