



08 May 2020

TO ALL PROPONENTS

Addendum No. 2

RE: LRT Stage 2 Procurement Lessons Learned

Please note the following questions raised by proponents, and the answers as provided by the Project Authority.

In a cover letter please ensure that you acknowledge all addenda when submitting your firm's Proposal Submission.

Q1: As it relates to section R.1 (Experience of the Proponent), please elaborate on what types of projects are considered experience of the firm. In particular, could project experience gained by a member of the project team at another organization (i.e., within another consulting firm or as an employee within a public sector organization) be considered as experience of the firm? Similarly, is experience gained where the firm had the role of subconsultant to another firm be considered experience of the firm?

A1: Experience gained from an employee at a different firm will not be considered relevant under R.1. Subconsultant work will be considered relevant to the degree that the work directly performed by the subconsultant is relevant.

Q2: As it relates to section R.2 (Experience and Qualifications of Lead Consultant and Key Team Members), can experience or project examples be drawn from Key Team Member's past roles while they were employed as staff working within public sector organizations?

A2: Yes.

Q3: Further to Section 1.2 Restricted Parties and Section 3.3.1 (Evaluation Team) can you confirm that individual or private section entities involved with either Stage 2 or Stage 1 of the LRT will not, in any way, be involved in the review of submissions to this RFP or in the selection of the successful respondent?

A3: Section 1.2 Restricted Parties provision refers to proponents that have been deemed to be ineligible to complete this work as per Appendix III, page 8, Procurement of Services. As outlined in Section 3.3.1 the City reserves the right to engage professional external or internal consultants to assist with the evaluation process.

Q4: On page 5, Section 1.2 Restricted Parties you mention that Restricted Parties are those who were involved with Stage 2 City of Ottawa light rail procurement. While it appears that Restricted Parties is a defined term we have not been able to determine who the Restricted Parties are. Please provide a full listing of which individuals / or firms that are considered Restricted Parties.

A4: No list will be issued.

Q5: Further to Section 1.2 Restricted Parties and Section 3.3.1 (Evaluation Team) can you confirm that former employees of the City of Ottawa will also not be involved in the review of submissions to this RFP or in the selection of the successful respondent?

A5: As outlined in Section 3.3.1 the City reserves the right to engage professional external or internal consultants to assist it with the evaluation process.

Q6: Please list the Restricted Parties referenced in Section 1.2 of the RFP.

A6: Please see A4.

Q7: For the scope of services requested in the RFP, over what period of time are these services expected to be performed? i.e. what is the duration of the assignment?

A7: As stated in the statement of work the Contractor's report is to be presented to Committee and Council by November 2020. If proponents believe that the timelines are not achievable, they should raise that issue during the question period of this solicitation.

Q8: What is the presumed / desired start date (of the assignment)?

A8: The presumed start date is expected to be in July 2020.

Q9: What is the budget range (i.e. not a specific number but rather a range such as <\$100K, \$100-250K, \$250K-\$500K, \$500K-\$1M, \$1M-2.5M, > \$2.5M etc.) associated with the services sought through this RFP?

A9: As indicated in Section 3.11 the budget for this work still requires Committee and Council approval and will only be sought once a preferred proponent has been identified. No specific budget has been identified at this time. If Committee and Council do not approve the budget the work will not proceed to award.

This addendum forms part of the Request for Proposal document and will be incorporated into any resulting Agreement. In your Proposal submission, please indicate receipt thereof, **failure to do so may result in the rejection** of the Proposal submission.

For further information, please contact Mike Byrne, Procurement Officer, Supply Services at Mike.Byrne@ottawa.ca.

END OF ADDENDUM