



THE CORPORATION OF THE CITY OF GUELPH

**REQUEST FOR PROPOSALS  
FOR CONSULTING SERVICES**

**Reference Number: 16-037**

**Electronic Proposals Only**

**Closes: Monday February 22<sup>nd</sup>, 2016 at 2:30:00 p.m. local time**

## DEFINITIONS OF TERMS USED IN THIS RFP

### 1. DEFINITIONS

- (a) In this RFP, capitalized terms other than those defined in this RFP have the meanings provided in the Procurement By-law.
- (b) In this RFP, the following terms have the indicated meanings:
  - (i) "**Closing Time**" means 2:30:00 p.m. local time on XXXXXXXXXXXX, 2016 as determined by the City's electronic bidding system web clock;
  - (ii) "**Conflict of Interest**", in respect of a Proponent, means a situation where the Proponent is an employee of the City, a spouse or child of an employee of the City, or a corporation or other business entity in which an employee of the City or his or her spouse or child has an interest or is a director or officer;
  - (iii) "**Owner's Statement of Requirements**" means as defined in CCA-CSA-RAIC Document 14 – 2000;
  - (iv) "**Procurement By-law**" means By-law Number (2014)-19771 of the City, as amended or replaced from time to time;
  - (v) "**Procurement Representative**" means the representative of the City designated by the City as the contact person in respect of this RFP;
  - (vi) "**Proponent**" means a person submitting a Proposal;
  - (vii) "**Proposal**" means a submission in response to this RFP; and
  - (viii) "**Successful Proponent**" means the Proponent that is awarded the Contract in respect of this RFP.

## GOODS AND SERVICES THE CITY IS SEEKING

### 2. BACKGROUND

In 2008 the City developed a conceptual design and RFP package to issue for design-builders of a parking structure on the existing Wilson Street parking lot at 10 Wilson Street in the City. The concept was developed with multiple renderings and floor plates; a performance specification package was developed to about 90% completion. During the process the budget to proceed to the procurement of the design-builder was deferred due to the economic climate of the day.

The 2008 renderings, floor plates and performance specifications are provided on the Bids and Tenders portion of the City's website. Please note:

- The 2008 project was not considered for LEED designation.
- A minor variance was granted by the Committee of Adjustment to allow the parking structure to reach 6 storeys, whereas the Zoning By-law only permitted 5 storeys for this site.

Over 2013-2015 the City undertook a comprehensive review of the downtown parking system which resulted in Council's adoption of the Parking Master Plan, November 8, 2015. (See [guelph.ca/parking-master-plan](http://guelph.ca/parking-master-plan)).

The Parking Master Plan is a program to upgrade the City's parking system, renew operations and invest in inventory. As a result, as part of the 2016 Budget, Council approved capital projects for Wilson Street Parkade (2016, \$13.8 million) and identified Neeve Street Parkade (2019) in the ten year capital plan.

The Wilson Street Parkade would start to address a significant current shortfall of parking space inventory and therefore time is of the essence to undertake the project. Nevertheless, the project, based on the site's development envelop is, and will remain, a standalone parkade for which its architectural and urban design requires thoughtful response.

Over 2013-2014 the City updated the Downtown Guelph Streetscape Manual and Built Form Standards, governing both public realm design as well as private site redevelopment. (See [Guelph.ca/placemaking](http://Guelph.ca/placemaking)). These documents set the expectations for the standard for work to be developed by the Proponent as well as the Design-Build Team.

Now the City again intends to retain a design-build contractor to build a new Parking Structure on the current Wilson Street Parking lot. The garage is to hold a minimum of 395 parking spaces. The structure can be a maximum height of 6 levels of parking. The design and final construction must conform to the City of Guelph's Facility Accessibility and Design Manual design "Standards".

It is extremely important that the design and construction of this project minimize the impacts on local residents, businesses and parking.

### **3. THE PROJECT AND SCOPE OF WORK**

The City is seeking Proposals, including fee structures, from consulting firms to develop a performance specification package for the design-build of a new Parking Structure to be located at the Wilson Street Parking Lot, located at the southwest corner of Wilson Street and Carden Street in the City of Guelph. The City's intent is to have the Successful Proponent meet with stakeholders to determine what features are essential for the performance requirements and finished structure, and then to develop the design-build program. This structure is to be built to LEED standard but NOT certified. In addition to the parking structure the pedestrian bridge connecting the Wilson Parking Lot/Structure to Northumberland Street has been identified by the City's Engineering department as needing replacement. The intent is to have the design and replacement undertaken by the design-builder and to have the new bridge tie into the parking structure and meet accessibility design requirements.

The City intends to use CCA-CSC-RAIC Document 14 – 2000 Design-Build Stipulated Price Contract as the basis for the Design-Build proposal call and contract. The consultant which is the Successful Proponent in this RFP shall provide professional services that support the City in successfully engaging design-build teams, evaluating the responses and assisting in the administration of the eventual design-build contract.

This project will be divided into two phases. Pricing is required for each of these phases of the work.

### **4. OBLIGATIONS OF SUCCESSFUL PROPONENT**

#### Phase 1

Phase 1 involves investigation, development of scope and program design parameters, value engineering of program choices, preparation of proposal and performance documents, development of a preliminary construction schedule and costing, provision of massing drawings, creation of an evaluation matrix, evaluation of design-build proposals, and assistance in selection of a design-builder.

More particularly, the Successful Proponent shall provide services to:

- Test and receive feedback on, in conjunction with City stakeholders, downtown stakeholders, and the general public, a program that will form the design-build scope of program requirements;
- Test and evaluate with Staff and Senior Administration the potential viability of adding additional components of the Parking Master Plan (eg. Neeve Lot expansion, West Parkade restoration, building more off-site staging capacity etc.) into the design-build tender programme. As part of the evaluation identify any cost impacts and schedule impacts on the project as a whole.
- Facilitate and produce the City's Owner's Statement of Requirements;
- Develop cost estimates for implementing the program based on a design-build CCA-CSA-RAIC Document 14 – 2000;
- Develop a schedule for all phases of design and construction to be used as the basis of the design-build RFP package;

- Allow for stakeholder meetings, public consultation meetings (assume day and evening), meetings with downtown stakeholders and a presentation to City Council;
- Ensure that the design-build proposal conceptual design can meet the standards of the Ontario Building Code, the City's Urban Design Standard, City zoning by-laws and the City's Facility Accessibility and Design Manual (FADM);
- Assist and provide documentation for any zoning variances required;
- Review existing analysis and provide updates to any traffic studies that may be required to reflect the consolidated program;
- Define any geotechnical or site investigation assessments that would need to be done as part of the design-build package;
- Develop massing drawings;
- Develop performance specifications that will maximize the potential for design-builders to provide innovative designs within the parking structure, exterior parking structure elevations and pedestrian bridge;
- Assist City staff in the development of the evaluation matrix;
- Provide recommendations on the Design-Build tender evaluation process in terms of level of public review before Contract award and integration with overall Community Engagement framework;
- Assist City staff in the review and evaluation of both architectural and technical submissions from design-builders;
- Provide recommendations based on reviews; and
- Prepare and co-ordinate RFP documents based on CCA-CSA-RAIC Document 14 – 2000 including the following:
  1. Proposal form,
  2. Instructions to Bidders,
  3. General requirements,
  4. Consultant's contract requirements,
  5. Project schedule,
  6. Submission requirements,
  7. Owner's Statement of Requirements, including but not limited to:
    - a. Technical background materials,
    - b. Design requirements,
    - c. Outline of specifications for all relevant disciplines, and
    - d. Design drawings for demonstration purposes and the specification of minimum requirements for site plan, massing, functional plan, traffic circulation, etc.

## Phase 2

Phase 2 will proceed only if City staff approve and select a successful design-builder proposal, and City Council passes a resolution to proceed to Phase 2.

Under Phase 2 the consultant will be responsible for two stages as follows.

### **Stage 1 – Design Document Compliance Review**

Under Stage 1, the Successful Proponent shall:

- Assist the City in the review of architectural, structural, mechanical, electrical, civil, traffic engineering and landscaping drawings and specifications for compliance with the RFP documents and the design-build proposal. This is to be done at the 50% and 100% document completion milestones.
- Attend site plan approval committee meetings with the City's project manager and the design-builder.

## **Stage 2 – Construction Compliance Review**

Under Stage 2, the Successful Proponent shall:

- Undertake ongoing review of shop drawings and construction for general compliance with the RFP, design-build proposal and design documents including:
  1. Bi-weekly site visits (assuming an 18-month construction period) by structural, architectural, mechanical and electrical disciplines, and
  2. Site visits by civil and landscape disciplines as required during bridge construction as well as a minimum of 2 visits by each discipline during construction of the parking structure, which site visits would not prevent the prime consultant from attending;
- Conduct contract administration of monthly progress draws and payment certificates submitted by the design-builder to ensure that they appear to reflect the progress;
- Certify progress payments from the design-build team; and
- Review changes to the design-build contract for technical compliance and costing.

## **Elements of the Work**

The Successful Proponent shall:

- Review all existing drawings and site conditions and prepare a conceptual design layout for the site;
- Allow for a presentation to City Council;
- Allow for a minimum of three meetings/presentations and idea-sharing sessions with the Downtown Advisory Committee and Downtown Guelph Business Association;
- Allow for 2 public consultation meetings (day and evening each), develop and undertake a survey for public feedback and provide a summary report of the public feedback;
- Allow for meetings with all City stakeholders as necessary through the City's community engagement process, to develop the design-build package;
- Review any conceptual designs or massing drawings with the City's Planning Department;
- Undertake any traffic surveys for the area surrounding the Wilson Street parking lot;
- Allow for evaluating the input at any public and stakeholder meetings associated with project programming, including creating a survey, and evaluating the results of the survey and reviewing the results with the City;
- Modify the program as needed to deal with Council, stakeholder and public input;
- Prepare all documents necessary for the procurement of a design-builder;
- Assist in the development and review of the pre-qualification package for design-builders;
- Provide options and analysis to include, in the design-build RFP package, opportunities to mitigate or offset life cycle cost and maintenance, including looking at the possibility of, and developing, a design-build-maintenance package;
- Assist in the development and review of the RFP for design-builders;

- Assist in development of any geotechnical investigation and Environmental Site Assessment plans as necessary;
- Provide Architectural, Structural, Mechanical, Electrical, Civil, Fire and Life Safety, Landscape, Traffic, Elevating Devices, Site Services, Interior Design, Hardware, Security, Code including Building Code, Project Management and Cost Consulting services as required;
- Prepare a detailed time schedule for all phases of the design-build project;
- Prepare all specifications, construction drawings and all related documentation;
- Ensure the design-build package identifies that the design meets ASHRAE 90.1-2001 standards as amended, consider energy efficiency and environmental impact of all major building components and systems, and conduct computer simulation of energy usage;
- Allow for redesign of the entrance to the parking garage by looking at access from Norfolk Street and Wilson Street, and incorporating the walkway overpass at Norfolk Street into the design;
- Meet with the City Engineering department to incorporate in the design-build package the design and replacement of the existing pedestrian bridge over Norfolk Street, and connection to the garage;
- Allow for possible removal/redesign of existing retaining walls on Norfolk Street and Wilson Street;
- Prepare cost estimates;
- Act as payment certifier for design-builder progress draws;
- Review design-builder's design drawings;
- Ensure compliance of construction with design documents;
- Review and provide input on shop drawings from design-builder;
- Conduct deficiency and warranty inspections and provide all resulting documentation;
- Assist in the RFP process, bid evaluation and award;
- Allow for review of alternate structural system proposals; and
- Allow for, and assist in the preparation of, a pre-qualification document, review of submissions and recommendations in conjunction with City staff.

#### Tentative Project Development Schedule

Selection of Successful Proponent	March, 2016
Consultation Meetings	March –June, 2016
RFP Package for Issuing	June –July, 2016
RFP Procurement Process	July – August, 2016
Design-Build Package Review and Selection	August - September, 2016
Recommendation to Council	September - October, 2016
Construction Completion	Winter, 2016 – Winter, 2017

Proponents shall include in their Proposals comments on the above schedule and shall suggest alternative dates if applicable.

## INFORMATION AND MATERIAL COMPRISING THIS RFP

### 5. DOCUMENTS

The documents comprising this RFP are:

This Request for Proposals

Package of drawings and reports available on the Bids and Tenders portion of the City's website

- Appendix 3.0. Consultant Certificate for Payment
- Geotechnical report
- Legal survey of the site
- Excerpt from the LEA consulting report
- ESA Phase 2 report
- City of Guelph Minor Variance Decision
- City of Guelph Civic Precinct Strategic Urban Design Plan
- The 2008 Walter Fedy Partnership renderings and floor plates
- Downtown Guelph Streetscape Manual and Built Form Standards (2014)  
<http://guelph.ca/plans-and-strategies/placemaking/>
- Downtown Guelph Parking Master Plan (2015) <http://guelph.ca/plans-and-strategies/parking-master-plan/>
- Final PMP Report: [http://guelph.ca/wp-content/uploads/council\\_agenda\\_111815.pdf#page=2](http://guelph.ca/wp-content/uploads/council_agenda_111815.pdf#page=2)

Any addenda issued by the City

Applicable standard form of Contract/Agreement (Consulting Services Agreement) available on the Bids and Tenders portion of the City's website

*Ontario Regulation 429/07* and all aspects of *AODA 2005* as amended

Procurement By-law, available on the Bids and Tenders portion of the City's website

City of Guelph's Facility Accessibility and Design Manual design "Standards" [http://guelph.ca/wp-content/uploads/Guelph\\_FADM\\_2015-06-30-FINAL.pdf](http://guelph.ca/wp-content/uploads/Guelph_FADM_2015-06-30-FINAL.pdf) and

Community Engagement Framework <http://guelph.ca/city-hall/communicate/community-engagement/>

### 6. QUESTIONS AND ANSWERS

The City shall not entertain any oral questions related to this RFP, and shall not provide any oral answers related to this RFP.

All written questions related to this RFP, including written questions for clarification of the procedure for submitting Proposals, are to be directed by email to the Procurement Representative:

Bill Stewart  
Manager of Procurement  
1 Carden Street  
Guelph, ON N1H 3A1  
T: 519-822-1260 x 2333  
E: [bill.stewart@guelph.ca](mailto:bill.stewart@guelph.ca)

The City shall not accept any written questions during the five (5) days prior to the Closing Time, to allow the City adequate time to send any required responses to all Proponents as addenda.

**7. ADDENDA**

The City shall issue any changes/additions/deletions to specifications and/or terms and conditions of this RFP by way of addenda. Any and all addenda issued prior to the Closing Time form part of this RFP. The City shall not issue any addenda after 12:00 noon the day before the Closing Time, unless they include an extension of the Closing Time.

The City recommends that after submitting a Proposal, the Proponent should check for addenda up until the Closing Time.

**8. EXCLUSIVE SOURCE OF INFORMATION AND MATERIAL**

The information and material indicated here are the only information and material comprising this RFP. No other information or material, written or oral, from the City or any other person forms part of this RFP.

## **RULES GOVERNING THIS RFP**

### **9. ELECTRONIC PROPOSALS ONLY**

This RFP requires submission of Proposals only by electronic means, and therefore is open only to Proponents who have created vendor accounts in the City's electronic bidding system.

The City reserves the right, in case of problems with its electronic bidding system, to change, at any time, to a paper-based bidding system in respect of part or all of this RFP process.

### **10. WITHDRAWAL OF RFP**

The City may, at its discretion, withdraw, cancel or amend this RFP at any time either before or after the Closing Time. The City shall not be liable for any expense, cost, loss or damage incurred or suffered by any Proponent or any other person as a result of such withdrawal, cancellation or amendment.

### **11. PROCUREMENT BY-LAW**

The City's Procurement By-law applies to this RFP.

Each Proponent shall abide by the Procurement By-law.

Without limiting the generality of the foregoing, the City reminds potential Proponents of the following provisions of the Procurement By-Law:

- Section 4.5.h.2. Opposing Parties.
- Schedule "B" Performance Evaluation Program.

### **12. OBTAINING INFORMATION AND MATERIAL COMPRISING THIS RFP**

Each Proponent shall be responsible for:

- Obtaining all information and material comprising this RFP;
- Reporting any missing, inaccessible or incomplete RFP information or material to the Procurement Representative; and
- Ensuring that any drawings, sketches or other information or material for which format or scale is important, are printed or produced in the proper format or scale.

The only information and material relevant to this RFP is the information and material set out or referred to in this RFP. For purposes of this RFP, Proponents shall not rely upon, nor shall the City be bound by, any information or material other than the information and material set out or referred to in this RFP.

### **13. CLARIFICATIONS**

The Proponent shall be responsible for seeking, in writing, written clarification from the Procurement Representative of any discrepancies or omissions in the RFP.

### **14. COSTS OF PROPOSAL**

The City shall not be responsible for any expense, cost, loss or damage incurred or suffered by any Proponent or any other person in:

- Obtaining the information and material comprising the RFP;
- Preparing a Proposal; or
- Submitting a Proposal.

## **15. ACKNOWLEDGMENT OF ADDENDA**

In its Proposal, each Proponent shall acknowledge, in the form and manner specified in each addendum, receipt of each addendum.

If an addendum is issued after a Proponent has submitted a Proposal, the City, through its electronic bidding system, shall reject that Proposal and the Proponent shall be solely responsible to:

- Make any required adjustments to the Proposal;
- Acknowledge the addendum; and
- Resubmit the Proposal.

## **16. EFFECTS OF SUBMITTING A PROPOSAL**

By submitting a Proposal under this RFP, the Proponent:

Agrees to all provisions of this RFP.

Represents and warrants that:

- No person other than the Proponent has any interest in the Proposal;
- All information submitted in the Proposal is true, complete and accurate;
- The Proposal is made without fraud, collusion, connection, knowledge, comparison of figures or arrangement with any other person submitting a Proposal; and
- No employee or member of Council of the City is or will become interested, directly or indirectly, as a contracting party or otherwise in the provision of the Goods and Services to be provided pursuant to this RFP, or in any portion of the monies or profits to be derived from the Proposal.

Submits an "Offer", the acceptance of which will not be binding on the City until both parties have executed a Contract.

Agrees that it has no, and shall have no, claim for any expense, cost, loss or damages of any kind whatsoever, against the City, arising from participating in any way in this RFP process.

## **17. STATUS OF ADDITIONAL INFORMATION AND MATERIAL SUBMITTED**

All information and material submitted by a Proponent will form part of the Proponent's Proposal and will, upon submission, become the property of the City.

## **18. CONFIDENTIALITY OF INFORMATION**

The City shall use the information collected under this RFP solely for the purposes of this RFP.

All information contained in each Proposal will be subject to the *Municipal Freedom of Information and Protection of Privacy Act*.

The City shall release each Proponent's name.

The City may release details of a Proposal which the Proponent has not specifically requested to remain confidential.

## **19. PROPOSAL IRREVOCABLE**

Each Proposal will be irrevocable and will remain open for acceptance by the City for a period of ninety (90) calendar days after the Closing Time. The City may at any time within this ninety day period accept any Proposal whether or not any other Proposal has previously been accepted.

## **20. VARIATION OF PROPOSAL PRICING AFTER SUBMISSION**

No variation in any unit price, commission rate, or total price proposed will be permitted after the Closing Time, except in the instance of variation due solely to an increase or decrease in the rate of exigible taxes, beyond the control of the Proponent, occurring after the time of submission of the Proposal. Such an increase or a decrease in the rate of exigible taxes will affect the Proposal only to the extent of the tax increase or decrease.

All prices identified in a Proposal which is accepted will be firm for the term of the Contract.

## **21. SUBCONSULTANT CHANGES**

The City reserves the right:

For reasonable cause, to request a change of any project team member or subconsultant named in a Proposal;

To permit the Proponent to change a subconsultant after the Closing Time only if the Proponent submits:

- A written request for the change;
- A full explanation of the reasons for the requested change; and
- A letter from the previously-named subconsultant, agreeing to withdraw that subconsultant's sub-bid with no recourse against the City.

If a subconsultant is changed in accordance with the foregoing, the Proponent shall propose an alternate subconsultant without changing the Proposal price, and shall provide all the information concerning the newly-proposed subconsultant as was required concerning the previously-proposed subconsultant.

## **PROVISIONS OF EVENTUAL CONTRACT**

### **22. CONTRACT PROVISIONS**

If any Contract is entered arising out of this RFP, it will contain provisions based on those found in the “standard” agreement referenced in the documents forming part of the information and material comprising this RFP.

## CONTENTS OF PROPOSAL

### 23. PROPOSAL CONTENTS

Each Proponent shall include the following in the Proponent's Proposal:

Sufficient detailed and specific information and material to allow a complete evaluation of the Proposal.

#### **Experience & Qualifications of the Proponent:**

- Description of the Proponent: a brief history with highlights of services provided.
- Relevant qualifications and demonstrated expertise of the Proponent in design-build projects, parking structures, municipal road rights-of-way including, but not limited to, bridge design (preference to pedestrian bridges), working with municipal projects, working with municipal and public stakeholders, development of performance specifications, evaluation of submissions and certification of design and construction.
- Brief documentation of significant similar projects, with project descriptions and client references. Proven experience and performance with projects similar in size and nature including initial budget and final completion price, description of project and any unique aspects.
- Proven experience in developing performance specifications, evaluation and certification review of design and construction.

#### **Curriculum Vitae, Experience & Qualifications of Project Team Members**

- Relevant qualifications and demonstrated expertise of the proposed project team.
- Identification of proposed project manager, at least 1 alternative, and project staff, and their respective roles and responsibilities in the project team, and summaries of their roles and responsibilities on previous similar projects.
- Confirmation of team availability.
- Brief documentation of significant similar projects, with project descriptions and client references.
- Experience in design-build proposal development, performance specifications, parking structures, municipal road rights-of-way including, but not limited to, bridge design (preference to pedestrian bridges), working with municipal stakeholders, the public and municipal consultation.
- Experience in developing and evaluating design-build proposal evaluation matrices.

#### **Methodology:**

- Outline of the understanding of the project requirements.
- A detailed work plan and proposed approach to completing the assignment described in the RFP document.
- Delivery of scope requirements, schedule and budget, including method to maintain schedule and budget and how the Proponent would identify scope creep to the City.
- Outline of the approach proposed to meet the requested schedule.
- Outline of additional resources that will be made available by the Proponent to meet set end dates, if delays occur during the project.

- Critical success factors to achieve project timeframes and deliverables.

#### **References**

- Provide references for at least three projects that were of a similar scope and type, where possible including at least one municipal reference. Describe the nature of the projects including budget, schedule, person resources and scope.

#### **Costs:**

- Pricing for the requirements as per the online form. All prices must be identified in the Proposal in their entirety unless otherwise stated. Prices shall be in Canadian dollars and be inclusive of all incidental costs, including, but not limited to labour, equipment, travel time, customs duty, excise tax, freight, insurance, fuels, energy costs, etc. However, HST shall be shown separately.
- Hourly rates for members of the proposed personnel.
- Total bid price. The proposed fee must be a lump sum which includes fees for all sub-consultants and their disbursements. The Proponent must indicate detailed hourly rates for all team members involved. All services that are excluded must be clearly identified.

#### **Information and Material about Proposed Subconsultants:**

- The name of every subconsultant that the Proponent proposes to retain;
- Confirmation that all subconsultants have been selected, determined, and included in the Proposal;
- The portion of the Goods and Services that the Proponent proposes that each subconsultant will provide; and
- Confirmation in respect of each subconsultant that the subconsultant:
  - Has experience, and is actively engaged, in the provision of Goods and Services of the types to be provided by the subconsultant under this RFP;
  - Has submitted the subconsultant's prices in strict accordance with this RFP; and
  - Will provide the subconsultant's Goods and Services competently and within the required time frame.

#### **24. PROPOSAL LANGUAGE**

The Proponent shall avoid vague language in the Proposal, for example, by not using the term "N/A".

#### **25. CONFIDENTIALITY**

The Proponent shall clearly mark as confidential any information or material in the Proponent's Proposal which the Proponent wishes to remain confidential.

## PROCEDURE FOR SUBMITTING PROPOSAL

### 26. SUBMISSION OF PROPOSAL

A potential Proponent with a vendor account must register as a recipient of this RFP on the Bids and Tenders portion of the City's website.

For this RFP, unless an addendum provides otherwise, the City shall accept only electronic Proposals submitted through the City's electronic bidding system on the Bids and Tenders portion of the City's website.

A Proponent may withdraw the Proponent's Proposal prior to the Closing Time and either:

- Keep the Proposal out of the RFP; or
- Edit and re-submit the Proposal before the Closing Time.

The City shall accept only those electronic Proposals received by the City's electronic bidding system no later than the Closing Time. The City's electronic bidding system will not accept Proposals received after the Closing Time. The date and time that the electronic Proposal was sent by the Proponent is of no consequence.

Each Proponent shall allow sufficient time to upload the Proposal and applicable attachments and to resolve any uploading and transmission issues, such as "Internet traffic jams", file transfer size and transmission speed.

Each Proponent shall submit the Proponent's Proposal:

- More than twenty-four (24) hours before the Closing Time, in order to allow time to contact the City's Procurement Representative if:
  - The Proponent encounters any problems in submitting the Proposal; or
  - The Proponent fails to receive an email confirming receipt of the Proposal; and
- Not more than forty-eight (48) hours before the Closing Time, to allow for the receipt of any addenda.

## EVALUATION OF PROPOSALS

### 27. DISQUALIFICATION OF PROPOSALS

The City shall disqualify a Proposal if:

- It is one of two or more Proposals received from the same Proponent, whether under the same or different names, unless the Proposals make it clear that the work in the extra Proposal(s) shall be performed under a "joint" agreement;
- It is received from a Proponent who colluded with one or more other Proponents;
- It was submitted by a Proponent who has a Conflict of Interest, as determined by the City in its sole discretion;
- It is incomplete, conditional, illegible, obscure or qualified in any way;
- It contains additions not called for, erasures, alterations or irregularities of any kind;
- It is received after the Closing Time, regardless of the circumstances which resulted in the late submission;
- It is not executed or is executed by a person who does not have authority to bind the Proponent;
- It fails to acknowledge all addenda;
- Unless an addendum provides otherwise, the Proposal is submitted in any way other than through the City's electronic bidding system website;
- It was submitted by a Proponent, or any person on behalf of a Proponent, who has initiated communication about this RFP after it was issued and before it is terminated or one or more Contracts are entered in respect of the Goods and Services which are its subject, with any:
  - Elected official of the City, except in a public deputation in a meeting open to the public,
  - Member of City staff other than the Procurement Representative, or
  - Media; or
- It fails to meet the mandatory criteria.

### 28. REVIEW OF PROPOSALS

Proposals which comply with the mandatory criteria will be evaluated by the City's evaluation committee based on the following criteria:

- |   |     |
|---|-----|
| • Firm and Subconsultants Experience & Qualifications                                 | 15% |
| • Curriculum Vitae, Experience & Qualifications Project Team including Subconsultants | 15% |
| • Similar Project Experience of the Proponent   | 20% |
| • Methodology   | 20% |
| • References  | 10% |
| • Costs   | 20% |

During the evaluation process, the City, at its sole discretion, may request clarification from the Proponent of any aspect of a Proposal, including requesting additional information. Any such clarification will not alter the Proposal and will not be constituted as negotiation or re-negotiation of the total price or commission for the services to be supplied by the Proponent as set out in the Proposal at the Closing Date and Closing Time of this Request for Proposals.

The right to clarify does not impose upon the City a requirement to clarify any part of a Proposal where the Proposal is deficient or otherwise not acceptable in any aspect. All requests for clarification and responses thereto shall be in writing. Any such request does not constitute an acceptance of a Proposal. The City will not be liable nor reimburse any party for costs incurred in the preparation of any clarifications of Proposals, or any other services that may be requested as part of the evaluation process.

The City may invite one or more Proponents to make oral presentations to the City selection committee members in support of their Proposals, to exhibit or otherwise demonstrate the information and material contained therein. Questions will be posed to each Proponent, as they arise, during and after each presentation. Such a meeting will take place in Guelph and the transportation to and from the meeting for the Proponent's representative(s) shall be at the expense of the Proponent. The Proponent must be prepared to provide a sample of its work and or product demonstrations and answer questions during the interview. Selected Proponent(s) will be notified at least 72 hours prior.

## **AFTER EVALUATION OF PROPOSALS**

### **29. RIGHT TO ACCEPT**

The City reserves the right to:

- Accept any Proposal that the City determines is in the City's best interests; and
- Negotiate a Contract with one or more Proponents other than the Proponent that submitted the Proposal with the lowest price.

### **30. RIGHT TO REJECT**

The City reserves the right to reject any or all Proposals for any reason whatever.

### **31. SATISFACTORY PROPOSAL**

Upon completion of the evaluation process, if the Proposal with the highest evaluation is satisfactory, the City may enter into negotiations with the Proponent of that Proposal regarding a Contract.

### **32. NO SATISFACTORY PROPOSAL**

Should the City not receive any Proposal satisfactory to the City as a result of the RFP process, the City reserves the right to negotiate a Contract for all or part of the Goods and Services with one or more Proponents without becoming obligated to offer to negotiate with all Proponents.



**REQUEST FOR PROPOSALS  
FOR CONSULTING SERVICES**

**Reference Number: 16-037**

**A D D E N D U M NO. 1**

**The following shall form part of the tender documents issued by the City of Guelph's Purchasing Department, January, 2016.**

**Q1.** On page 4 of the RFP under *Obligations of the Successful Proponent*, please explain the extent of work the consultant is required to undertake for testing and evaluating with Staff the potential viability of adding additional components to the parking master plan (eg. Neeve Lot Expansion, West Parkade restoration, building more off-site staging capacity etc.) into the design-build program. What is the extent of design work required for identifying the cost and schedule impacts?

**A1.** Intent is for the consultant to review the Parking Master Plan, evaluate whether there is any value in bundling aspects of the Master Plan with the design-build package. The consultant should provide feedback on whether there is any cost or schedule savings in bundling scopes of work or if there is no value. The findings should be presented to stakeholders to provide their feedback. Extent of work is to evaluate and provide feedback on option(s) for bundling or identify any lack of value, provide a summary of effects of bundling and how the performance specification could be issued should staff choose to add scope of work. Upon consultant recommendations staff will make recommendations on whether to proceed with any additional bundled items.

**Q2.** On page 7 of the RFP under *Element of the Work*, please confirm the scope and fees of the following sub-consultants to be carried by the Prime Consultant:

- Traffic Consultant;
- Elevator Consultant;
- Hardware Consultant;
- Security Consultant; and
- Third party cost consultant.

**A2.** The scope of work is as defined in this RFP. The consultant will be required to determine what level of service and fee each sub-consultant will provide based on the defined scope of work.

Q3. On page 7 of the RFP under *Elements of the Work*, it states “Meet with the City Engineering department to incorporate in the design-build package the design and replacement of the existing pedestrian bridge over Norfolk Street, and connection to the garage.” Please confirm if the successful consultant is to include within the design-build package the design and performance specifications for the replacement of the existing pedestrian bridge and connection to the garage. Is the design of the new pedestrian bridge included in the scope or is it completed by others?

**A3.** This RFP and consultant are required to put together a performance package for the future design-builder to bid on. This consultant shall gather all necessary information from all stakeholders to incorporate in the performance requirements so that the design-builder can provide a design for evaluation and construction.

Q4. Is there a page and/or size limit for the technical proposal?

**A4.** There is no page limit on proposals to this RFP. As this is not the design-build RFP we do not anticipate much in the way of technical information we are not clear on what you mean by technical proposal.

End of Addendum #1