



**Date:** September 2, 2021

**Project:** Stratford Waterfront Boardwalk  
Request for Proposals –Design Services

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In conjunction with the RFP document, and addendum no. 1, please also consider the following when preparing your submission:

1. All proposals are due at the Town of Stratford main office, 234 Shakespeare Drive, Stratford, PE C1B 2V8 no later than **3:00 p.m. on Wednesday, September 15, 2021.**
2. Section 3.3 Schedule of Events is revised as follows:

The design must be completed and ready to be tendered by **February 25, 2022.** The anticipated schedule of events are as follows:

- |    |                                |                    |
|----|--------------------------------|--------------------|
| 1. | RFP issued                     | August 20, 2021    |
| 2. | Proposals received by Town     | September 15, 2021 |
| 3. | Award of contract              | September 27, 2021 |
| 4. | Final Design Issued for Review | January 28, 2022   |
3. As clarification to addendum no. 1, the project may be divided into two tender packages for the 2022 construction season, dependent on funding. This will be confirmed with the successful proponent at a later date. For the purpose of bidding, assume one tender package only for the full design package, and provide the additional fee for the tendering and contract administration of a second construction contract, should it be required. Please use the revised proposal form attached with your submission.

**End of Addendum No. 2**

**SECTION IV****PROPOSAL FORM**

I have read and understand the requirements of this request for proposal (RFP) and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the services as outlined including communications devices, computer hardware and software, any travel or per diem expenses and any other miscellaneous expense involved. The fixed lump sum fee for providing the required service as described herein is:

Design	\$ _____
Geotechnical Investigation	\$ _____
Tender and Award	\$ _____
Contract Administration during Construction (including warranty period)	\$ _____
HST (15%)	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>
Additional fee to tender and administer the project as two construction contracts	\$ _____

In addition to the above, please provide an hourly rate for on-site inspection services during construction. This will be as required to ensure specifications are met. For the purpose of bidding only, assume 4 hours per day for 40 days. The final construction schedule will be determined after the tender and award of the project.

Fixed Hourly Rate for on-site inspection  
during construction, includes all expenses \$ \_\_\_\_\_

SUBMITTED BY:

CONSULTANT: \_\_\_\_\_

BY: \_\_\_\_\_

SIGNATURE

NAME (PRINT): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_