

## Addendum 1



### The Corporation of the Town of South Bruce Peninsula

### RFP 19-07

### Roads Needs Study and Sidewalk Condition Assessment

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#### Addendum 1

March 5, 2019

This addendum forms part of the bid document for RFP 19-07 for the above noted project and shall be read in conjunction with the bid document, posted February 19, 2019. The following revisions supersede the information contained in the bid document issued for the above-noted project to the extent referenced and shall become part thereof.

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1. On page 16 of the RFP, Section 3.2, Item d states “One hard copy and one soft copy of the various forms included in Section 4 of this RFP, with each being put in the appropriate envelope or copies onto the appropriate CD or USB flash drive” while Section 4.2, Technical Proposal Form as well as Section 4.6 Proponent’s Ability and Experience Form both ask for three (3) copies to be included in the Technical proposal envelope. Can you please advise how many copies of each form should be included in each submission?

**Town Response: Please provide one (1) digital copy and three (3) hard copies.**

2. On page 17 of the RFP prior to Section 3.4, it states “The technical part of the proposal should be a maximum of 25 pages, inclusive of all information indicated.” Would the title page, any appendix cover pages, staff resumes/appendices, and the one-page letter of introduction be included in this page count? Please confirm

**Town Response: Resumes, appendices, and cover pages are not included in the 25-page limit.**

3. Section 1.12 – Responsibility for Damages – The wording of this clause makes the Consultant responsible for all claims as a result of activities under this Project. Our insurance will not cover claims that may have nothing to do with the engineering work/services we are completing or that may be attributable to the actions of others. The Consultant is put at direct risk for any matters that the Errors and Omissions Insurance will not cover. We suggest that the

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indemnification specifically apply to actions caused by our negligence. Please confirm that this would be acceptable if noted in our proposal.

**Town Response: The Town's interpretation of "as a result of activities under this Project" refers to damages arising as a direct result of the Consultants' activities.**

4. The identification of road deficiencies is limited by the completion of a visual review, alone, of the roads in the Spring. We have found good success in completing the Spring review work with a staff person from the Town, to gain local knowledge of matters that are not directly identified in a single visual assessment (i.e., flooding concerns, maintenance concerns, traffic issues, treatment history, problem areas, etc.). In addition, there are roads that may be somewhat inaccessible in the Spring, without 4-wheel drive trucks. Will the Town consider providing a vehicle and staff person to assist our field person in completing the Spring visual review work? This approach will significantly improve the quality of the study data.

**Town Response: The Town will not be providing a staff member to assist in the field review, nor will we be providing a vehicle. During the project initiation meeting and during the planning of the traffic monitoring program, Town staff will point out any areas of particular concern to the Consultant.**

5. Section 2.3 - Considering that the final report presentation is specified as October 15, 2019, can the Fall traffic counts be completed in September in order to meet this deadline. Alternatively, can the counts be taken in October and the final date for presentation be adjusted?

**Town Response: Adjustments to timelines, integration of the fall data, and the specifics of the traffic counting program will be negotiated with the successful proponent.**

6. Does the Town have any traffic data that has been previously collected, or do they have the equipment to collect traffic data (i.e., Automatic Traffic Recorders)? Should it be assumed that all traffic counts will be undertaken by the Consultant?

**Town Response: All traffic counting will be provided by the Consultant. The Town does not have any traffic counting equipment. Previously recorded traffic counts, although limited, can be found in previous Roads Needs Studies, posted on the Town's website at: <https://www.southbrucepeninsula.com/en/townhall/RoadandBridgeMaintenance.asp>**

7. Will a map or list of previous traffic count locations and or new traffic count locations be provided by the Town of South Bruce Peninsula

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**Town Response: No. The Consultant is to determine the traffic monitoring program in order to capture sufficient data to create a reasonably accurate representation of the road network. Specifics of this program will be determined through discussions between the Town and the successful proponent.**

8. The RFP requires the study data to be provided in spreadsheets that can be easily imported into the CityWide database. Typically, some of the road segments established in CityWide will be spatially different than the segments that are established in the Road Needs Study, and have different unique IDs. Can it be assumed that there has been no correlation established between the Town's CityWide database and the Road Needs Study database and that correlation of IDs for these segments will be undertaken by others (i.e., CityWide), or is this a requirement of the current assignment. Will the Town provide a geodatabase of the CityWide database and/or the previous Road Needs Study database for use in the current assignment?

**Town Response: It can be assumed that the Town's CityWide database does not correlate with the database established in the previous Road Needs Study, including attribute field names and segment limits. The 2013 Road Needs Study database is provided on the Town's website, provided above. The Town does not have this data in Excel format. An export of the current CityWide database is being provided with this Addendum (uploaded as a separate document), however proponents should note that the Town does not want the Consultant to limit the compiled data to the fields currently in either the existing CityWide database or the data set in the 2013 study. It is envisioned that this study will result in a more comprehensive data set.**

9. The condition assessment of the roads is for the purpose of establishing annual maintenance requirements, and short and long-term capital planning. Can we assume that the establishment of a capital plan (short or long-term) or a maintenance program is not part of the current assignment, but will be undertaken by the Town staff, using the results of the Road Needs Study (i.e., identified deficiencies, road needs, prioritization, cost estimates etc.)?

**Town Response: No, the intention of this study is for the Consultant to provide a list of recommendations and priority lists, including estimated costs, for capital upgrades and operational activities.**

10. Will the GIS file be made available to the selected firm? If so, will it contain all the attributes as per Appendix B of the 2013 report?

**Town Response: The Town does not have this information in GIS format.**

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11. For the sidewalks, and given that the condition ratings are to meet OPSS Design and Accessibility Standards, what is the expectation for the sidewalk review? Is a visual inspection of the sidewalks while driving the roads satisfactory or is a walking review required? Does the Town anticipate that a survey using GPS or total station is required? Please clarify.

**Town Response: The inspection is expected to provide sufficient information to ensure the Town is meeting the Accessibility legislation. We do not envision that visually inspecting the sidewalk while driving by to be sufficient to capture that level of information, for example (but not limited to) the height/severity of trip hazards, existing walkway width, etc. The Consultant must determine the level of effort required to meet the established standards, assuming the Town has limited existing sidewalk information.**

12. In Section 1.11 an Appendix A is referenced. Is this to be provided?

**Town Response: The Town's standard engineering agreement is provided with this Addendum and is uploaded as a separate document.**

13. For traffic counts could the Town provide the locations for historical counts? If this is not available can the Town provide input on the number of locations that counts should be undertaken?

**Town Response: Previously recorded traffic counts, although limited, can be found in previous Roads Needs Studies, posted on the Town's website, provided above. The new locations for traffic counts will not necessarily be the same locations as the previous counts. The traffic monitoring program will be negotiated between the Consultant and Town staff at the beginning of the project. The Consultant is expected to strategize a traffic counting program sufficient to develop a reasonably accurate representation of the road network, based on the Consultant's fleet of available equipment and the timeframes for collection described in the RFP.**

14. Section 1.19 – The invoice schedule noted in this section states that the Consultant will invoice at the end of each month from April 2019 to September 2019, inclusive. Each invoice will be 20% of the total price. The prescribed payment period includes six (6) invoice dates (April 30, May 31, June 30, July 31, August 31, September 30). Should the invoices be reduced to 16.67% monthly or will a period be exempted? Please clarify.

The 10% holdback stipulated in this section is a requirement under the Construction Act, for construction projects, to reduce the risk of subcontractors not being paid. As this is not a construction project it is unusual for such a condition to apply to an engineering assignment. Please confirm that the 10% holdback will apply to all progress payments.

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**Town Response: The cost will be paid out in monthly lump payments of 15% of the total contract price. The final payment of 10% of the contract price will be withheld until all deliverables are received.**

15. Section 2.3 – The meetings portion of section 2.3 stipulates a meeting will be held after the visual roads inspection and spring traffic counts are complete. Does this imply that all road segments are to be reviewed per the Inventory Manual for Municipal Roads (IMMR) in the spring, or will a separate visual roads assessment need to be completed by the Consultant in the spring prior to the IMMR review?

**Town Response: The exact timing of the project deliverables will be based on the proposed work plan and will be finalized through negotiations between the Consultant and staff at the project initiation meeting.**

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\*\* Please Note: This addendum notice must appear with your tender submission.

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Signature of Bidder

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Company Name

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Name of Bidder (Please Print)

\_\_\_\_\_  
Date