



Nunatsiavut Government
RFP –
SENIORS APARTMENTS IN NAIN AND HOPEDALE
CONCEPT, DESIGN, AND PROJECT
MANAGEMENT Addendum 1

The following are responses to queries regarding the above noted project and the Request for Proposals issued on August 10, 2021.

1. Is there an existing site information available for the sites where the buildings will be located including any existing survey information, geotechnical information, or pictures?

Further information provided in Attachment 1

- Nain Duplex- 3 Nanuk Drive
 - Lot Survey
- Nain Quadplex- Lot 20-14 (Trousers Lake Road)
 - New Development
- Hopedale Duplex- Lot 10
 - Lot Survey
- Hopedale Quadplex- Lot 8 & 9
 - Lot Survey

*Geotechnical information is very limited for each of the building lots.

2. Please provide any clarification you can offer as to Nunatsiavut Government's expectations regarding project management and contract administration.

The project manager is responsible for ensuring the project is delivered on time, within scope and within budget. This would include but is not limited to:

- Coordinating professional services including the surveying, geotechnical investigations (if needed), etc.;
- Scheduling and conducting stakeholder meetings;
- Developing a Project Management Plan, including project objectives, deliverables, role/responsibilities/contact information, communication protocols, document control methodology, cost management, schedule management and quality management plans;
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility;



- Maintaining ongoing dialogue with the construction Contractor and escalating issues to the NG representative with oversight for the construction of the Apartments;
 - Developing and maintaining the overall project milestone schedule, and reviewing and verifying the integration of the Design Team's (Consultant) services & deliverables, Owner's responsibilities and anticipated construction schedules;
 - Managing and overseeing the Project Budget (including construction costs, insurance and contingency, etc);
 - Providing a bi-weekly report to the NG on the progress of the project;
 - Scheduling and conducting bi-weekly progress meetings involving the NG representative and construction Contractor. Action items and meeting minutes to be emailed within 48hrs after each meeting;
 - Ensuring that all required permits are obtained and remain current for the duration of the project;
 - Keeping track of the budget and advising the NG on the status of the budget and schedule.
 - This will include timely advice on any situation which may increase the cost of the project or result in delayed completion;
 - Creating and maintaining comprehensive project documentation files;
 - Reviewing and responding to any requests for changes, requests for information and submitting written recommendations to the NG with final terms and price for consideration and approval.
 - Commissioning of the apartments and reviewing construction contractor submittals/as built information for completion;
 - Manage and resolve all construction deficiencies until final completion of the Apartments.
3. **Do you have a set criterion for what is expected as a required level of effort for Construction support? Number of site visits/ construction reviews requested during construction.**
- **IE: pre construction, monthly during construction, at required milestones, at substantial completion/final, etc**

Construction support activities outlined in response #2 above. The NG would recommend site visits be coordinated to inspect each of the different engineering disciplines (Structural, Electrical, Mechanical, etc.) to ensure that the Apartments are being constructed according to the drawings, specifications and building codes outlined in the tender package. These site visits should be coordinated between each of the Apartments to reduce the total amount of visits to Nunatsiavut. A final site inspection for architectural and commissioning should be completed to outline any construction deficiencies. Please clearly outline a plan/approach to site visits in the proposal for the NG to review. The NG would assume a minimum of 5 visits to the Apartments to review structural, mechanical/electrical, architectural, other, and completion/commissioning.