

CIRCULAR

To: Municipalities, Local Service Districts & Prime Consultants

Re: DMA Tendering Procedures for Municipal Infrastructure - IGOR Restoration

Date: November 3, 2010

Contract Changes

Please be advised that effective immediately there are several changes DMA tendering procedures;

- The *Standard form of Agreement between Client and Prime* will be signed by the Department on behalf of the Municipality. This agreement is posted under Publications at the following link - <http://www.ma.gov.nl.ca/ma/publications/index.html>. This change in procedure will enable the Department to pay the consultants directly, improving timelines for cash flow.
- The *Agreement between Owner and Contractor* will be signed by the Department on behalf of the Municipality. This change in procedure will enable the Department to pay the contractor directly improving timelines for cash flow.
- No engineering work is to be undertaken, other than that which was required for emergency restoration and post disaster assessments, without a signed *Agreement between Client and Prime Consultant*. The Department will be considering the various options for infrastructure restoration when all assessments have been completed and after review by the regional offices.
- Consultants are reminded to follow the Department of Environment & Conservation's design standards for the installation/replacement of culverts.

Changes to Tender Call Procedures

- Once consultants have reached the stage where contract documents and pre-tender estimates have been approved, the consultant shall request approval to call the tender.
- Consultants are requested to call the tender thru Tendering & Contracts Division, Department of Transportation and Works. Tendering and Contracts (TC) will place the ad and coordinate the closing date and time, as there is anticipated a significant number of tenders for Municipal Infrastructure restoration. Coordination of closing times is important to ensure a competitive bidding process.
- Consultants are requested to provide TC with a tender PDF file of the contract documents.

- Bidders will have the choice of receiving at **no cost** tender documents electronically or **pay** for a print version.
- Consultants will entertain questions from bidders, evaluate requests for alternates and prepare addenda, and forward any addenda to be issued during the tendering call period in the same electronic format as the tender.

Changes to Tender Close Procedures

- TC will close the tender, and record the receipt of the bid surety and bonding, as well as insurance certificate and COR certificate of good standing. TC will administer these certificates on behalf of the owner for the duration of the contract.
- Consultants will provide the Department with a Post -Tender Evaluation with a recommendation to award, along with a Post -Tender Project Cost Forecast.

Changes to Post-Tender Administration Procedures

- Consultants will provide the Department with Status Reports and other documentation with recommendation for payment.
- Consultants will provide the Department with a Certificate of Substantial Completion with a deficiency list. The deficiencies are to be completed within 30 days.
- Consultants will provide the Department with a Certificate of Final Completion after a final inspection verifying the work on the deficiency list has been completed.



CLUNEY MERCER, P. ENG.
Assistant Deputy Minister
Municipal Engineering & Planning Branch

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cc: Mr. Mike Sampson, FES
cc: Regional Offices