



# NATIONAL CAPITAL COMMISSION COMMISSION DE LA CAPITALE NATIONALE

## TENDER ADDENDUM

**REQUEST FOR STANDING OFFER  
AGREEMENT - PROFESSIONAL  
SERVICES IN CIVIL, MUNICIPAL AND  
TRANSPORTATION ENGINEERING**

**NCC Tender File # AL1835**

**Date: November 22, 2022**

## ADDENDA À LA SOUMISSION

**DEMANDE D'OFFRE A COMMANDES -  
SERVICES EXPERTS-CONSEIL EN GÉNIE  
CIVIL, MUNICIPAL ET DES TRANSPORTS**

**Numéro de demande de soumission de la CCN no.  
AL1835**

**Date : nov. 22, 22**

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ADDENDUM #: 6

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ADDENDA n° : 6

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The following shall be read in conjunction with and shall form an integral part of the Tender / Proposal and Contract Documents:

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Ce qui suit doit être interprété comme faisant partie intégrante de la proposition/appels d'offres et des documents relatifs au contrat :

1. The bid closing date is extended to Tuesday, November 29, 2022 at 3:00pm EST.
2. Appendix 7 Fee Schedule is revised to reflect appropriate weightings on estimated hours (for bid evaluation and bidder ranking purposes only). Note that the previous Fee Schedule forms have been superseded and are no longer valid.

- 1- La date de clôture des soumissions est prolongée jusqu'au mardi le 29 novembre 2022 à 15h00 HNE.
- 2- L'annexe 7 Grille tarifaire est révisée afin de refléter une pondération appropriée des heures estimés (pour but d'évaluer et classer le soumissionnaire seulement). Veuillez noter que les grilles tarifaires émises auparavant ont été remplacées et ne sont plus valide.

Refer to annex.

Référé à l'annexe.

Allan Lapensée  
Senior Procurement Advisor  
Procurement Services  
Corporate Services Branch

Allan Lapensée  
Conseiller principal à l'approvisionnement  
Services de l'approvisionnement  
Direction des services généraux

## APPENDIX 7 - FEE SCHEDULE

See Sections 2.8, 5.2 and 5.3, for information providing details about what is (and isn't) included in the hourly rates for 'Core Team' staff. Refer to Appendix 5 for description of job classification levels. See Sections 2.3 and 2.4 regarding potential future adjustments to fees.

**For the purposes of Financial Proposal evaluation, proponents must provide hourly/unit rates that will apply for the first year of the SOA for the following:**

CLASSIFICATION OF PERSONNEL, AND, TRANSLATION SERVICES	UNIT RATES FOR YEAR 1 (\$/HOUR) (A)	WEIGHT FACTOR (HOURS) (B)	TOTAL (\$) (A x B)
Principal Engineer Level F	\$ / hr	40	
Senior Engineer Level E	\$ / hr	100	
Intermediate Engineer Level D	\$ / hr	250	
Junior Engineer	\$ / hr	250	
Technologist Level D	\$ / hr	300	
Draftsman/CAD Operator	\$ / hr	400	
Construction Supervisor	\$ / hr	150	
<b>Bid Total excluding taxes:</b>			

**Failure to include an appropriate unit rate for each item of the Fee Schedule including translation outlined above will lead to the disqualification of the proposal**

Firm Name

Submitted by / Signature

Date

Note: by signing this form, this individual confirms they have the authority to legally bind the firm.

## APPENDIX 7 FEE SCHEDULE REVISED BY ADDENDUM 6

Hourly/unit rates must be stated in Canadian dollars.

- The following costs shall be included in the hourly rates, and shall not be reimbursed separately:
  - Travel and travel-related expenses within the National Capital Region (e.g. Gatineau, Ottawa and surrounding areas), including:
    - I. travel time
    - II. travel fare
    - III. mileage
    - IV. parking fees
    - V. taxi charges
  - Reproduction and delivery costs of drawings, CADD files, specifications and other technical documentation specified in the TOR;
  - Standard office expenses: Photocopying, computers, internet, cellular phones, long-distance telephone calls and faxing (including that between the Consultant's main office and branch offices and between the Consultant's offices and other team members' offices).
  - Courier and delivery charges for deliverables specified in the TOR;
  - In-house computer work station;
  - Plotting charges;
  - Presentation materials;
  - Rental of office space; and
  - Any other expense identified in the TOR that the NCC will not pay for.
  
- The following disbursements are not to be included in the hourly rates. When pre-approved by the NCC Design Lead they will be reimbursed to the consultant at actual cost or as described below:
  - Extraordinary reproduction and delivery costs of drawings, documents, presentation material, CADD files, specifications and other Technical Documentation, to comply with NCC requests;
  - Extraordinary transportation costs for material samples and models additional to that specified in the Terms of Reference;
  - Fees for approvals and permits to conduct field investigations and material testing;
  - Extraordinary travel and accommodation requirements requested by the NCC shall be reimbursed in accordance with the current Treasury Board Travel Policy;
  - Other extraordinary disbursements provided they are:
    - reasonably incurred by the Consultant
    - related to the services required for a call-up

In all such cases, extraordinary requirements should be described and estimated in the Terms of Reference for the call-up, or, if their need is only identified during the call-up, formalized and approved in writing in advance by the NCC Design Lead.

- All payable disbursements must be itemized and supported by receipts where possible.