



# 944-2016 ADDENDUM 1

## REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR 2017 WALK BIKE INFRASTRUCTURE PROGRAM: MCDERMOT AVENUE PROTECTED BIKE LANES, TRANSCONA TRAIL EXTENSION AND VARIOUS OTHER LOCATIONS

ISSUED: November 4, 2016  
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### **URGENT**

**PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE REQUEST FOR PROPOSAL**

**THIS ADDENDUM SHALL BE INCORPORATED INTO THE REQUEST FOR PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS**

Template Version: Ar20160708

**Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 9 of Form A: Proposal may render your Proposal non-responsive.**

### **PART D – SUPPLEMENTAL CONDITIONS**

- Replace D3.8.5 with: Property is required on the east side of Sherbrook Street near McDermot Avenue. For bidding purposes, proponents are to assume that the necessary property acquisition/easement will be completed to allow for project construction to take place on Sherbrook St in 2017.
- Replace D3.9.5 with: Property acquisitions and/or easements will be required for the Transcona Trail Extension. For bidding purposes, proponents are to assume that the necessary property acquisitions/easements will be completed to allow for project construction to take place on the Transcona Trail Extension in 2017.
- Add: D4.4(j) Manual of Project Administration Practice – Preliminary Edition for Trial Use and Comment – City of Winnipeg (March 1992)
- Add: D4.16 The Proponent will be responsible for project reporting and support to the City’s Project Manager for project reporting in accordance with the City of Winnipeg’s Project Management Manual at <http://winnipeg.ca/finance/infrastructureplanning/camp.stm#3>, and templates at <http://winnipeg.ca/finance/infrastructureplanning/camp.stm#5>
- Revise: D7.2(c) to read: Conducting pre-award and pre-construction meetings with formal notes as described in the City of Winnipeg’s Manual of Project Administration Practice (DRAFT March 1992).

Page numbering on some forms may be changed as a result.

### **PART F – SECURITY CLEARANCE**

- Add: **F1. SECURITY CLEARANCE**
- F1.1 Each individual proposed to perform the following portions of the Work:
  - (a) any Work on private property;
  - (b) any Work within City facilities other than:
    - (i) an underground structure such as a manhole;
    - (ii) in areas and at times normally open to the public;

- (c) communicating with residents and homeowners in person or by telephone;
- F1.1.1 Each Individual shall be required to obtain a Criminal Record Search Certificate from the police service having jurisdiction at his/her place of residence. Or
- (a) BackCheck, forms to be completed can be found on the website at: <http://www.backcheck.net/> ; or
  - (b) Commissionaires (Manitoba Division), forms to be completed can be found on the website at: <https://www.commissionaires.ca/en/manitoba/home> .
- F1.2 The following is a link to information for obtaining the Criminal Record Search certificate from the City of Winnipeg Police Service. [http://winnipeg.ca/police/pr/info\\_request.stm](http://winnipeg.ca/police/pr/info_request.stm)
- F1.2.1 The original Criminal Record Search Certificate (Form P-253) will be provided by the Winnipeg Police Service to the individual applicant. The original has a validation sticker from the Winnipeg Police Service in the top right hand corner. The applicant shall:
- (a) provide the original Criminal Record Search Certificate (Form P-253) to the Project Manager.
- F1.3 Prior to the award of Contract, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Consultant shall supply the Project Manager with a Criminal Record Search Certificate obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform such Work.
- F1.4 Any individual for whom a Criminal Record Search Certificate is not provided, or for whom a Criminal Record Search Certificate indicates any convictions or pending charges related to property offences or crimes against another person will not be permitted to perform any Work specified in F1.1.
- F1.5 Any Criminal Record Search Certificate obtained thereby will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.
- F1.6 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require an updated criminal records search. Any individual who fails to provide a satisfactory Criminal Record Search Certificate as a result of a repeated criminal records search will not be permitted to continue to perform any Work specified in F1.1.