



FACILITIES
MANAGEMENT

**REQUEST FOR PROPOSALS (RFP) FOR
PROFESSIONAL ELEVATOR CONSULTING SERVICES**

RFP-049-25

ADDENDUM ONE (1)

Issued Thursday, November 27, 2025

The following is to be **ADDED** and form part of the above referenced RFP:

ITEM 1

Replace Appendix E – Pricing Form with the attached Appendix E – Pricing Form - R1. See page 4.

ITEM 2

Proponent questions and responses:

Q1 - We would like to request a 1-week extension to the questions deadline and submission deadline for this RFP.

Q1 Response - The closing date for this RFP has been extended and **will now close at 3:00pm (NST) on Thursday, December 11, 2025**. New access code is: **2772 100 5015**. All conference call information related to the closing will remain unchanged. The questions deadline is eight (8) calendar days prior to the closing date and time.

Q2 - Part 2, Item 2.4 - Can you please confirm what the Mandatory Technical requirements as set out in Appendix A are? Appendix A in the RFP document does not contain a 'Mandatory Technical Requirements' section.

Q2 Response – The proponent's proposal is required to meet all the technical requirements outlined in Appendix A, which includes the items identified under Scope of Project, Prime Consultant's Summary of Services, Deliverables and Concept Parameters.

Q3 - Can you please provide an editable version of the submission forms for this RFP? We are unable to extract and edit the forms as the document is locked for editing.

Q3 Response - Editable versions are not provided to bidders. Bidders may print, sign and scan sections that require editing.

Q4 - If an addendum is issued after the Question Deadline, please confirm that follow-up questions related to that addendum will still be accepted.

Q4 Response – The Owner is not obligated to answer questions asked after the Question Deadline. If we,



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the Owner, determine that a question asked after the deadline warrants a response, an addendum would be issued with both a response and an extension to the RFP Closing Date. However, we try to ensure that there is sufficient time after an addendum for bidders to follow up with questions.

Q5 - Table 6: Please confirm that if Item A or Item B exceed the hours listed for Item C in Table 6 after award, additional hours will be reviewed and authorized if applicable.

Q5 Response - Confirmed. The total hours listed for Item A and Item B are an estimate only. If these hours are exceeded, project engagements will proceed as required.

Q6 - Please provide baseline assumptions (number of visits, duration, etc.) for each item within the hours noted in Table 6.

Q6 Response - This estimate is based on an assumption of three elevator projects per year, in addition to low-effort various engagements throughout the duration of the standing offer agreement. Please also note that travel expenses associated with site visits will be expensed at cost and should not be included in the proposed hourly rate.

Q7 - As per Section 3.6, please confirm that only vertical transportation consulting is required and that any other sub-consulting is excluded from Item 6 pricing and would be negotiated separately.

Q7 Response - Correct. The pricing represented in this engagement is for vertical transportation consulting only. In the event a subconsultant is required, this cost will be negotiated separately.

Q8 - Please confirm whether fixed pricing for Project Fees and Expenses is intended to not exceed the Expected Total Fee in Table 6 and clarify the intent.

Q8 Response - The Expected Total Fees are for the purpose of awarding the standing offer agreement. This fee is an estimate only. The fixed pricing fee as described in "Project Fees and Expenses" represents a quoted fixed cost associated with a project. Projects will be defined by a Request for Quotation as described by "Scope of Project" in Appendix A.

Q9 - Appendix B, Table 4 states that all members of the Consultant's Team practicing Engineering must be licensed in Newfoundland and Labrador. Currently, we hold licenses in Ontario, Alberta, British Columbia, Yukon, Saskatchewan, and Manitoba. Can we submit a proposal and obtain the required Newfoundland and Labrador license if we are awarded the project?

Q9 Response - Proposals from proponents not currently licensed to practice Engineering in Newfoundland and Labrador will be considered. Obtaining a license to practice Engineering in Newfoundland and Labrador will be required within a reasonable time period after the RFP closing date.



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Q10 - If the above is not acceptable, would it be acceptable for us to team up with a local engineering firm licensed in Newfoundland and Labrador to meet this requirement?

Q10 Response - A collaboration with another firm is acceptable, given that the services provided by the proponent meet the requirements to practice Engineering in Newfoundland and Labrador.

Q11 - Page 6 of the RFP indicates that the submission should be a single PDF file, whereas Appendix D (p.11) mentions two separate PDF files: one for the RFP Response and one for the fee schedule. Could you please clarify whether we should submit one consolidated PDF or two separate PDFs?

Q11 Response - Please submit two separate PDF files as described in Appendix D.

Q12 - Table 6, Pricing Form: The instructions above the pricing table indicate that rates should be all-inclusive. However, in the "Project Fees and Expenses" section following the table, it is stated that "reimbursable expenses will be invoiced at cost." Should travel and related costs be included in the all-inclusive rates, or should they be treated as reimbursable expenses?

Q12 Response - Travel costs associated with site visits are considered expenses and are reimbursable at cost. As such, the fee provided in Table 6 does not include any travel expenses. For more information on reimbursable expenses, see *Appendix G – Department of Facilities Management Consultant's Services Agreement Terms & Conditions, Consultant Reimbursable Expenses Guideline*.

Q13 - Table 6, Pricing Form: Should we calculate our rate per hour multiplied by the provided 400 hours and 600 hours, or is this intended only as an estimate? Afterwards, do you expect the consultant to be paid on an hourly basis or on a fixed-fee basis?

Q13 Response - Appendix E – Pricing Form has been revised and re-issued as part of this addendum – see attached. The "Total Fee" for each item in Table 6 is the Proponent's Hourly Rate multiplied by the number of hours. For example, for Item A, Senior Consultant – 400 hours, the "Total Fee" = (400) x (Proponent's Hourly Rate for a Senior Consultant). The hours provided are an estimate of the level of effort only. After the award, individual projects will be proposed to the successful proponent by means of a Request for Quotation as described in Appendix A, Scope of Project. The project work is to be quoted based on the hourly rates submitted in response to this RFP.

END OF ADDENDUM ONE (1)

APPENDIX E – PRICING FORM

Instructions on How to Complete the Pricing Form

Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which should be itemized separately.

Rates quoted by the Proponent must be all-inclusive and must include all labour and material costs, all insurance costs, all costs of delivery, and all other overhead, including any fees or other charges required by law.

Please complete *Table 6: Pricing Form*:

TABLE 6: PRICING FORM

Hours listed in Table 6 are estimates only and not intended to represent a commitment of work.

Item	Service	Hourly Rate	Total Fee
A	Senior Consultant – 400 hours		
B	Consultant – 600 hours		
C	EXPECTED TOTAL FEE (A+B) (Excludes HST)	NA	

The price evaluated shall be based on line C of the Pricing Form.

A Senior Consultant is defined as a person with 15 or more years' experience working as a professional Engineer.

Project Fees and Expenses

1. Upon award of contract, for each quotation, the Consultant will provide a fixed price or maximum upset price for the task based on the hourly rates agreed to in this Contract. Each quotation is to include a breakdown of hours by position for all team members that will be active on the requested work. Hourly rates for each team member shall include all overhead (cell phones, vehicles, etc.), all safety equipment, and administration.
2. Reimbursable expenses will be invoiced at cost and are as per the Consultant's Services Agreement Terms and Conditions.

Duration and Contract Value

1. The duration of the Contract will be for three years from the date of signing. The full duration of the Contract shall remain in effect unless the Owner, at its sole discretion and without cause, cancels the Contract term by giving the Consultant written notice at least 90 days prior to cancellation.
2. The estimated value of the Contract shall be equal to Item I from Table 6 of the highest scoring Proponent. The successful proponent will be issued unique purchase orders upon acceptance of a submitted quote.