

REQUEST FOR PROPOSALS – General Municipal Engineering Services

RFP #: 005-22

Addendum #1 Issued April 20, 2022

Question 1 –

Part B, 1.3 Submissions of Proposal indicates to submit via the Public Portal. Section 1.3.2 Delivery of the Proposal indicates to submit via your email. Is there a preference for submissions?

Remove any reference to submission via a public portal. As per Part B 1.3.2 please submit either via email to “rob_dickinson@portalberni.ca” or 1 paper cop and an electronic copy on a USB stick to be delivered to:

City of Port Alberni,
4850 Argyle Street,
Port Alberni, BC
V9Y 1V8

Question 2 –

Part D: Submission Forms

We don't see the following two forms supplied in the RFP package. Will the City provide the templates for Appendix D - Project Experience and Profiles and D1 – Sample Project Experience and Profiles?

Remove any reference to a supplied Appendix D and Appendix D1, as the City will not be providing them. Each proponent may compile and submit their Project Experience & Profiles as per their preference.

Question 3 –

We noted that pages 29 & 35 of the Engineering Services RFP appear to refer to an Appendix D and an “attached template” which should be used for submission of example projects, but we have not seen a template for this. Is there a template that you would like us to use for example projects or should we just include these in the body of “Appendix C – Respondent’s Proposal”?

As per question 2 above please remove any reference to a supplied Appendix D and Appendix D1, as the City will not be providing them. Each proponent may compile and submit their Project Experience & Profiles as per their preference.

In answer to where to place the Project Experience & Profiles please append them to your submission as Appendix D. As per Appendix C the “Proposal Layout” would include a brief summary of Project Experience with a more detailed “project Sheet” to be included in Appendix D.