

## INFORMATION CIRCULAR

**To:** All Municipalities, Local Service Districts, Consultants, and Inuit Community Governments, Municipalities Newfoundland and Labrador, Professional Municipal Administrators, Heavy Civil Association NL, Newfoundland and Labrador Construction Association

**Re:** Preliminary Engineering Requirements, Front End updates, Tender Amendments, Bidding process

**Date:** March 26, 2021

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Good day, please see the notices below related to Municipal Infrastructure projects.

### **Status Reports**

This is a reminder that status reports are due for fiscal year end by end of business April 8, 2021. This is an extension from the last communicated date. Please ensure all status reports and supporting documentation are submitted in MSIS by that date.

### **Preliminary Engineering**

Municipal Infrastructure would like to stress the importance of ensuring accurate data is collected during the preliminary engineering design phase of a project. To this end, if the location of infrastructure is unknown (including sub-surface), or in doubt, the consultant should locate the infrastructure using a CCTV inspection, infra-red technology, ground penetrating radar, or other non-destructive methods.

This is an eligible project cost, and considered important in managing and mitigating potential issues during construction. When required, this should be included in the prime consultant agreement as an allowance.

### **Updates to Contract Front ends**

Since the initial COVID-19 pandemic response in the province, an amendment has been issued to tenders regarding requirements for Site Specific Safety Plans and the opening of tenders to abide by COVID-19 health guidelines and advisories. This amendment is no longer required. The Instruction to Bidders now includes language to address both issues in section r 20. Commencement of Work and 16. Opening of Bids.

Updated Contract Front End documents are now posted to our website.

### **Tender Amendments**

There have been a number of tender amendments that have not been approved by, or copied to Municipal Infrastructure (MI). In order for MI to ensure changes are within project approved scope and budgets, we ask that consultants issuing amendments to tenders during the tender period, copy the appropriate Regional Engineer going forward. Tendering and Contracts will only issue amendments to tenders that have been copied to the Regional Engineer. This will be in

effect as of March 29, 2021.

**May 3, 2021 Changes to Bid submission process**

For tenders advertised on or after May 3, 2021, paper submissions by proponents for bids, on publically tendered work through Tendering and Contracts using the MERX interface, will no longer be accepted. The Instruction to Bidders will be updated and posted with this change for inclusion by Consultants and Public bodies by April 30, 2021.

Consultants/Municipalities requiring clarification are encouraged to contact their Regional Engineer:

Mr. Inayat Rehman, P. Eng.  
Eastern Regional Office  
(709) 729-5337  
[InayatRehman@gov.nl.ca](mailto:InayatRehman@gov.nl.ca)

Mr. Wilf Maloney, P. Eng.  
Central Regional Office  
(709) 256-1055  
[WilMaloney@gov.nl.ca](mailto:WilMaloney@gov.nl.ca)

Mr. Chris Power, P. Eng.  
Western Regional Office  
(709) 637-2491  
[ChrisPower@gov.nl.ca](mailto:ChrisPower@gov.nl.ca)

Mr. Ehsan Khan, P. Eng.  
Labrador Regional Office  
(709) 896-2942  
[EhsanKhan@gov.nl.ca](mailto:EhsanKhan@gov.nl.ca)

Sincerely,



Kim Kieley, P. Eng., FEC  
Director – Municipal Infrastructure  
Transportation and Infrastructure

cc: Regional Engineers  
MI Project Representatives