



TENDER ADDENDUM

**Professional Services for the LeBreton Flats Plan of Subdivision
SS013**

January 6, 2023

ADDENDUM No. 2

This shall be read in conjunction with and shall form an integral part of the Tender / Proposal and Contract Documents.

The following points in the RFP package have been modified as below:

1. Solicitation Closing Date has been extended from February 1, 2023 at 3:00 p.m. EST to **February 14, 2023 at 3:00 p.m. EST.**

2. Under 5.11- Authorities

Delete in its entirety: 5.11.1 – Senior Contract Officer

Insert:

5.11.1 NCC Senior Contract Officer is:

Emilie Scheckman
National Capital Commission
40 Elgin Street, Suite 202
Ottawa, ON K1P 1C7
Telephone: 343-552-5976
Email: emilie.scheckman@ncc-ccn.ca

The Senior Contract Officer is responsible for the management of the Contract. Any changes to the Contract must be authorized in writing the appropriate NCC delegated Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Senior Contract Officer.

Question #2:

Can we get access to the listed previous studies so that an accurate fee proposal can be determined?

Response #2:

Studies and reports listed in Annex A1 on page 42 can be made available upon request to the contracting authority: emilie.scheckman@ncc-ccn.ca

Question #3:

Can the submission date be pushed back one month so that a review of the existing reports and information can be completed so that an accurate fee can be proposed?

Response #3:

Solicitation Closing Date has been extended from February 1, 2023 at 3:00 p.m. EST to **February 14, 2023 at 3:00 p.m. EST.**

Question #4:

Would the participation of a firm providing one of the “Relevant Specialties” noted in Section 4.3, and delivering services as a sub-consultant, be precluded from working on future development blocks, in any capacity?

Response #4:

Please see Response #1 of Addendum 1.

Question #5:

Could we please request the list of document takers or registered bid takers?

Response #5:

This information is not available. Alternatively, please consider adding your company to the list of businesses who are interested in partnering under the “Partner with another business” section of the tender webpage.

Question #6:

We note in Section 4.4.1 of the RFP that the bid evaluation price accounts for 30% of the overall combined rating score. We also note that Section 4.2 of the Appendix A Statement of Work identifies a large number of “Potential Studies” that “may be required as part of a plan of subdivision application”, and it is also stated that this is a “non-exhaustive list of studies that may be required” and that the required studies and plans “will be confirmed through consultation with the NCC and a pre-application consultation meeting with the City of Ottawa”. However, in the preface to Section 4 of Appendix A, the RFP states that the primary responsibility of the Proponent is, “to identify and retain the technical expertise required to complete this assignment” and “to produce and provide the services and reports necessary to submit an application and obtain draft approval for a plan of subdivision from the City of Ottawa”. This is echoed by Section 4.1 of Appendix A which states that one of the general tasks is to,

“coordinate, prepare and submit all plans, studies, reports etc. as required by the City of Ottawa”. Given that the actual required studies can only be determined after pre-consultation with the City of Ottawa and as such are not clearly specified for consulting price estimating purposes as part of this RFP, and given that the costs of individual plans, studies and reports is notable within the context of the 30% financial rating, can Proponents assume, for the purposes of fair and equitable procurement process, that only the studies, plans and reports listed on Page 35 of 57 in Section 4.2 of Appendix A need to form part of the Proponent’s Bid at this time, and that should the City of Ottawa pre-consultation process require additional studies, plans and reports, that the cost of these additional studies, plans and reports would be addressed subsequent to the project award by a Scope Change to the assignment.

Response #6:

Yes, for the purposes of this RFP, Proponents’ financial bids must only consider the potential studies listed in Appendix A: *Building LeBreton – Request for Proposals – LeBreton Flats Plan of Subdivision Professional Services Statement of Work*, Section 4.2 on pages 35-36. Any additional studies, plans and reports required by the City of Ottawa would be addressed through a contract amendment following municipal pre-application consultation.

Under Appendix D – Financial Bid

Insert the following text under heading Table 1 on Page 56 of the RFP:

With regard to Section 4.2 of Appendix A: *Building LeBreton – Request for Proposals – LeBreton Flats Plan of Subdivision Professional Services Statement of Work*, the all-inclusive lump sum price must consider only the potential studies listed in Appendix A: *LeBreton Flats Plan of Subdivision Professional Services Statement of Work*, Section 4.2.

All other terms and conditions remain the same.

Emilie Scheckman
Senior Contract Officer
Procurement Services
Corporate Services Branch