



June 19, 2025

ADDENDUM No. 2

Invitation to Quote PS-25-05 AS AND WHEN PROJECT MANAGEMENT SERVICES

*The addendum is being issued prior to the closing of the Invitation to Quote (ITQ) to provide further information, make changes to, or to clarify the ITQ Documents and is to be read, interpreted and coordinated with all other parts of the ITQ Documents. In the case of a conflict with the balance of the documents, this Addendum shall govern. **Bidders shall attach a signed copy of this addendum to their bid submission, failure to do so may result in a non-compliant bid.** This addendum shall form part of the Contract Documents.*

This addendum is being provided in clarification to ITQ PS-25-05 released May 22, 2025.

Question 1: *To better understand the scope of services and to tailor our proposal accordingly, could you kindly provide additional details or examples about the types and nature of infrastructure projects that the Regional District of Fraser-Fort George typically requires project management services for?*

Specifically, we are interested in understanding the variety of project types, their scale, and any particular characteristics or challenges that may influence project management approaches.

Answer 1: The Regional District of Fraser-Fort George undertakes a diverse range of infrastructure projects that require project management services. Past project examples include:

- **Fire Hall Upgrades and Modernization:** This includes structural renovations, building additions, and improvements to meet current safety and operational standards.
- **Community Halls:** Construction, expansion, or renovation of community gathering spaces, often requiring coordination with local stakeholders and compliance with accessibility and code requirements.
- **Riverbank Stabilization:** Projects aimed at erosion control and environmental protection, often involving specialized engineering and regulatory approvals.
- **New Facility Construction:** Ground-up construction of new buildings or structures to support regional operations and community needs.
- **Site Works and Paving:** Including paving of fire hall aprons, driveways, access roads, and construction of parking areas to enhance site accessibility and safety.
- **Tender Documentation:** Preparation and administration of procurement documents such as Master Municipal Construction Documents (MMCD) and Canadian Construction Documents Committee (CCDC) contracts.

In addition to overseeing scheduling, contractor coordination, and quality control, project management services may be expected to include robust cost tracking and financial oversight. This involves monitoring project budgets, managing change orders, reporting on financial status, and ensuring fiscal accountability throughout the project lifecycle. Cost control is particularly important given the public funding environment and the need to maintain transparency and value for taxpayers.

These projects can vary significantly in scale and complexity, often involving coordination with multiple stakeholders, compliance with regulations, and adaptation to the region's unique geographic and climatic conditions. Project management support is critical to ensure timelines, budgets, and quality standards are consistently met.



Question 2: *How will the pricing be scored? Will hourly rates be averaged out across the proposed team or will there be a formula applied?*

Answer 2: The Regional District will use a formula-based approach to score pricing. This formula will take into account the varying hourly rates across the proposed positions, rather than using a simple average.

I/We hereby verify that we have considered this addendum in our proposal submission.

Proponent's Signature

Date

All inquiries relating to ITQ PS-25-05 must be emailed to:
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