

**THE CORPORATION OF TAY VALLEY TOWNSHIP
REQUEST FOR PROPOSAL
BUILDING CONDITION ASSESSMENTS
CONTRACT #2021-EC-001
ADDENDUM NO. 3**

**THIS ADDENDUM SHALL BE INCORPORATED INTO THE PROPOSAL PACKAGE AND
SHALL FORM A PART OF THE CONTRACT DOCUMENTS**

Date Issued: July 14, 2021
Issued By: Amanda Mabo, Clerk

Please note the following changes, corrections, additions, deletions, information and/or instructions in connection with the Proposal Package. Failure to acknowledge receipt of this Addendum as per Part “A” – Information to Bidders may render your submission non-responsive.

This addendum is to address the following clarification:

Clarifications:

The RFP submission deadline remains the same and is not changed by Addendum No. 3

Questions & Answers:

Q1: In Part C Item 1, for the submission to Component 1 do the requested cover letter and table of contents count towards the page limit?

A1: No, the cover letter and table of contents do not count towards the page limit.

Q2: Can we get a description of what is required for each section of the Component 1 submission?

A3: Requirements for each section of the Component 1 is as follows:

Firm’s Qualifications and Experience on Similar Assignments – the firm shall have experience providing Building Condition Assessments and Asset Management Plans, preferably in a municipal setting, and successfully completed a minimum of three (3) similar projects in the last three (3) years.

Project Team’s Experience – The firm should have a project manager, lead engineer (or architect) and appropriate support staff. The project manager should have a minimum of 15-years’ experience and the lead engineer should have a minimum of 8-years’ experience. The project team members listed must have been involved in the firms three (3) similar assignments that were provided.

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Project Understanding – the firm should provide a description of the understanding of the project, knowledge of local conditions and challenges for small municipalities, such as Tay Valley Township.

Work Plan, Methodology and Quality Assurance Plan – the firm should provide a description that outlines the approach for delivering the project requirements accurately and to the satisfaction of the Township. The description should include specific tasks that will be completed in the development of a final report and the asset management plan.

Project Schedule – provide a detailed level of effort (excluding costs), ensuring that adequate resources have been applied to each stage of the work program. The schedule should be provided in a Gantt Chart and note each sub-phase, meetings, and deliverable dates that are consistent with the dates provided in Addendum No. 2.

End of Addendum No. 3

Amanda Mabo, Clerk
clerk@tayvalleytwp.ca