

September 17, 2025

Addendum No. 01

File Reference Number: RFP 2025 078

Title: Development of Drafting Standard Manual

RE: Clarifications/Questions

Please refer to the following information/clarification:

CLARIFICATION

Item 1: Please be advised that ONTC - Ontario Northland Transportation Commission, is a Crown agency of the Government of Ontario responsible for providing transportation services for passengers and goods in Northern Ontario. It reports to the Legislative Assembly of Ontario through the Minister of Transportation.

QUESTIONS

Item 2: RFP Data Sheet (Part 1, Section 2.2) identifies the Project Completion Date as March 3, 2025. Evaluation Criteria (Part 3, Section 5.2) allocates points for schedules that meet March 3, 2026, with additional points for earlier completion (January 16 or February 16, 2026).

Could you kindly confirm which completion date applies for this engagement so that we may align our proposed schedule with ONTC's requirements?

Answer: Please be advised that the correct completion date is **March 03, 2026**.

Item 3: Is community and stakeholder consultation expected to be conducted in-person, or are virtual engagement activities and events acceptable? If a hybrid approach is acceptable, can ONTC confirm which engagement activities must be held in-person?

Answer: Only Project Kick-Off meeting shall be held in person. Other meetings can be conducted online.

Item 4: Are any required Council meetings to be attended in-person, or is virtual attendance acceptable?

Answer: Virtual attendance is acceptable.

Item 5: Will ONTC organize and lead engagement with Indigenous partners, or is it expected that Indigenous engagement is included in the consultant's work plan?

Answer: Engagement with Indigenous Partners is not required and if needed it will be ONTC's responsibility.

Item 6: Can ONTC provide an expected budget for the scope of work?

Answer: No.

Item 7: Will ONTC agree to extend the submission deadline for this RFP?

Answer: Yes, the revised submission deadline is now **Thursday, September 25, 2025 at 2:00 p.m.**

Item 8: Can projects that were started within the last 3 years and are nearing completion, but not yet complete, be included as representative projects (Project Profiles)?

Answer: Yes

Item 9: Would ONTC consider extending the eligibility timeframe for "representative" projects from three years to five years?

Answer: Yes.

Item 10: Can ONTC please confirm what CAD programs that templates will need to be created for (ie. AutoCAD, Civil 3D, Bentley MicroStation, SolidWorks). Typically, deliverables to ONTC are done in the AutoCAD product family; however, other disciplines such as rolling stock use other software to complete their detail designs. Such an example could be SolidWorks.

Answer: The files produced by the consultant part of this project deliverables shall be dwg files. However, the Standard shall specify that the engineering firm contracted by ONTC for a specific project in the future shall provide native file types compatible with specific software adopted by ONTC for that project.

Item 11: Will establishing a document numbering system be a part of this project scope?

Answer: Yes, please refer to the Part 3 - Rfp Specifications Schedule 3-A-1 Scope of Work.

Item 12: Can ONTC confirm whether BIM standards are to be included in the proposals as part of the drafting standard manual?

Answer: BIM standards is not part of the scope.

Item 13: Proposal Form 1 indicates that the price submitted is to be “Fixed Price”; however, the evaluation criteria and formula indicates that a blended/average hourly rate will be used. Can you please clarify whether the fixed prices submitted or the blended rate is used for calculating the score on Price?

Answer: Please note that Respondents are required to provide a Fixed Price for Phases 1, 2, and 3 of the scope of work. They are not required to submit a blended average hourly rate, as that line was included in error.

This Addendum hereby forms part of the RFP.

Regards,

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