

COR/2020/00951

## INFORMATION CIRCULAR

**To: All Consultants**

**RE: Changes in RFP Submission Requirements due to COVID-19 Pandemic Situation, and Updated Tender Forms**

**Date: April 29, 2020**

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The purpose of this Circular is to advise All Consultants of the following:

**1. Changes in RFP Submission Requirements due to COVID-19 Pandemic Situation**

Due to the ongoing COVID-19 Pandemic, MAE is changing how the Open Call Request for Proposals (RFP) submission process will be undertaken for upcoming RFPs. Specifically, these changes will only apply to Open Call RFPs for Consultant Services.

The new process will require that Proponents send their RFP Submissions (Technical Proposal and Financial Proposal) electronically via email to the [InfrastructureMAE@gov.nl.ca](mailto:InfrastructureMAE@gov.nl.ca) inbox prior to the RFP closing date and time. These changes are outlined in an Addendum that will be specifically issued for each upcoming RFP, where detailed submission instructions are found. A completed sample Addendum is attached to this circular for reference.

These changes are made to ensure that Consulting firms across the province have the opportunity to take part in the RFP process without being disadvantaged by current work restrictions (e.g. working from home), or any future potential postal system interruptions relating to the COVID-19 situation. As time progresses, there may be changes to how this process is undertaken, so it is imperative that RFP Proponents read the project specific addenda carefully and follow the instructions laid out therein.

I must reiterate that these changes to the submission processes will **only** apply to Open Call RFPs for Consultant Services; there will be no changes to the Limited Call or Construction Tender processes currently in place.

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**2. Updated Tender Forms**

The Tender Forms for both the stipulated, and unit price contracts have been updated on the MAE website, and are to be used on all future projects effective immediately.

[https://www.mae.gov.nl.ca/capital\\_works/front\\_end\\_docs.html](https://www.mae.gov.nl.ca/capital_works/front_end_docs.html)

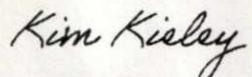
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### 3. COVID-19 Tender Opening (Construction Tenders Only)

The following wording shall be included on page 2 of the Instruction to Bidders

"This solicitation is undertaken in accordance with section 6(iv) of the Public Procurement Act. In lieu of a public opening and to comply with Special Measures Orders pursuant to the Public Health Protection and Promotion Act, the opening of submissions will be held on the designated date and time with two representatives of the Department of Transportation and Works Tendering and Contracts Division and will be audio recorded."

Sincerely,



**KIM KIELEY, P. Eng., FEC**

**DIRECTOR (A) – INFRASTRUCTURE AND WASTE MANAGEMENT  
MUNICIPAL AFFAIRS AND ENVIRONMENT**

Department of Municipal Affairs and Environment

ADDENDUM # 1

TO RFP# MA00000 – RFP for Consulting Services related to Municipal Infrastructure in Sampleville

1. Precedence:

This Addendum # 1 (the “Addendum”) shall form an integral part of, and shall be incorporated by reference therein, the terms and conditions of RFP# MA00000 (the “RFP”) issued by the Tendering and Contracts Division of the Department of Transportation and Works on behalf of the Town of Sampleville (the “Client”) for the acquisition of Prime Consultant services.

2. General:

In the event of a conflict or inconsistency between the provisions of this Addendum and the terms and conditions of the RFP, the provisions of this Addendum shall prevail only to the extent of the specific conflict or inconsistency. In all other circumstances, the terms and conditions of the RFP shall continue to apply.

3. Purpose:

The purpose of this Addendum is to advise proponents of certain changes to the response submittal process for the RFP which have been established in response to conditions created by the COVID-19 pandemic. Proponents are required to adhere to the following conditions in undertaking the response submittal process:

(a) Proponents’ responses to this RFP must be submitted by **EMAIL format only**. The Client shall accept responses that have been prepared and sent in **EMAIL format only**.

(b) Responses to this RFP submitted by **EMAIL** must be sent to the following address:

InfrastructureMAE@gov.nl.ca

(c) The **EMAIL** subject line shall be:

**MA00000 - Sampleville – Consultant Name**

**Note: MA00000 references the number assigned to the project for tendering purposes, and is in the original advertisement.**

(d) **EMAIL** responses must be submitted to the above email address and must be received by April 27, 2020 at 2:00:00 pm Newfoundland Time. Submittal time will be the time date stamp of the **received** email at the above address. Responses must be submitted by **EMAIL** only. Responses submitted by fax, mail, courier, drop-off or by any other means of delivery **other than by EMAIL SHALL NOT BE ACCEPTED**.

(e) Amendments to a previously submitted proposal will be accepted at the [InfrastructureMAE@gov.nl.ca](mailto:InfrastructureMAE@gov.nl.ca) email address up to the closing time. The following email subject line must be used:

**MA00000 - Sampleville – Consultant Name – AMENDMENT #**

(f) Technical Submissions:

- i. Submitted documents shall be in ONE PDF document. Page limitations as per the originally tendered RFP.
- ii. Naming convention for the technical submission shall be:

**Technical - MA00000 - Sampleville – Consultant Name**

- iii. If an amendment is made, file shall be named:

**Technical - MA00000 - Sampleville – Consultant Name – AMENDMENT #**

(g) Financial Submissions

- i. Submitted documents shall be in PDF format secured with a password. The chair of the RFP Evaluation Committee will email the proponent for the financial submission password once the technical evaluation is complete and the proponent has successfully passed the technical threshold allowing for financial review. In the case that the Financial Submission PDF document is not password protected, the submission will be rejected without consideration. In the case where a Financial Submission password is submitted before it is requested by the chair of the RFP Evaluation Committee, the submission will be rejected without consideration.
- ii. The contact to be used for the password retrieval will be the email address of the proponent used to submit the proposal (i.e. the person sending in the proposal should have the password).
- iii. The proponent will be given two (2) business days to provide the password to the RFP Evaluation Committee chair (contact information will be provided in the requesting email) (i.e. request for password sent from MAE on Monday at 14:32:27, the response is required by Wednesday 14:32:26).
- iv. Naming convention for the financial submissions shall be:

**Financial - MA00000 - Sampleville – Consultant Name**

- v. If an amendment is made, file shall be named:

**Financial - MA00000 - Sampleville – Consultant Name – AMENDMENT #**

(h) The Government of Newfoundland and Labrador network generally has a 50 megabyte (MB) email size limit for incoming emails. Submissions greater than 50 MB may be at risk of rejection by the network, or being undeliverable to the email address above. It is the responsibility of the proponent submitting a proposal to ensure that the email size is suitably below the threshold. Considerations to reduce file size can include:

- i. Limiting attached file size
- ii. Reduction in embedded images
- iii. Reduction of enhanced formatting
- iv. Use of PDF editing software “Save as reduced size PDF” option
- v. Reduce email size by reducing use of elaborate formatting or signature blocks
- vi. Create a zipped file containing the submissions.

(i) Changes to Safety Protocols:

- i. The Consultant will be required to follow enhanced safety protocols in response to the COVID-19 situation in accordance with the most recent recommendations and directives from the Chief Medical Officer of Health and the Department of Health and Community Services.
- ii. The Consultant is required to ensure these plans are included in the Site Specific Safety Plan, and ensure updated as the recommendations and directives evolve.

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709-729-2012  
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END

April 20, 2020