

**July 30, 2024****Addendum No. 02****File Reference Number: RFP 2024 031****Title: Engineering Design for North Bay Yard Office HVAC Upgrades****RE: Clarifications/Questions**

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**CLARIFICATIONS/QUESTIONS**

**Item 1:** Will ONTC agree to have the contract with the Consultant in place before the end of August?

**Answer:** ONTC will agree to move the start date for the project to August 23, 2024.

**Item 2:** Will ONTC consider changing the due date for 100% drawing and specification?

**Answer:** Yes, ONTC would consider changing the due date and negotiating new dates with the successful bidder at the agreement phase.

**Item 3:** Will ONTC provide CAD files for this project? If not, will respondents be responsible for producing accurate CAD for the design?

**Answer:** Consultant shall have their own CAD Drawings.

**Item 4:** Please provide more information about the following rooms - Dry Room, Transship, Car Inspector Room, and Van Supply Room. Will there be any vehicle traffic in and out of this building?

**Answer:** Please find the information below –

Dry room – is a room with an emergency shower – should be no one in it

Transship – room has a computer for employees to check in for policies etc. – the room is more used as access to the lunchroom in a day 15 employees could walk through it

Car inspector Room – is the section foreman office – it is used by approx. 10 employees in the morning prior to going out for the day, and again when they return end of shift

Van supply room – Supervisor’s office – 1 person

\*Please note that there will no vehicle traffic in and out of this building. However, there will be traffic around the building.

**Item 5:** Would ONTC consider extending the submission deadline for this RFP 2024 031 - Engineering Design for North Bay Yard Office HVAC Upgrades?

**Answer:** Yes, ONTC will consider extending the submission deadline for this RFP 2024 031 – Engineering Design for North Bay Yard Office HVAC Upgrades. The new submission deadline is now August 07, 2024 at 2:00:00 p.m.

**Item 6:** Part 3 – RFP Specifications – Schedule 3-A – Scope of Work – Deliverables

This section mentions a complete set of construction drawings from Mechanical, Electrical, and **Architectural** disciplines. Please confirm if the involvement of an architect is necessary.

**Answer:** Consultant should provide all services required completing this scope; this will include providing Architectural drawings (floor plans, elevation drawings, site plan, etc.).

**Item 7:** Part 4 – Form of Proposal – Proposal Form 7 – Schedule and Proposed Approach

Please note that ONTC has updated the Proposal Form 7 – Schedule and Proposed Approach to now reflect the changes in the date.

Please find Proposal Form 7 – Schedule and Proposed Approach attached at the end of this Addendum at Appendix A. Please delete the existing form and replace it with the attached Proposal Form 7.

**Item 8: Part 5 – Request for Proposals – Draft Agreement – Section 22 – Insurance Coverage**

Would ONTC consider lowering the insurance for Commercial Liability Insurance to \$2,000,000 and for Professional Liability Insurance to \$1,000,000?

**Answer:** ONTC will agree to amend the Commercial Liability Insurance and Professional Liability Insurance required in Section 22 of the draft Agreement in Part 5 of the RFP. Section 22 shall be deleted and replaced with the following:

- (a) Commercial General Liability Insurance with a limit of not less than two million dollars (\$2,000,000) inclusive per occurrence, with no limitations on or exclusions from coverage arising from working on or around railway property, including environmental and pollution liability, bodily injury, personal injury, death and damage to property; and,
- (b) Professional Liability Insurance with a limit of not less than one million dollars (\$1,000,000) inclusive per occurrence and subject to an annual aggregate of not less than one million dollars (\$1,000,000).

This Addendum hereby forms a part of the RFP.

Regards,

Brinda Ranpura  
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# APPENDIX A

**PART 4 – FORM OF PROPOSAL  
PROPOSAL FORM 7  
SCHEDULE AND PROPOSED APPROACH**

**SCHEDULE**

Respondents shall include as an attachment to this Proposal Form 7, details regarding the schedule. The work shall reflect the milestone date listed below –

<b>Tasks</b>	<b>Date</b>
Request for Proposal Close	Wednesday, August 07, 2024
100% Drawing and Specification Package	September 27, 2024
Construction Services	March 01, 2025

Do you agree to complete the Work by March 01, 2025?

Respondent confirms that they will complete the Work by March 01, 2025.

(Check one) YES \_\_\_\_\_; NO \_\_\_\_\_

**PROPOSED APPROACH**

The Respondent shall provide a written narrative plan on their proposed approach for the project, demonstrating their ability to complete the project on budget and on schedule within the timelines identified. Evidence of a thorough review of the RFP Documents and consideration for scheduling above grade work prior to the winter season should be apparent in the Respondent's Schedule and Proposed Approach.