

Q1: Is there a budget range for the consulting services project?

A: Between \$20,000 and \$25,000

Q2: The proposal requirements on page 5 of 6 of the PDF file are reasonably straightforward. Is there a scoring matrix available to bidders to determine weighted value of each bullet point on page 5 of 6, section 4?

A2: Below is a scoring matrix to score each firm based on a number of key factors, which are given different weights based on their importance. Each firm will be given a score from 1-5 (1 being the lowest and 5 being the highest) on each of the above evaluation criteria. The scores will be multiplied by the corresponding weight to get the weighted score. The proposal with the highest total weighted score will be the most favorable.

Evaluation Criteria	Weight	Score (1-5)	Weighted score
1. Firm's qualifications and experience	25%		
a) Has P.Eng on staff	10%		
b) Experience with food processing plants	15%		
2. Previous similar projects completed	15%		
3. Detailed methodology & workplan	15%		
4. Schedule adherence	10%		
5. Pricing	25%		
a) Reasonable lump sum amount for deliverables	15%		
b) Reasonable hourly rates and charges for travel	10%		
6. Quality of proposal presentation	5%		

Q3: Can you please elaborate on the requirements for deliverables? What Class of Cost Estimate is Expected? Is design expected to be concept plans & schematic design, or are you expecting construction documents?

A3: The client we're working with is expecting concept plans and schematic designs as currently there isn't immediate plans for construction. We would expect a Class 4 cost estimate for the proposal.

Q4: In the Scope of Work Section – "Conduct a thorough assessment of the existing meat plant with a site visit". – Is this an assessment of the building or the plant process as well?

A4: This would just be for the building and the proposed area for expansion. We wouldn't need to look at process flow design for this project.

Q5: In the Scope of Work Section – "Design a building expansion considering the specific requirements, including a larger retail store, cold storage, shipping/ receiving bay with ramp and a dry storage area." – Can we assume that there will be no expansion of the plant processing machinery?

A5: Correct, there wouldn't be any additional processing equipment that would be needed within the expansion.

Q6: In the Proposal Requirements Section – "A schedule that ensures project completion by December 31, 2023" – Does this mean the entire project or just engineering?

A6: This deadline is for the engineering assessment.

Q7: Is there a requirement to state our bid intent prior to bid submission?

A7: There isn't a requirement to state your bid intent prior

Q8: Will there be an opportunity for debrief for unsuccessful bidders?

A8: Yes, there will be an opportunity to debrief with unsuccessful bidders

Q9: Are there any existing drawings of the building available?

A9: No, there aren't any existing drawings available that were previously prepared by an engineer.

