

RFP-2024-01
Township of Muskoka Lakes Asset Level of Service Study
Addendum No. 1:
Responses to Submitted Questions

The following explanations and clarifications are provided for the information and use of prospective bidders:

1. Due to the Family Day holiday, would the Township consider a closing date extension?

Response:

Due to internal schedules, no extensions can be provided.

2. Is the Township willing to allow electronic submissions for this opportunity (instead of hard copy)?

Response:

Bidders may, at their discretion and risk submit their bids electronically by email. Proposals shall be submitted on or before the stated closing time to the attention of the Director as follows:

Township of Muskoka Lakes
Ken Becking P. Eng.,
Director of Operational Services
kbecking@muskokalakes.ca

The technical proposals and financial proposals will be submitted via separate emails, each clearly identified in the subject line as to their contents. The Township assumes no responsibility or liability as a result of the consultant's decision to submit their proposals electronically.

A single hardcopy bearing the original signatures and seals of authorized signing representatives of the proponent shall be received within 24 hours of the time for submission. In the event of a discrepancy between the documents, the hardcopy version shall be considered the official version. Failure to submit a hardcopy version shall result in the proponents proposal being rejected.

3. As part of Phase 1 – Data Collection and Analysis, can you confirm whether or not the Township is expecting the awarded consultant to perform any on-site validations of the inventory and condition?

Response:

The Township has completed its Corporate Asset Management Plan based on a comprehensive inventory and condition rating of its infrastructure. The successful

proponent will be provided with access to all infrastructure data which was generated in 2022 and 2023.

The successful proponent will be expected to examine the data and confirm its adequacy and sufficiency for the purposes of the present assignment. Proponents shall specify a reasonable allowance, given the scale and scope of the Township's infrastructure to review and if necessary validate the information. If the data is found to be insufficient, the parties will negotiate such additional payments as are appropriate to provide additional data required to complete the assignment.

4. Does the Township require any in-person meetings/workshops or can they be virtual?

Response:

All project progress meetings with Township Staff may be virtual. All workshops and presentations to General and Finance Committee or Council shall be in person.

End of Addendum

A copy of this addendum shall be included with the proposal (Financial Submission). Failure to include a copy of the addendum may result in the rejection of the proposal.



Ken Becking P. Eng.,
Director of Operational Services
Township of Muskoka Lakes

Signature of Authorized Representative
I have the authority to Bind the Proponent Organization