



ADDENDUM

PROJECT TITLE: Consulting Services – Kennedy Street Outfall Upgrade Project	ADD. NO: 1
RFP NO: 2024-0910010P	DATE: July 24 th , 2024
PAGE 1 of 2 (Including Confirmation Sheet)	

Make the following modifications to the above project. Include in the amount of the Proposal, any additions to or deductions from the cost of the work by reason of these instructions.

Sign and attach this Addendum to the Proposal documents and submit with your Proposal. Failure to do so may result in the rejection of your Proposal.

Please find below a list of questions and answers.

Q1. When will the contract be awarded? No specific date has been included in the RFP document, but Section 10 states "The proposal constitutes an offer which shall remain open and irrevocable until ninety (90) days after the date of the proposal opening."... which means that the City might only award the contract at the beginning of November 2024. This would mean that Parts A-D for the project would have to be done in a 3-month period (to keep in-line with the desire to begin tendering February 2025 and project finish by end of 2025 construction season), and also does not allow us to prepare the Schedule (for inclusion in the proposal) as accurately as possible.

A1. The contract is expected to be awarded by August 26th, 2024. If there are any delays, we will adjust the proposed schedule accordingly.

Q2. No specific allowance has been made for a Project Manager for Parts A-E of the project (the RFP states "12 hrs weekly of project management" for Part F, but nothing for Parts A-E), which means that the delivery on schedule of Parts A-E would be at risk. Should a Project Manager also be included to manage Parts A-E? If so, how many hours (similar to what has been stated for Part F) would be advisable/acceptable? This would ensure that all proponents can bid more equitably.

A2. It is the consultant's responsibility to estimate the level of work required for Parts A-E, as they are under the consultant's control for completion. All work required for the completion of Parts A-E should be included in the Upset Fee for these parts in the proposal.

SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL

Monic MacVicar

BY: _____
 Monic MacVicar, CCLP, CPPB
 Procurement Specialist, Supply Chain Management

 Contractor's Signature



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CONFIRMATION - RECEIPT OF ADDENDUM

Upon receipt of this document, fax this page to (506) 658-4742 to confirm receipt of this addendum.

CONSULTANT'S NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

RECEIVER NAME (PRINT) _____

RECEIVER SIGNATURE: _____