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May 08, 2025

Addendum No. 01

File Reference Number: RFP 2025 030

Title: Engineering Services for Rouyn Noranda Diesel Shop Upgrades

RE: Clarifications/Questions

Please refer to the following information / clarifications:

Item 1: Part 4 – Form of Proposal – Proposal Form 6 – Qualitative Proposal

Due to the Quebec Construction Shutdown from July 20 - August 2, 2025 would ONTC permit rescheduling the Tendering Assistance Phase to commence on August 4, 2025?

Answer: Yes. The Tendering Assistance Phase shall now begin from August 04, 2025.

Please replace the Proposal Form 6 of the RFP Package with the updated Proposal Form 6 – Qualitative Proposal attached at the end of this Addendum.

This Addendum hereby forms part of the RFP.

Regards,

Brinda Ranpura
Procurement Contracts Specialist
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**PART 4 - FORM OF PROPOSAL
PROPOSAL FORM 6
QUALITATIVE PROPOSAL**

The Respondent shall respond to the following requirements by using this form or a separate document, presented in accordance with the following order and numbering.

1. Company Profile

- 1.1. Respondents shall provide a company profile highlighting the company's history, office location(s), corporate operating philosophy and description of the specific services offered and specialties.

In the event that the Respondent is using a sub-consultant(s) for a portion(s) of the scope of work associated with this RFP, they shall also include with this Proposal Form 6, a company profile for each sub-consultant.

2. Resources

- 2.1 Respondents shall demonstrate their ability to fulfill the requirements of the RFP and include an organizational chart of the proposed team along with their resumes as part of their Proposal.

Respondents are required to list the names of the Principal Personnel who will be assigned to the Work and **include their resumes**. This information shall be for the use of ONTC in assessing the Proposal. In the event of a Sub-consultant(s) being listed as a Principal Personnel, the Respondent shall also include their resume(s).

3. Experience and Qualifications

- 3.1 Respondents shall demonstrate their knowledge and experience in performing projects of similar size and scope and provide project profiles to support that the Respondent has the experience and resources to complete the project.

Respondents shall supply a minimum of three (3) relevant project profile descriptions of a similar nature and scope. The project descriptions shall include:

- Company/Client
- Name of contact and contact details
- Project Name
- The scheduled project start and end date
- The actual start and end date
- The project value of the Respondent's scope of work for the project at the beginning of the project
- The project value of the Respondent's scope of work for the project at the end of the project
- Detailed description of the Respondent's scope of work for the project. The description should detail if subcontractors were used to complete part of the scope.
- Outcomes of the project (i.e., completed on schedule and on budget etc.)

ONTC may, in its sole discretion, confirm the Respondent's experience in the projects identified by contacting the named contacts above, in addition to the references provided as part of Proposal Form 4.

4. Proposed Approach

- 4.1. The Respondent shall demonstrate their understanding of the project requirements and deliverables and provide a detailed outline of their proposed approach to complete the work.

5. Project Schedule

- 5.1 Respondent shall include a schedule showing the proposed timeline for completion of the project and key milestones. The schedule shall be in Gantt Chart format, showing all the activities, milestone date and the critical path. The work shall reflect the milestone date listed below:

Tasks	Date
Invitation for Proposal Close	Thursday, May 15, 2025
Design Work Start Date	June 09, 2025
Design Work Completion Date	July 07, 2025
Tendering Assistance	August 04, 2025
Contract Administration Start Date	August 2025
Contract Administration Completion Date	November 28, 2025

Proposals which cannot meet the required milestone dates may be disqualified at ONTC's sole discretion.

6. Proof of Practice

- 6.1. Respondents shall provide proof for each of the following:

- Licensed P. Eng in the province of Quebec.
- Proof to practice in the province of Quebec.

ONTC will consider all the information submitted in the Respondent's Proposal when evaluating the Respondent's experience.