



Township of South Glengarry

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TO: ALL PROPONENTS

DATE: January 22, 2025

SUBJECT: 2025-02 – Professional Services for Third Line Bridge Rehabilitation

ADDENDUM NO. 1

This Addendum now becomes part of the documents as outlined hereunder.

With respect to questions asked, we offer the following clarifications:

QUESTION 1

To facilitate the requested cost-benefit analyses to weigh whether more extensive deck repairs are needed, would a bridge deck condition survey (BDCS) be considered to obtain the condition of the bridge deck?

RESPONSE 1

A structure evaluation is included in this scope. However, no material condition surveys (ex. BDCS) were noted as required in the most recent OSIM. Proponents may wish to recommend additional assessments in their submission should they believe they are necessary to achieve intended designs.

QUESTION 2

\$5,000,000 in Professional Liability Insurance (errors and omissions), is much higher than is typically requested by municipalities for similar projects (typical contract requests are between \$1M and \$2M). The \$5M request is also higher than what many smaller companies typically carry in coverage. Would the Town consider changing the Professional Liability Insurance requirement to \$2M?

RESPONSE 2

No, the insurance requirements remain as written in the RFP document.

QUESTION 3

Section 5 of the RFP - Project Schedule, has a bullet point for "Submission of Final Report". There is no mention of this deliverable in the rest of the RFP. Can the Township please clarify if this deliverable is required and if so, what the expectations are for it?

RESPONSE 3

Final report can be considered any documents required to complete the project.

QUESTION 4

Can the owner provide an assumed length of contract for CA and Inspection?

RESPONSE 4

Contract Administration and Inspection is not guaranteed through this RFP. Proponents are asked to include their hourly rates for municipal review. For the purpose of this exercise, and acknowledging the construction work has not been defined, please assume a construction schedule of eight weeks with 120 hours of inspection.

QUESTION 5

Can the owner provide an assumed number of hours per week for CA and Inspection?

RESPONSE 5

See response No. 4

QUESTION 6

Is a legal survey required?

RESPONSE 6

No, a legal Survey is not required.

QUESTION 7

Does the Township use an industry standard agreement, such as the 2024 MEA/ACEC Standard Agreement? If the Township has its own standard form of agreement, would it be possible to receive a copy prior to the submission date?

RESPONSE 7

Yes, the 2024 MEA/ACEC Standard Agreement can be used.

QUESTION 8

Regarding section 7 of the RFP, to better align with the project size and risks, will the Township accept professional liability coverage in the amount of \$2,000,000 per claim and in the aggregate?

RESPONSE 8

No, the insurance requirements remain as written in the RFP document.

QUESTION 9

Regarding the Terms and Conditions (section 8 of the RFP), several clauses do not necessarily reflect the role of the consultant in these types of agreements. Would the Township be willing to revise the Terms and Conditions prior to entering an agreement?

RESPONSE 9

Yes.

QUESTION 10

Would the Township consider listing an additional role, that of Contract Administrator, separate from the Project Manager? It is common that such projects have a separate role for a specific Contract Administrator, working under the direction of the project manager to oversee and guide the project during construction, attending and chairing site meetings, processing payments and coordinating the QA and inspection work.

RESPONSE 10

As per procurement document "Other staff which may be required to fulfill the contract administrative services will be included within the formal Contract Administration agreement executed between the Township and the successful proponent." Proponents are welcome to include any other team members hourly rates, that they would have involved in the Contract administration activities.

The Tenderer shall sign this Addendum in the space provided below, shall affix their seal hereto and submit this Addendum in the same envelope as his Tender. Except as and to the extent that they are amended by the foregoing, all terms and conditions of the Tender Documents remain in full force and effect.

X

Proponent Signature