

RFP No. Q-2024-029-PF

General Contractor Services for
New Environmental and Conservation Research and Learning Centre
at Queen's University Biological Station



Addendum No. 04

Number of Pages: 3

Issue Date: July 25, 2024

Item 01 – RFP Schedule Change

Refer to RFP paragraph 1.5 Timetable. Update the following events as per the dates below:

EVENT	REVISED DATE
Deadline for Questions	Wednesday July 31, 2024, 4:00 p.m.
Deadline for Issuing Addenda	Tuesday August 6, 2024
Submission Deadline	Tuesday August 13, 2024, 3:00 p.m.
Interviews	Thursday September 12, 2024 (tentative)

Item 02 – Add Interviews to Evaluation Process

Refer to: RFP Document
Part 2 – Evaluation, Negotiation and Award
2.6.1 Ranking of Proponents

Delete: After the completion of Stage IV, all scores from Stage II and Stage III will be added together and the proponents will be ranked based on their total scores.

Insert: After the completion of Stage IV, all scores from Stage II, Stage III, and Stage IV will be added together and the proponents will be ranked based on their total scores.

Renumber sections as follows:

ORIGINAL	REVISED
2.4 Stage III – Pricing	2.5 Stage IV – Pricing
2.5 Stage V – Ranking and Contract Negotiations (inclusive of subsections 2.5.1 through 2.5.5)	2.6 Stage V - Ranking and Contract Negotiations (inclusive of subsection, i.e. 2.61 through 2.65)

Insert: **2.4 Stage III – Proponent Interviews**
Stage III will consist of proponent interviews of each qualified proposal on the basis of the rated criteria. Queen's University reserves the right to adjust the scores awarded from Stage II as a result of information received during the proponent interviews.

Refer to: Appendix D – RFP Particulars
F. Rated Criteria
Rated Criteria Category/Weighting Table

Delete: Rated Criteria Category/Weighting Table in its entirety.

Insert:

#	RATED CRITERIA CATEGORY	WEIGHTING (POINTS)	
i	Proponent Overview		12
ii	Project Experience		20
iii	Key Personnel – Experience and Qualifications		
	Site Superintendent	15	
	Project Manager		
	Project Coordinator	10	
	Backup Personnel		
		25	25
iv	Subcontractors Management Procedure		15
v	Project Management and Controls		24
vi	Social and Sustainable Procurement		4
	Rated Criteria Total		100
	Minimum Scoring Threshold – 70%		70
	Interview		50
	Minimum Scoring Threshold – 70%		35
	Pricing (See Appendix C for details)		50
	Total Points		200

Delete: Proposals failing to meet the minimum threshold requirement of 70% of the available points for Rated Criteria Total, subject to the reserved rights of Queen’s, may be disqualified and not evaluated further. Where less than two (2) proposals meet the minimum threshold requirement of 70%, then Queen’s reserves the right, in its sole and absolute discretion, to invite up to three (3) of the highest scoring proponents to the next stage of the evaluation.

Insert: Proposals failing to meet the minimum threshold requirement of 70% of any minimum stated threshold, subject to the reserved rights of Queen’s, may be disqualified and not evaluated further. Where less than two (2) proposals meet a minimum threshold requirement of 70%, then Queen’s reserves the right, in its sole and absolute discretion, to invite up to three (3) of the highest scoring proponents to the next stage of the evaluation.

Insert: **G. Proponent Interviews**
 Stage III will consist of proponent interviews of each qualified proposal on the basis of the rated criteria.

Up to three (3) of the top scoring proponents from Stage II will move forward to the interview stage. Interviews will take place as set out in the RFP Timetable in-person in Kingston, Ontario or virtually via Microsoft Teams/Zoom. Interviews may be up to 90 minutes in length. Proponents will be notified and provided with more information regarding the interview content approximately one week before their interviews. Queen's University reserves the right to adjust the scores awarded from Stage II as a result of information received during the proponent interviews.

[End of Addenda]