



THE CORPORATION OF THE CITY OF WINDSOR
OFFICE OF THE CITY SOLICITOR

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Manager of Purchasing

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Purchasing Supervisor

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TELEPHONE NUMBER

ADDENDUM NO. 1
BANWELL ROAD CORRIDOR IMPROVEMENTS PROJECT – CONSULTING SERVICES
RFP NO. 110-19

August 16, 2019

This addendum amends and forms part of the Proposal Documents. The Proponent shall insert the addendum behind the cover page of the Proposal Documents.

REVISED AND ATTACHED:

Appendix “D” – Evaluation Criteria (4 pages)

Except for the contents of this addendum, all other terms and conditions of this proposal remain the same.

END OF ADDENDUM NO. 1

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

Elaine Castellan

Elaine Castellan
Purchasing Supervisor

EC/jm

**ADDENDUM NO. 1
BANWELL ROAD CORRIDOR IMPROVEMENTS PROJECT – CONSULTING SERVICES
RFP NO. 110-19**

August 16, 2019

I hereby acknowledge receipt of Addendum No. 1 to the RFP No. 110-19 (6 pages).

The information contained therein is hereby noted and account of same will be taken in our proposal cost.

This information was received on the _____ day of _____, 20_____.

Signature

Name (Printed)

Company Name

***NOTE: You are required to acknowledge this addendum with your proposal submission.**

**PLEASE FAX BACK TO (519) 255-9891 OR E-MAIL @ purchasing@citywindsor.ca SIGNED
ACKNOWLEDGEMENT SHEET ASAP**

Attn: Purchasing Department

**Engineering Consulting Services for the Banwell Road Corridor Improvements Project-
 Tecumseh Road E. to Palmetto Street (Phase 1) and Palmetto Street to Mulberry Drive (Phase 2)
 INSTRUCTIONS**

APPENDIX “D” – EVALUATION CRITERIA

1. Evaluation of Services Proposal

The Services Proposal will comprise 35% of the overall Proponent score. The evaluation criteria and relative weightings are to be applied as follows, referencing Appendix B:

Mandatory Criteria – IS A PASS/FAIL OF THE (SERVICES PROPOSALS) AT THE SOLE, ABSOLUTE AND UNFETTERED DISCRETION OF THE CITY.

NOTE: Proponent must obtain a PASS to move on with the evaluation

EVALUATION CRITERIA-MANDATORY	PASS/FAIL
<ul style="list-style-type: none"> • Is the Proponent’s Offer Document - Appendix A, compliant as required in paragraph 8.2(a) • Is the Proponent’s Declaration of Conflict compliant as required in Appendix B – Submission Content, Question 1. 	

Stage 1 – Services Proposal

EVALUATION CRITERIA	WEIGHT
Proponent Information: As per Appendix B, Question 2.	5
Experience: As per Appendix B, Question 3.	25
Proponent Qualifications: As per Appendix B, Question 4.	10
Project, Proponent Schedule and Timeline: As per Appendix B, Question 6.	30
Proponent Personnel and Staffing: As per Appendix B, Question 7.	30
Total	100

Stage 2 – Services Proposal

REFERENCES – IS A PASS/FAIL OF THE (SERVICES PROPOSALS) AT THE SOLE, ABSOLUTE AND UNFETTERED DISCRETION OF THE CITY.

NOTE: Proponent must obtain a PASS to move on to opening up the Cost Proposal.

EVALUATION CRITERIA	PASS/FAIL
References	

**Engineering Consulting Services for the Banwell Road Corridor Improvements Project-
 Tecumseh Road E. to Palmetto Street (Phase 1) and Palmetto Street to Mulberry Drive (Phase 2)
 INSTRUCTIONS**

2. Evaluation of Cost Proposal

The Cost Proposal will comprise 65% of the overall value of the Proponent score and is further broken down as follows:

Price Component	Weight
Section 1, Appendix C: All-Inclusive lump-sum price for design and tendering work for phase 1	15
Section 2, Appendix C: All-Inclusive lump-sum price for contract administration and onsite inspection for phase 1	13
Section 3, Appendix C: Provision of any services not contemplated by the Contract for phase 1	5
Section 4, Appendix C: All-Inclusive lump-sum price for design and tendering work for phase 2	15
Section 5, Appendix C: All-Inclusive lump-sum price for contract administration and onsite inspection for phase 2	12
Section 6, Appendix C: Provision of any services not contemplated by the Contract for phase 2	5

Engineering Consulting Services for the Banwell Road Corridor Improvements Project-
Tecumseh Road E. to Palmetto Street (Phase 1) and Palmetto Street to Mulberry Drive (Phase 2)
INSTRUCTIONS

1. All-Inclusive fixed price lump sum for design and tendering work for phase 1

The lowest All-inclusive fixed price lump sum for design and tendering work will be assigned a score of 20 marks. The remaining All-inclusive fixed price lump sum amounts for design and tendering work will be allocated points in accordance with the following formula:

$$\frac{\text{Lowest Rate}}{\text{Rate}} \times 15$$

2. All-Inclusive fixed price lump sum for contract administration and onsite inspection for phase 1

The lowest All-inclusive fixed price lump sum for contract administration and onsite inspection for phase 1 will be assigned a score of 15 marks. The remaining All-inclusive fixed price lump sum amounts for contract administration and onsite inspection for phase 1 will be allocated points in accordance with the following formula:

$$\frac{\text{Lowest Rate}}{\text{Rate}} \times 13$$

3. All-inclusive fixed price hourly rate for provision of any services not contemplated by the Contract for phase 1

The lowest All-inclusive fixed price hourly rate will be assigned a score of 5 marks. The remaining All-inclusive fixed price hourly rate amounts will be allocated points in accordance with the following formula:

$$\frac{\text{Lowest Rate}}{\text{Rate}} \times 5$$

4. All-Inclusive fixed price lump sum for design and tendering work for phase 2

The lowest All-inclusive fixed price lump sum for design and tendering work will be assigned a score of 20 marks. The remaining All-inclusive fixed price lump sum amounts for design and tendering work will be allocated points in accordance with the following formula:

$$\frac{\text{Lowest Rate}}{\text{Rate}} \times 15$$

Engineering Consulting Services for the Banwell Road Corridor Improvements Project-
Tecumseh Road E. to Palmetto Street (Phase 1) and Palmetto Street to Mulberry Drive (Phase 2)
INSTRUCTIONS

5. All-Inclusive fixed price lump sum for contract administration and onsite inspection for phase 2

The lowest All-inclusive fixed price lump sum for contract administration and onsite inspection for phase 2 will be assigned a score of 15 marks. The remaining All-inclusive fixed price lump sum amounts for contract administration and onsite inspection for phase 1 will be allocated points in accordance with the following formula:

$$\frac{\text{Lowest Rate}}{\text{Rate}} \times 12$$

6. All-inclusive fixed price hourly rate for provision of any services not contemplated by the Contract for phase 2

The lowest All-inclusive fixed price hourly rate will be assigned a score of 5 marks. The remaining All-inclusive fixed price hourly rate amounts will be allocated points in accordance with the following formula:

$$\frac{\text{Lowest Rate}}{\text{Rate}} \times 5$$

-END OF APPENDIX "D"-