

**April 02, 2025****Addendum No. 01****File Reference Number: RFP 2025 008****Title: North Bay PRV Stations Installation and Water Main Modifications****RE: Clarifications/Questions**

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**QUESTIONS/CLARIFICATIONS:**

Please refer to the following information/clarification:

**Item 1:** Please be advised that ONTC has updated Part 3 - RFP Specifications – Schedule 3-A-1 – Scope of Work, to include the General Requirements for the Contractor, along with the project deliverables for the Preconstruction, Construction, and Closeout Phases.

Please replace Part 3 – Schedule 3-A-1 of the RFP Package with the Schedule 3-A-1 attached to this Addendum No. 01 at Appendix A.

Kindly note that Part 5 – Draft Agreement – Schedule A – Scope of Work will also align with this revised Scope of Work. All references and requirements under Part 5 – Draft Agreement should be considered consistent with the updated version provided herein.

**Item 2:** Please clarify the watermain modifications requirements. Is a repositioning or increase in diameter size required?

**Answer:** Please refer to the engineered drawings provided under Part 3 – RFP Specifications – Schedule 3-A-3 – Issue for Tender Drawings for watermain modifications requirement.

Further, ONTC would also like to confirm that repositioning or increase in diameter would not be required.

**Item 3:** Would a fully structural rehabilitation (CIPP) be considered?

**Answer:** CIPP will not be acceptable.

**Item 4:** Would ONTC please schedule a site visit for RFP 2025 008?

**Answer:** ONTC has now scheduled a non-mandatory site visit for Tuesday, April 09, 2025 at 1:00 p.m. in the afternoon.

Please complete the Site Visit Registration Form, together with the Release of Liability, attached to this Addendum at Appendix B, and return to [brinda.ranpura@ontarionorthland.ca](mailto:brinda.ranpura@ontarionorthland.ca) by Monday, April 08, 2025 at 4:00 p.m. EDT.

Registered Respondents shall meet at the Security Trailer at 916 McIntyre Street East, North Bay, Ontario.

To accommodate the optional site visit, ONTC has extended the submission deadline for RFP 2025 008. The revised closing date is **Friday, April 18, 2025 at 2:00:00 p.m. EDT.**

This Addendum hereby forms part of the RFP.

Regards,

Brinda Ranpura  
Procurement Contracts Specialist  
[brinda.ranpura@ontarionorthland.ca](mailto:brinda.ranpura@ontarionorthland.ca)

# APPENDIX A

**PART 3 - RFP SPECIFICATIONS  
SCHEDULE 3-A-1  
SCOPE OF WORK**

**Summary**

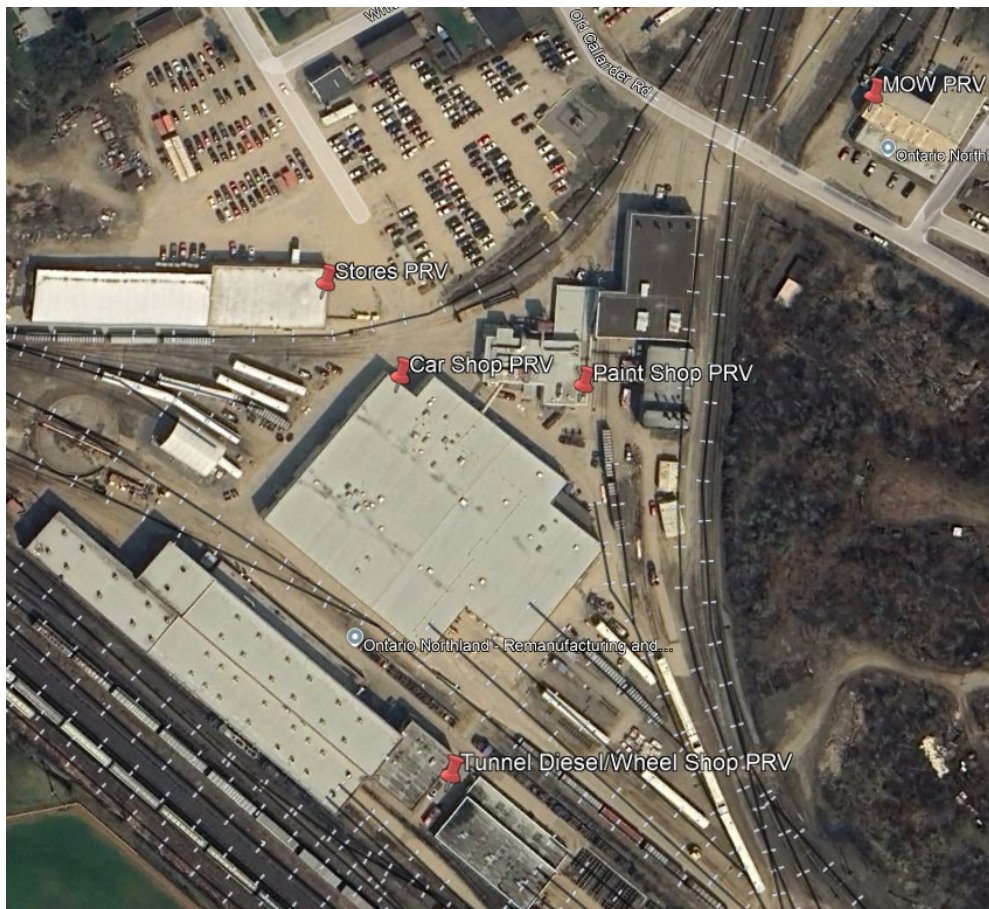
Ontario Northland Transportation Commission (ONTC) is seeking proposals from qualified contractors for the fabrication, installation and testing of five Pressure Relief Valve (PRV) stations at various facilities within our maintenance operations. In addition, the project includes the replacement of the main water valve and piping located in the North Bay's Diesel Shop tunnel.

The facilities include the Maintenance of Way, Paint Shop, Wheelhouse, Diesel Shop, Car Shop, and Stores Building in North Bay, ON.

The selected vendor will be responsible for supplying, installing and testing the PRVs to ensure optimal safety and functionality within each department. All asbestos abatement has been completed and is in compliance with the specifications provided by Thomas Contracting.

**Project Location**

GPS Coordinates: [49°03'24"N 81°00'50"W](#)



## General Requirements

The following is a General Description of the work to be completed by Thursday, July 31, 2025.

The following list of items is to be used as a guideline only and may not include all the tasks required to complete the work –

1. The Contractor will be required to complete the work in accordance with all applicable federal, provincial, and municipal laws.
2. The Contractor shall coordinate Work with the owner's representative.
3. The Contractor will be required to obtain and pay for all necessary permits, fees, and ministry notifications required for the project including, but not limited to, the following:
  - Filing notice of project with the Ontario Ministry of Labour.
  - Registering as Constructor with the Ontario Ministry of Labour.
  - Obtaining all necessary building permits and inspections.
4. Building Permit will not be required for this work. All other permits required for the work are to be obtained by the contractor.
5. The Contractor shall provide qualified personnel to perform the work.
6. Construction activities should be conducted on weekdays between 7 am to 5 pm. Working outside these hours can be done but if only approved by ONTC Representative post submitting a request at least 3 days ahead of time to ONTC Representative for approval.
7. The Contractor will be required to secure their work area (create construction islands) for the duration of the project. The Contractor will be responsible for all activities inside this construction island, including health and safety. The Contractor shall coordinate their work with ONTC to ensure that disruption to work being done by ONTC employees in the area outside of the construction island is not interrupted. Access by the Contractor will be restricted to the work area (construction island) only.
8. The Contractor shall establish a site-use plan acceptable to ONTC providing an organized, safe, and efficient means of personnel transport, material handling, storage/laydown areas, construction trailer locations, access points and methods of access, and limits of construction within the premises.
9. The Contractor shall make every reasonable effort to contain any dust or fumes so that adjacent work areas are not contaminated during the project.
10. The Contractor shall clean up and demobilize areas upon completion of the work.

11. The Contractor shall supply all necessary tools, machinery, and equipment to perform the work including, but not limited to, forklifts, mobile cranes, hoisting equipment, scaffolding, ladders, man lifts, temporary lighting, heating, welding machines, ventilation, consumables, and any other material or equipment required to complete the work. The Contractor shall provide all necessary vehicles and qualified personnel to transport people and materials.
12. The Contractor shall remove all demolished material from ONTC property and pay for all disposal fees, with the exception of excavated material.
13. The Contractor will have access to the construction island, 24 hours per day, seven days per week. The Contractor will be required to coordinate their hours of work with ONTC and maintain a record of all persons accessing the site that at a minimum includes the name of the person, time-in, time-out and their site contact with the Contractor.
14. Supply their own on-site facilities, including construction trailers, washrooms, and eating area.
15. Supply all personal protective equipment (PPE) and consumable supplies as required to meet all applicable legislation, ONTC policies and Contractor Policies.  
**Note: Safety glasses with side shields, safety boots, hard hats, and high visibility clothing must be worn at all times on ONTC property. Any employees not wearing the required PPE will be immediately escorted off ONTC property.**
16. Designate a site supervisor who will be responsible for managing the project and be responsible for on-site safety, including all sub-contractors and suppliers. This site supervisor will be the single point of contact for the duration of the project. This site supervisor will be required to communicate with ONTC supervision to ensure the work is completed safely with minimal impact on the operation of the facility.
17. Coordinate required site inspections with ONTC Representative and Thomas Contracting.
18. Purchase and deliver to the site all Contractor supplied materials, equipment, facilities, and manpower necessary to accomplish the work within the schedule.
19. Any road closure request shall be submitted to the ONTC for approval 5 business days ahead of any closure.
20. The Contractor shall be aware of all high voltage equipment in the building. Be familiar with proper equipment shut down procedures and follow "Lock Out and Tag Out" procedures. Understand the effect on light sources for work involving power outages and be responsible for temporary light sources required to complete their work safely.
21. Provide regular updates to ONTC project manager, including daily progress reports.

Any changes or deviation must be agreed to and approved by ONTC.

## **Deliverables**

### **1) Preconstruction Phase**

- a) Notice of project.
- b) Registration of Constructors Form 1000.
- c) Site use plan (laydown area, parking to be used, temporary facilities).
- d) Health and Safety project specific plan.
- e) Project risk assessment.
- f) Construction schedule

### **2) Construction Phase**

- a) Daily report with photos documenting progress and any issues
- b) Safety Inspection Report
- c) Project Logos (Shop Drawings, RFIs, Risks, Open Items and Change Orders)

### **3) Close-out Phase**

- a) Proper disposal slips.
- b) Project Records. (Certificates, Warranties, and other documentation)
- c) Substantial completion form and certificate of publication.
- d) As-builts.

## APPENDIX B



**PART 4 – FORM OF PROPOSAL  
RESPONDENTS’ MEETING REGISTRATION FORM**

**Reference Number:** RFP 2025 008

**Title:** North Bay PRV Stations Installation and Water Main Modifications

**Submitted To:** ONTARIO NORTHLAND TRANSPORTATION COMMISSION

Please confirm that you plan to attend the Respondents’ Meeting by emailing a completed copy of this Registration Form, together with the Release of Liability to [Brinda.ranpura@ontarionorthland.ca](mailto:Brinda.ranpura@ontarionorthland.ca), prior to Monday, April 08, 2025 at 4:00 p.m. for the people attending this meeting.

**Date of Meeting:** Tuesday, April 09, 2025

**Time of Meeting:** 1:00 p.m.

**Location:** 916 McIntyre Street East, North Bay, Ontario

**COMPANY NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

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

**EMAIL:** \_\_\_\_\_

**NUMBER OF PERSONS ATTENDING:** \_\_\_\_\_

PLEASE BRING THE FOLLOWING PERSONAL PROTECTIVE EQUIPMENT:

SAFETY BOOTS, REFLECTIVE VEST, HARD HAT, AND SAFETY GLASSES WITH SIDE SHIELDS.

ACCOMMODATION: ONTARIO NORTHLAND IS AN EQUAL OPPORTUNITY ORGANIZATION. ACCOMMODATION IS AVAILABLE FOR RESPONDENT’S WITH DISABILITIES THROUGHOUT THE PROCUREMENT PROCESS. IF ACCOMMODATION IS REQUIRED, PLEASE CONTACT [brinda.ranpura@ontarionorthland.ca](mailto:brinda.ranpura@ontarionorthland.ca).

**NOTE: THE ATTACHED RELEASE OF LIABILITY WILL BE REQUIRED TO BE EXECUTED BY ANY PERSONS ATTENDING THE SITE MEETING PRIOR TO ATTENDANCE.**

**RELEASE OF LIABILITY  
IN RESPECT OF ENTERING AND WORKING UPON  
ONTARIO NORTHLAND TRANSPORTATION COMMISSION PROPERTY**

The undersigned applicant requests permission of Ontario Northland Transportation Commission (hereinafter referred to as "ONTC") to enter on ONTC property to attend a site meeting commencing at 1:00 p.m. on Tuesday, April 09, 2025 in North Bay, Ontario associated with RFP 2025 008.

In consideration of ONTC permitting the Applicant and his/her/its employees, servants and agents to enter ONTC property for the purpose of the site meeting, the Applicant agrees it shall:

1. follow all instructions and directions from ONTC representatives while on ONTC property;
2. be liable for any and all damages to persons or property which may arise out of or be connected with the Applicant's entry on ONTC property and the Applicant agrees to indemnify ONTC against any and all actions, suits, claims, damages, costs, liability and expenses which may arise by reason of the Applicant's operations while on ONTC property.
3. fully indemnify and save harmless ONTC, its officers, directors, employees, consultants, subconsultants, contractors, and agents (collectively "ONTC Indemnitees") from any kind of liability, suit, claim, demand, fine, action, loss, damage, legal cost and disbursement, or for which ONTC or ONTC Indemnities may become liable or suffer in connection with the Applicant's entry on ONTC property. For the purposes of this indemnity, ONTC is acting as the trustee of the ONTC Indemnitees. This indemnity section will survive the expiry of this permission;
4. enter on ONTC property at the sole cost, risk and expense of the Applicant; and,
5. release and discharge ONTC, its employees, servants and agents of and from any and all claims and demands of whatever nature and howsoever caused by reason of any loss, damage or injury to person or property which the Applicant or its employees, servants and agents may sustain or suffer while on ONTC property.

**DATED AT \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.**

**Applicant** \_\_\_\_\_

**Witness** \_\_\_\_\_