



Department of Facilities Management

**REQUEST FOR PROPOSALS (RFP) FOR  
ARCHITECTURAL/ENGINEERING CONSULTING SERVICES**

**VAR-610-19: ARC FLASH & COORDINATION STUDIE, VARIOUS BUILDINGS RFP-008-24**

**ADDENDUM NO. 1**

Issued Thursday, March 28, 2024

The following is to be **added** to and form part of this RFP:

1. The deadline for submission of proposals has been extended to **3:00 p.m. on Thursday, April 11, 2024, Newfoundland Time.**

2. Revise as noted below:

Page 21 of 201 of the PDF- Appendix A- Concept Parameter's- Note 2- All existing Memorial University standards to be reviewed and incorporated into the design package where applicable, including but not limited to:

Delete Items A-I in their entirety, Replace with:

- A. Memorial University Point Naming Conventions (Honeywell EBI)
- B. Memorial University Electrical Panel Color Code Panels
- C. Memorial University Title Blocks (AutoCAD)
- D. Zero Energy Isolation Program

3. Revise as noted below:

Delete the Following Note in Its Entirety:

Page 21 of 201 of the PDF- Appendix A- Concept Parameters- Note 6. The Proponent should note that all design finishes, materials, fixtures and furnishing throughout the building shall be incorporated into this fit up plan. This will include but not limited to washrooms, electrical design, mechanical design and architectural design details.

4. Delete the Following Note in Its Entirety.

Page 21 of 201 of the PDF- Appendix A- Concept Parameters- Note 8. The Department of Facilities Management will complete the Furniture fit up of the space outside of this RFP. The Proponent is expected to provide concept layouts with furniture, as per Memorial University's furniture standards, shown.

5. Delete Appendix B in its Entirety. Add Appendix B (R1)

## APPENDIX B (R1) – SUBMISSION FORM

### Proponent’s Information

Please complete *Table 2: Proponent’s Information*:

**TABLE 2: PROPONENT’S INFORMATION**

Please fill out the following form, naming one person to be the Proponent’s contact for the Open Call process and for any clarifications or communication that might be necessary	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Company Website (if any):	
Proponent’s Contact Name and Title:	
Proponent’s Contact Phone:	
Proponent’s Contact Email:	

### Offer

The Proponent has carefully examined the Open Call documents and has a clear and comprehensive knowledge of the Deliverables required under the RFP. By submitting a Proposal, the Proponent agrees and consents to the terms, conditions and provisions of the RFP, including the Form of Agreement, and offers to provide the Deliverables in accordance therewith at the rates set out in the pricing section.

### Rates

The Proponent has submitted its rates in accordance with the instructions in the RFP. The Proponent confirms that it has factored all the provisions of **Appendix A – Specifications & Scope**, including insurance and indemnity requirements, into its pricing assumptions and calculations.

### Addenda

The Proponent is deemed to have read and accepted all addenda issued by the Owner. The onus is on Proponents to make any necessary amendments to their Proposals based on the addenda. The Proponent is required to confirm that it has received all addenda by listing the addenda numbers in *Table 3: Addenda Received*: **(For example, if Addendum 1 has been issued, enter 1 in the table, if there are two addenda, enter 1,2.)**

**NOTE: FAILURE TO COMPLETE TABLE 3 BELOW SHALL RESULT IN BID DISQUALIFICATION:**

**TABLE 3: ADDENDA RECEIVED**

Addenda Number(s)

Proponents who fail to complete this section will be deemed to have not received all posted addenda and shall be deemed **NON-COMPLIANT**.

**Deliverables**

Memorial University is seeking a team to help in establishing the items listed in *Table 4: Scope of Services Deliverables Acknowledgement*. Please initial next to each item in Table 4 to acknowledge its inclusion in the Proponent’s proposal:

**NOTE: FAILURE TO COMPLETE TABLE 4 BELOW SHALL RESULT IN BID DISQUALIFICATION:**

**TABLE 4: SCOPE OF SERVICES DELIVERABLES ACKNOWLEDGEMENT**

Section	Item Description	Proponent Initials
A	Phase I MUN 04/10 short circuit, coordination and arc flash analysis report. Single Line Drawing & short circuit, coordination and arc flash analysis: Barnes House, Bowater House, Blackall House, Burke House, Curtis House, Hatcher House, Doyle House, R. Gushue Hall, Rothermere House & Squires House <b>(10 Buildings Total)</b>	
B	Phase II MUN 02/07 short circuit, coordination and arc flash analysis report. Short circuit, coordination and arc flash analysis: Henrietta Harvey Building, Arts & Administration Building , Bruneau Centre, Education Building <b>(4 Buildings Total)</b>	
C	Phase III MUN 05 short circuit, coordination and arc flash analysis report. Single Line Drawing & short circuit, coordination and arc flash analysis: C-core, Centrifuge, Business Administration, St Johns College, Spencer Hall, Field Hall & Queens College <b>(7 Buildings Total)</b>	
D	Phase IV MUN 09 short circuit, coordination and arc flash analysis report. Single Line Drawing & short circuit, coordination and arc flash analysis: University Centre, Earth Sciences Building & Engineering Building <b>(3 Buildings Total)</b>	

\* Includes but not limited to the items listed above, full scope as described in the RFP documents

**No Prohibited Conduct**

The Proponent declares that it has not engaged in any conduct prohibited by this RFP.

**Disclosure of Information**

The Proponent hereby agrees that any information provided in this Proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The Proponent hereby consents to the disclosure, on a confidential basis, of this Proposal by the Owner to the advisers retained by the Owner to advise or assist with the RFP process, including with respect to the evaluation of this Proposal.

**Proposal Irrevocable**

The Proponent agrees that its proposal shall be irrevocable for a period of 45 Days following the submission deadline.

**Required Signatures**

Failure to submit this signature section will render the Proposal **NON-COMPLIANT** and the Proposal will be disqualified.

\_\_\_\_\_  
Signature of Proponent’s Representative

\_\_\_\_\_  
Name of Proponent’s Representative

\_\_\_\_\_  
Title of Proponent’s Representative

\_\_\_\_\_  
Date

***I have the authority to bind the Proponent***  
  
**IN SIGNING THIS PAGE AND SUBMITTING YOUR PROPOSAL, THE PROPONENT ACKNOWLEDGES HAVING READ AND UNDERSTOOD AND AGREED TO THE TERMS AND CONDITIONS OF THIS DOCUMENT.**

6. See Below Questions Asked on March 20<sup>th</sup>, 2024 with Answers

Appendix F – Consultant’s Services Agreement

1. Description of Services in Table 1 includes Concept Design, Construction Contract Documents and Construction Contract Administration. Are these requirements relevant to the arc flash study?
  - These are not selected, therefore not required.

Appendix 1 – Terms and Conditions

2. In Section 1. Definitions, should the Deliverables (Item 1.10) only include the requirements listed in the Scope of Project defined in Appendix A?
  - Yes.
3. In Section 3 – Consultant’s Services, there is a mention of “hourly rates”. Should these be listed in the Pricing Form (Table 6 of Appendix E)?
  - No, this does not form part of the evaluation. This should be included as an appendix to fee schedule in the submission.
4. In Section 8.3 – Payments, the payment schedule is predicated on design development, construction contract documents, construction contract award and construction contract administration. None of these stages apply to the arc flash studies in the RFP. Could a payment schedule reflect the scope defined in Table 4 of Appendix B (Scope of Services Deliverables)?
  - Yes.

END OF ADDENDUM No. 1