

Infrastructure & Operations

REQUEST FOR PROPOSALS

Stormwater Upgrades - East Hants Aquatic Centre
RFP50764 - Addendum 1

Release date: January 27, 2025

Proposals will be received up to
2:00:00 pm local time on February 7, 2025

Contact: Michael Hatfield
Procurement Officer
Municipality of East Hants
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Email: mhatfield@easthants.ca



EAST HANTS
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1. QUESTIONS

1. Does the Municipality of East Hants anticipate a topographic survey to be conducted as part of this project's scope? If not, will an existing survey of the built conditions be available upon award?

We do not anticipate that a topographic survey will be required to complete this project. Complete As-Built Record Drawings will be available upon award.

2. Does the Municipality of East Hants anticipate a geotechnical investigation to confirm soil parameters and infiltration ability as part of the project's scope, or will this information be supplied upon award?

We do not anticipate that a geotechnical investigation will be required to complete this project. Geotechnical Investigation Report (2019) will be available upon award.

3. Does the Municipality of East Hants have a budget for the consulting work or an anticipated budget for the cost of construction?

Yes, but the budget covers a number of strategic elements and will not be shared at this time.

4. Can you confirm that I am correct in assuming that the Municipality of East Hants will handle construction administration, with the consultant providing support (e.g., shop drawing review, RFI responses, and CCOs) for a maximum of 8 hours?

Upon further review, it has been realized the follow section should be included within the RFP:

2.4 CONSTRUCTION SUPPORT & REVIEW

- 2.4.1 The Consultant will be responsible for providing 'Issued for Construction' drawings as well as typical construction support activities which include, but are not limited to, responding to design questions that may arise during the construction, visiting site to investigate same, issuing Change Orders for approval by East Hants or approving necessary changes to the design (in consultation with East Hants.) The Consultant will also be responsible for providing 'on-site' review services which include but are not limited to maintaining a presence on site to document construction, witness test and verify that the work is being undertaken in accordance with the design and to a sufficient standard of quality.
- 2.4.2 The Consultant will notify East Hants of any construction issues as soon as they arise and what their likely impact will be and will ensure that no site instructions are issued without East Hants' knowledge. It is anticipated where items can be easily inspected at most times that the review services will be 'part time'. Appendix A – Cost Form indicates a number of hours for Construction Review. This is to ensure that all proponents are pricing for the same number of hours. The actual hours spent on Construction Review may vary from the number indicated. The hours allocated for Construction Review are intended to accommodate on-site personnel only, excluding surveying personnel. It is intended that the constructor will be responsible for field surveying and materials testing.
- 2.4.3 The Consultant, in conjunction with the constructor, will be responsible for noting any changes to the design during construction and for producing 'as built' record drawing. Record drawings will be provided to East Hants in electronic format (both PDF and AutoCAD).

ADDITIONALLY, I would like to revise the **8-hour construction support allocation to 32-hour construction support, within Appendix A – Cost Form**. This would further align with the construction support expectation, more clearly defined now in Section 2.4 within this Addendum. A revised Cost Form is included with the addendum which incorporates some other minor corrections; use of the revised form is preferred.

5. We are currently in the process of obtaining our safety-certified status. Will a statement indicating that we will have this in place by the project award suffice, or will confirmation of certification be required for consideration?

A certificate of Recognition (COR) from a Safety Certified auditor, or equivalent acceptable to East Hants, is a requirement for contract award. If you are in the Safety-Certified process, your auditor should be able to provide a letter confirming that you are in the process (Audit Pending status, for example). Such a letter would be acceptable proof to comply with the requirements of the RFP process to allow your proposal to be evaluated. However, if your company were to be highest-rated and if the audit process was not completed at the time East Hants was ready to award, this requirement would disqualify your firm from receiving award.

NOTE: There is a typo on section 1.3.3. of the RFP in the email address. The correct email address appears elsewhere in the document, but for clarity, contact mhatfield@easthants.ca to confirm intent to attend the site briefing. Confirmation is not required, but appreciated.

END OF ADDENDUM

APPENDIX A - COST FORM (REVISED)

1. Contact information for Proponent:

Name of Primary Proponent Firm	
Address	
Phone Number (office)	
Fax Number	
Primary Project Contact Name	
Email Address for Primary Contact	
Cell Phone Number for Primary Contact	

2. Sub-consultant List (if any):

Name of Sub-consultant Firm	
Address	
Phone Number (office)	
Fax Number	
Project Contact Name	
Name of Sub-consultant Firm	
Address	
Phone Number (office)	
Fax Number	
Project Contact Name	
Name of Sub-consultant Firm	
Address	
Phone Number (office)	
Fax Number	
Project Contact Name	

2. COST

The Proponent must complete the following table to be submitted with their Proposal.

Work Element	Hours on Task (Total)	Total Fee	Total Expenses	Total Cost per Element
Design				
Tender Documents				
Construction Support	32			
Record Drawings				
Column Totals				
Total Proposed Cost (less HST)				

3. BY SIGNING BELOW THE BIDDER AGREES THAT:

- a. The Proponent has read and understands the requirement of this RFP and agrees to abide by the terms and conditions.
- b. The Proponent has read and understands the following addenda: Addendum ____ to ____ (if any). Failure to acknowledge an addendum containing information pertinent to the Services may be cause to reject a Proponent's Proposal.
- c. The Proponent has read, understands and will, if awarded the work, comply with insurance requirements specified in the Sample Agreement.
- d. The Proponent will, if awarded the work, obtain and will maintain for the duration of the contract Workers' Compensation Board of Nova Scotia workplace insurance coverage (attach Letter of Good Standing if available).
- e. The Proponent hereby agrees that the work proposed in the table will be completed by the dates stated in the Schedule for the Total Cost indicated in the table above, inclusive of, without limitation, all fees, expenses or costs for which the Proponent may wish to be reimbursed, except HST.

Authorized Signature

Name (Printed)

Title (Printed)

Date