



NATIONAL CAPITAL COMMISSION
COMMISSION DE LA CAPITALE NATIONALE

ADDENDUM

KG001_RFSO Professional Services for Program and Project Management

May 3rd, 2024

ADDENDUM No.2

The following questions and answers shall be read in conjunction with and shall form an integral part of the RFSO, Proposal and Standing Offer Agreement:

- **Question #9:** We kindly request a two-week extension to the submission deadline of the above referenced solicitations.

Answer #9: The solicitation closing date have already extended until May 13, 2024, at 3:00 pm ET (see Amendment #1).

- **Question #10:**
Please confirm the requirements as per 6.2.2.3 to provide information for the projects submitted in Section 6.2.2.2.
The specific requirements for sample cash flow, baseline schedules, critical path, cost variance analysis, etc. are considered confidential to the high security/public entity that owns the project and therefore cannot be provided as part of this public procurement. Please clarify the intent and expectations of these requirements related to the representative projects and the information security inherent in high security public infrastructure projects.

Answer #10: Please refer to answer #2 in Amendment #1.

- **Question #11:**
In Section 4.1, on page 15, the RFSO refers to subcontractors under the second 'Note'. Further, under Section 4.3, certain tasks refer to responsibilities that customarily belong to design consultants, such as: reviewing shop drawings, preparing sketches and drawings, preparing as-built drawings. Could you please confirm if the intent is for the successful proponents to carry necessary consultants as subcontractors to perform these tasks?

Answer #11: Proponents must ensure they are able to provide required services as outlined in this RFSO. However, it is not necessary for proponents to carry subcontractors. Proponents must ensure that their subcontractors comply with all security measures, standing orders, policies, or other rules in force at the site where the Work is performed.

- **Question #12:**

Should only one individual and one back-up be nominated and assessed for each category position?

It is unclear how many resources, as well as back-up resources, are required for each position. For example, on page 38 of the RFSO, for the Senior Project Manager role, the total score for this role is 9 points, with another note indicating 2.25 pts per CV which translates to 4 resources. Does this mean that we need to designate one Senior Project Manager and three alternates? The same goes for Intermediate Project Manager, Junior Project Manager, etc... .

Answer #12: Please refer to answer #6 in Amendment #1.

- **Question #13:** Please confirm if there is a page limit for Rated Requirements 3.

Answer #13: Page limit of 7 pages for Rated Requirements 3.

- **Question #14 & 15:** Could the RFI period be extended by a week?

Answer #14 & 15:

The solicitation closing date have already extended until May 13, 2024, at 3:00 pm ET (see Amendment #1)

Enquiries should be received no later than fourteen (14) calendar days prior to the date set for solicitation closing.

- **Question #16:** Based on the Rated Requirement 4, can you please clarify that our understanding is that we are required to submit:
4 x Senior Project Managers, 4 x Intermediate Project Managers, 4 x Junior Project Managers and 2 x Project Administrator/Coordinator along with back-up candidates for all positions.

Answer #16: Please refer to answer #6 in Amendment #1.

- **Question #17:** In reference to Rated Requirement 2, Structure of Response, page 30, which asks the Bidder to provide the ‘Cost of the project provided by the proponent’. Can the NCC please clarify what they are seeking here?

Answer #17: The NCC is seeking here, the total budget of the provided representative projects.

- **Question #18:** With regards to Evaluation Criteria for Rated Requirement 4 of the RFSO, please confirm NCC is requiring a total of 4 CVs in our submission to fulfil the core team member requirements (i.e. one CV for each Rated Requirement 4A, 4B, 4C, 4D).

Answer #18: Please refer to answer #6 in Amendment #1.

- **Question #19:** Is back-up personnel CVs rated?

Answer #19: Yes. CVs for back-up personnel should be clearly marked as such and must indicate the individual for which they are acting as back-up.

- **Question #20:** Section 2.6 of the RFSO notes that the SOA is intended to be used for small and medium projects. Rated Requirement 2 requests that the representative projects have utilized either a construction management, design-build or public-private-partner relationship project delivery model. While these models are commonly associated with larger construction projects, would it also be acceptable to submit a project that was delivered through the traditional design-bid-build methodology?

Answer #20: Design-bid-build may be submitted.

- **Question #21:** In the file mentioned under 2.8 Consultant's core team of the standing offer agreement, it is requested that the standing offer agreement, it is requested that the intermediate and senior project managers hold PMP certification. We believe that such a requirement limits healthy competition, as many highly qualified project managers do not hold this certification, especially in the case of a manager with 5 years' experience. Would your organization agree to remove this requirement?

Answer #21: The NCC do not intend to remove this requirement. Requirement to remain.

- **Question #22:** Section 2.4 on page 5 of the RFSO, could NCC please clarify whether the estimated expenditure of 1.5M is yearly or across the entire term of the SOA?

Answer #22: The estimate expenditure of 1.5M is across the initial term of three years (3) and for the total awarded SOAs (five (5) maximum). The optional additional years is not considered in this estimate expenditure.

- **Question #23:** We note that the weighting is the same for each backup CVs as for a main resource - yet it is customary in the industry to award more points to main resources than to the relief team. Would the NCC consider redistributing the weighting to give more points to the 4 main resources presented?

In addition, could you clarify your expectations with regard to back-up personnel: does the NCC expect to receive the CVs of several back-up resources for each of the main resources?

Answer #23: Yes, the weighting is the same for the proposed resources and the back-ups, please refer to the section 6.2.2.1 Rated Requirement 1 – Organizational Structure (15 points) and the rated criteria 1C in the same section mentioned above.

CVs for back-up personnel should be clearly marked as such and must indicate the individual for which they are acting as back-up.

- **Question #24**: In the event that the NCC wishes us to submit 3 backups resources for senior and intermediate project managers, total of 6 resources. If the resources do not have PMP certification, do you consider that we are not in compliance with the mandatory requirements, and our bid will therefore be rejected?

Answer #24: Please refer to the section 6.2.1 Mandatory requirements. The mandatory requirements are applicable for all resources, including the backups.

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