

Q&A Addendum for the Windsor Structures Project RFP Windsor BC2334

Below is a summary of questions received regarding the Windsor Structures Project RFP and corresponding response:

Question: Under the summary of the Scope of Work, some construction phase services are listed, however, in the detailed tasks construction phase services are not mentioned, should they be included in the proposed scope? Is there a specific number of site visits or level of involvement during construction that the Town requests?

Answer: Yes, we do expect the Consultant to assist the municipality through construction.

The proposed scope should include assisting the municipality in answering questions about the bid package in accordance with the timeline set out in the construction bid package. The Consultant shall also assist the municipality in scoring and evaluating contractor bids.

During construction, the Consultant shall ensure the structure is built to designed specifications, or if necessary, make changes to the design to address unexpected factors. The Consultant shall review shop drawings and submittals from contractor. The Consultant shall visit the site at least three times during construction to ensure construction is proceeding in accordance with the construction plans and contract documents and shall communicate any deviations from the plans to the municipality. The Consultant shall assist the municipality in responding to questions about the designs or requests for information from the contractor in a timely manner. If conditions arise that necessitates a change to the design, environmental or otherwise, the Consultant shall amend the design such that it still meets the project goals, as practicable. The Consultant may be asked to assist the municipality in reviewing invoices from the contractor prior to payment.

The Consultant shall maintain all records related to the project, including, but not limited to: all correspondence with the municipality, contractor, or both; contract documents; change orders; and drawings.

All documents, plans, drawings and materials, in digital and hard copy format, created under this project shall be transferred to the Town upon completion of the project and become the sole property of the Town.