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**A.6 Detailed Design Engineering Services****A.6.1 General**

- A.6.1.1 Complete the detailed design of the project as outlined in the final pre-design report (unless otherwise directed) including the preparation of tender/contract documents, contract drawings, and technical specifications.
- A.6.1.2 Provide expertise required for the design of the structures and facilities to service the best interests of the public, with due regard for the environmental and public concerns, capital cost and operating efficiency, in accordance with the recognized industry standards, guidelines, best practices, codes, regulations, etc., as established by the City and all regulating authorities. Refer to Appendix A.4.
- A.6.1.3 Provide continuous quality assurance and quality control (QA/QC) per Appendix A.1.
- A.6.1.4 Prepare drawings in accordance with the City's Design & Drafting Standards and requirements of Appendix A.4.
- A.6.1.5 Obtain drawing numbers from the City.
- A.6.1.6 At each facility, the City of Toronto maintains a complete set of Master Process and Instrumentation Diagrams (Master P&IDs) and Master Single Line Diagrams (Master SLDs) that completely document the existing systems. The Consultant is to edit the existing Master P&ID set, Master SLD set and Master SCADA Architecture so that they remain accurate representation of the facility following completion of the work. All cross-references in the Master Drawing Sets must be updated within the set to reflect the changes being made under the contract.
- A.6.1.7 All processes shall be fully automated, allowing for unattended operation of the system. Comply with the requirements of the PCS Guidelines and Appendix A.12.
- A.6.1.8 Where necessary, co-ordinate with City staff for test pits. Consultants to arrange for all utility locates prior to undertaking the test pits. Have the findings of the test pits recorded and reported by a geo-technical consultant. Provide the report of the test pits to the City.
- A.6.1.9 If the Consultant undertakes any activity falling within the definition of "construction" in the Occupational Health and Safety Act (OHSA), through its delivery of the project, then it shall be designated the "constructor" for the purposes of OHSA and shall assume all of the responsibilities and carry out all of the duties of a constructor as set out in OHSA and its regulations. Any agreement the Consultant enters into with a person who undertakes such construction (a subcontractor), or with another consultant who retains a subcontractor, shall designate the "constructor" for purposes of the OHSA, and shall require the party undertaking the construction to assume all of the responsibilities, and carry out all of the duties, of a constructor as set out in OHSA and its regulations. The Consultant (or subcontractor, as the case may be) shall provide a copy of the Notice of Project filed with the Ministry of Labour, Immigration, Training and Skills Development and a health and safety plan for the performance of the work at the site, prior to commencing the work. For greater clarity, in no circumstances will the City undertake any construction and it shall assume none of the responsibilities of a constructor in relation thereto.
- A.6.10 Complete an assessment of newly created confined spaces (both during and after construction). Identify potential updates to the plant inventory so that the City can undertake an assessment for operational conditions once the contract is complete. Identify all confined spaces, including those newly created in this project, and include all necessary information in the contract documents.

- A.6.11 As per National Fire Protection Association (NFPA) 820 and Ontario Electrical Safety Code (OESC) provide electrical area classifications drawing for all working areas within the project scope and indicating areas in the project requiring a hot work permit.

**A.6.2 Pre-Requisites**

- A.6.2.1 Do not proceed with detailed design engineering phase until the following tasks have been completed.
1. Final Pre-Design Report has been accepted by the City and the Project Manager has directed in writing to proceed with detailed design engineering phase.
  2. A project workplan has been developed and presented, including the design schedule, list of project deliverables, and required approvals.
  3. Topographic survey of the project site(s) has been completed (if applicable).
  4. Geo-technical/Sub-surface Investigation program has been completed and final geo-technical/sub-surface investigation report has been submitted (if applicable).
  5. Excess soil management deliverables completed during pre-design, refer to Appendix A.15 – Excess Soil Management, specifically Section A.15.4 Scope and Deliverables.
  6. Design team members have visited the project site and are familiar with the facilities, and operating procedures.
  7. Design team members have reviewed drawings of the existing facilities and have identified discrepancies on the record drawing details from the existing conditions.
  8. A workplan to identify and verify ground and buried utilities and services has been provided.
  9. Electrical area classifications drawing(s) has been developed for wastewater facilities.

**A.6.3 Design Review Requirements**

- A.6.3.1 Detailed design review packages are required at 50%, 70%, 95% and 100% design completions.
- A.6.3.2 Include with each design review package the complete drawings list indicating percentage complete for each drawing. Provide with each submission, a log of City comments and changes made in the submission to address comments provided.
- A.6.3.3 Request For Information (RFI) Log – create and maintain RFI log, including issue date and response date.
- A.6.3.4 Decisions Log – create and maintain issues log documenting decisions made with appropriate references to other documents such as meeting minutes/notes, RFI. Append decisions log with the meeting minutes.
- A.6.3.5 Capital Costs and Schedule – develop and update project capital costs and schedule for each design review package submission. Identify impacts of design changes on the capital costs and schedule.

**A.6.4 50% Design Review Package**

- A.6.4.1 Prior to submitting the design review package ensure that following tasks have been completed.
1. All major design decisions have been documented and agreed to by the City.
  2. Resolution of outstanding issues from the pre-design reports.
  3. Detailed design review package contains sufficient design details to convey the design. The design package indicates equal or greater than 50% of the overall design completion effort.

4. Using the logic of the tagging standard and existing documents, develop, submit and receive approval of tags for new assets, equipment and instrumentation using the City's Enterprise Tagging Management System (ETMS) and Toronto Water's Tagging Standard. Submit data using the prescribed Entity Information / WMS Worksheet excel spreadsheet.

**A.6.4.2 Include with the review package the following:**

1. Site Plans indicating elevations, building locations, access roads, right-of-way for underground utilities and services
2. Process Design, including
  - a) Master P&IDs edited to document proposed demolition, alterations and modifications, including integration and tie in with existing systems
  - b) New P&IDs, where applicable, including tag numbers for all equipment, valves, and instruments
  - c) Hydraulic profile
  - d) Equipment Data Sheets
  - e) List of Major Equipment selection
  - f) Confirm equipment that requires pre-selection/pre-purchase
3. Building Layouts indicating:
  - g) Floor plans with major equipment size and location
  - h) Major piping and duct work
  - i) Raceways for electrical duct work, HVAC ducting, plumbing, etc.
  - j) Building sections and elevations
4. Plans and Profile drawings of existing and proposed mains, sewer, utilities, hydro/electrical ducts/duct banks and other services.
5. Electrical design
  - k) Refer to Appendix A.11 for the details of electrical requirements.
6. I&C and SCADA design – develop or update the following:
  - l) Master process control narratives.
  - m) SCADA architecture drawings and updated Master SCADA Architecture Drawing
7. Updated Capital Cost Estimate
8. Updated project schedule
9. Risk Register – the Consultant shall identify the potential risks, including their impact on the project schedule and cost, probability, magnitude/severity, and actions to be taken to mitigate the risks.

**A.6.5 70% Design Review Package**

**A.6.5.1 Prior to submitting the design review package ensure that following tasks have been completed:**

1. Resolution of outstanding issues from the 50% design review package.
2. Comments from the 50% design review package have been incorporated and the comments responded to the satisfaction of the City.
3. Equipment pre-selection/ pre-purchase process, if applicable.
4. Updated Capital Cost Estimates identifying changes to the pre-design cost estimates.
5. Detailed Design Review package contains sufficient design details to indicate equal or greater than 70% of the design completion effort.

**A.6.5.2 Include with the review package the following:**

- 1.Details of pre-selected equipment (if applicable).
- 2.Drawings indicating equal or greater than 70% design completion effort.
- 3.Table of Contents of Technical Specifications.
- 4.Detailed specifications for Division 1 including as a minimum summary of work, sequence of construction, requirements for operational input, constraints, training, testing, commissioning, etc. For wastewater treatment facilities, incorporate City requirements of "Use of Owner's Site".
- 5.Detailed Specifications Sections from:
  - n) Divisions 2 and 3.
  - o) Division 11 to Division 16 for major equipment and processes.
- 6.Arc Flash Hazard Assessment Report: Refer to Appendix A.11 for details.
- 7.Develop or update the following documents for 70% detailed design:
  - p) Update 50% detailed design documents
  - q) Equipment layouts and control schematics
  - r) Local & Area control panel drawings and RPU panel drawings
  - s) SCADA hardware and software requirements
  - t) Instrument ranges and setpoints
  - u) Alarm list including alarm conditioning
  - v) Identify iHistorian, eOPS, POMS, LIMS requirements
  - w) Paging and security
  - x) Networking and structured cabling
  - y) Equipment and instrumentation physical tag list
  - z) Electrical drawings and specifications. Refer to Appendix A.11 for details.
  - aa) Removals, including hardware, wiring
  - bb) Identify RPU/HMI program/code removal in scope of work section of specification
  - cc) "General Info" portion of WMS EIW
- 8.If the engineering consultant is recommending that only one manufacturer be named in the specification, provide a business case that details the rationale.
- 9.Refer to Appendix A.15 – Excess Soil Management, specifically Section A.15.4 for excess soil management scope, requirements, and deliverables during the design phase.
10. Outline the commercial terms and algorithms governing soil handling that will be included in Divisions 2 and 3 as well as Form of Tender Schedule of Prices, i.e., volumes (reuse and disposal), stockpiling and testing logistics, excavation procedures and precautions, dewatering requirements and responsibilities, the receiving or disposal facilities that will be required and approximate volumes to each, quantities of soils that are available for reuse, constraints and conditions governing soil reuse.
11. Oversight/monitoring and reporting during construction.
12. Close out reporting.
13. Construction Testing Memo: Prepare a memo identifying the type, quantity, and frequency of tests required for both the Contractor's Quality Control program and Contract Administrator's Quality Assurance program during construction, and review with City to determine which tests are to be included in the construction tender, and which will be done under the consulting contract by procuring specialized testing services.

14. Expand on Summary of Work, Sequence of Construction, PCS Transition Plan. The PCS Transition Plan outlines the construction sequence required to ensure continuity of control, data acquisition and trending, and a strategy to migrate from existing to new systems without undue risk to system.
15. Updated Capital Cost Estimate
16. Updated project schedule
17. Updated project Risk Register.
18. Provide an update to the Energy Management Plan (EMP) provided in the pre-design phase in TM format. The update is to refresh all energy savings calculations for base case analysis, and updates to energy savings from measures implemented in detailed design, with specific information and data from the specified equipment. The TM should include all specific data for the energy calculations, based on the specified equipment. Refer to Appendix A.14 for the details of EMP requirements.

### **A.6.6 95% Design Review Package**

A.6.6.1 Prior to submitting the design review package ensure that following tasks have been completed:

1. Incorporate all comments from the City of Toronto and prepare complete set of contract documents including Form of Tender, etc., drawings and technical specifications.
2. Ensure that design review package is complete and ready for final review by the City and sufficiently completed for review by the approval agencies. Insert on the drawings revisions table with “Issued for Approval” note and date.
3. Submit complete set of drawings and specifications bearing signatures and stamp of professional Engineers/Architect etc. to the City of Toronto for review and to the approval agencies.
4. Submit draft consultant SCADA Operation Manual.
5. Provide an update to the Operating & Maintenance Cost Estimate provided in the pre-design phase in TM format. Provide as a final draft TM on the estimated change of the annual operating budget resulting from the work provided under this project.
6. Populate the WMS EIW with equipment numbers and descriptions for Vendor Contractor to provide additional detailed information during construction.
7. Updated Capital Cost Estimate
8. Updated project schedule
9. Updated project risk register.

### **A.6.7 100% Final Design Package**

A.6.7.1 Incorporate all comments from the City and the approval agencies and prepare final tender documents. All written City comments must be incorporated in the design and comments responded to the City's satisfaction.

A.6.7.2 Submit an electronic copy in native file format (MS Word, Excel, AutoCAD, etc.) and PDF of final Drawings and Specifications on CD/USB drive.

A.6.7.3 Upon final approval, submit the original final tender documents to the City of Toronto. Drawings are to be submitted in the form of CADD and PDF files and the Specifications are to be submitted in their original format (i.e. Word, Excel, etc.). Insert “Issued for Tender” note and date on the drawings revisions table. Drawings and specifications to be stamped and signed by a Professional Engineer, licensed in the Province of Ontario. Provide one (1) paper copy of full size drawings and one set of 11”x17” drawings.

A.6.7.4 Provide to the City a digital copy of all final design calculations and design notes for the process, structural, mechanical, HVAC, electrical, and instrumentation related to detailed designs. Calculations to include all assumptions, design criteria and design parameters.

A.6.7.5 Provide final WMS EIW with equipment numbers and descriptions for Vendor Contractor to provide additional detailed information during construction incorporating feedback from the 95% design stage.

A.6.7.6 Deliverables:

1. Signed, stamped drawings and specifications
2. Pre-Start Health & Safety Report including area classifications. This report shall be further developed and finalized in the construction phase prior to commissioning and equipment start-up. If a Pre-Start Health & Safety Report is not required, the consultant shall provide a letter with justification as to why a report is not required.
3. Confined Space Inventory
4. Final project specific DSL and confirmation letter indicating compliance with project limits and scope.
5. Final EMP
6. Final Capital Cost Estimate
7. Final project schedule

#### **A.6.8 Equipment Pre-Selection/Pre-Purchase Process**

A.6.8.1 Identify, prior to 50% design completion stage, the equipment that is recommended to be pre-selected and/or pre-purchased. Provide rationale for pre-selecting/pre-purchasing the equipment. Note that the City does not pre-order pre-selected equipment.

A.6.8.2 Do not commence with pre-selection until authorised by the City.

A.6.8.3 Note that pre-selection is a form of equipment procurement, thereby requiring engineering effort and appropriate timelines for tender, evaluation and award. This must be accounted for in the project workplan and schedule.

A.6.8.4 The City has pre-selection documents that must be used that reflect the City's specific approach to this process. Discuss the requirements in advance with City staff, so the project team has a thorough understanding of the process and timelines required.

A.6.8.5 Prepare documents for the pre-selection or pre-purchase of equipment and administer the pre-selection process. The tasks to be undertaken for pre-selection process include, but are not limited to the following:

1. Prepare a draft risk assessment document, to quantify the risks and consequences of failure of the equipment under consideration. Provide recommendations on the limitation of liability to be imposed on the vendor in the procurement document. The risk assessment will be finalized by the City.
2. Develop life-cycle analysis methodology for selection of the most appropriate equipment over the life-cycle of the equipment.
3. Submit a draft copy of the pre-selection document for review, utilizing City of Toronto standard documents for "Request for Quotation for the Pre-Selection of Equipment". Meet with the Project Manager and staff for review of the pre-selection document. Revise draft documents and submit final for approval.
4. Provide technical support and responses to queries to the City during the pre-selection bidding period.
5. Prepare draft copies of addenda for issuance by the City.



6. Attend the bidders' meeting.
7. Review bids received from equipment supplies and provide written recommendation to City.

A.6.8.6 Ensure that equipment pre-selection is completed prior to 70% design completion.

### **A.6.9 Specification Requirements**

A.6.9.1 Specifications are to include specific information for materials, equipment and methods of construction that is pertinent to the works under construction. All non-applicable sections and clauses shall not be included.

A.6.9.2 Ensure that the latest version of the City of Toronto's Front End documents are used and complete in the preparation of the Contract Documents.

A.6.9.3 The City's current standard is to use the 16 Division specification format. The City maintains the electrical (Division-16) specifications for use in Toronto Water facilities. The consultant shall obtain the electrical specifications through the City Project Manager, and use it for the project after reviewing it and making sure it meets the project requirements.

A.6.9.4 The Consultant is to quantify the amount of material testing needed during construction by analysing the type, quantity, and frequency of tests required for the Contractor's Quality Control program. The Consultant is to include the quality control testing and reporting requirements in the relevant equipment and material specifications, including any required timelines for reporting.

A.6.9.5 The Consultant is to include in the contract specifications any requirements for the contractor to provide notice in advance of testing, or requirements for witnessed testing. The Consultant is to specify that the Contractor's material testing service provider submits results to the Contractor and Consultant simultaneously (cc's on all emails).

A.6.9.6 Include provisions within the contract documents to meet City requirements for construction and construction administration (i.e. testing, commissioning, training, DSL management strategies, O&M manuals, shutdowns, performance requirements, etc.).

A.6.9.7 Provide confined space inventories.

A.6.9.8 In conjunction with the City's Project Manager, select the relevant Scheduling Specification appropriate for the size and complexity of the project. Within the tender specifications, describe the required construction schedule and sequence of execution of the project, assuring minimal impact to the plant operations and timelines, noting specific required interim completion dates for various parts of construction (if applicable). Prepare and document a sequence of proposed shutdowns and their execution timetable and obtain City approval of such. Specify in detail, all operational constraints including connection to existing plant utilities, shutdown and start up and commissioning sequence. The plan is to include specific details with respect to process limitations and constraints. Develop and incorporate PCS transition plan requirements including temporary automation facilities if necessary.

A.6.9.9 Within the tender specifications, describe the dewatering requirements/methodology for construction assuring minimal impact to the facility operations and timelines. Specify in detail, all facility and regulatory constraints including connection to existing utilities, shutdown and start up and commissioning sequence.

A.6.9.10 Specify in detail, procedures for access to work site during construction to ensure safety and security. Identify contractor work and storage areas. Ensure the material handling of major components is performed in a manner that prevents damage. Identify key work areas for City staff that require constant safe access that must be provided by the Contractor.



A.6.9.11 Include necessary specifications (and including drawings as required) to remove designated substances as part of the construction work. Provide a detailed strategy for managing identified designated substances.

A.6.9.12 Identify all contractor submittals, including those identified in the PCS Guidelines.

A.6.9.13 Prepare detailed start-up/shut-down procedures with the input of City staff. Procedures are to detail the process and equipment related start-up/shut-down procedures that need to be implemented by plant staff during the construction phase. The detailed start-up/shut-down procedures shall be included in the tender document.

A.6.9.14 Ensure, prior to tendering, that all contract documents are complete and contain all the details required for the construction of the works. The City will not permit tendering with incomplete and/or deficient contract documents and the necessary approvals.

A.6.9.15 Refer to Appendix A.15 – Excess Soil Management, specifically Section A.15.4 Scope and Deliverables, for excess soil management related tender preparation requirements.

#### **A.6.10 Approvals**

A.6.10.1 Secure permits/approvals required for the project. Ensure that all permits and approvals have been issued prior to calling the tender for the project. Refer to Appendix A3.

#### **A.6.11 Pre-Start Health & Safety Review**

A.6.11.1 Prepare a Pre-Start Health and Safety review in accordance with OHSA and applicable regulations for: racking & stacking structures, lifting devices, flammable liquids, explosion hazards, dust collectors, safeguarding machinery, and occupational exposure.

A.6.11.2 The review is to ensure that the construction, addition or installation of a new apparatus, structure, protective element or process, or the modification to existing apparatus, structure, protective element or process are in compliance with the applicable provisions of the Regulation for Industrial Establishments.

A.6.11.3 The work will consist of:

1. Preparation of an initial report based upon review of the final drawings and specifications,
2. Attendance at meetings with City to review draft initial report,
3. Modifications to detailed tender drawings and specifications as required,
4. Finalize initial report.

A.6.11.4 If a trigger for a PSR is not present per above, provide a signed letter confirming such.

#### **A.6.12 Pre-Tender Estimate**

A.6.12.1 On completion of the design work, the Consultant shall prepare and submit a pre-tender estimate at the time of submitting the tender package to the City of Toronto. Pre-tender estimate should include contingency amount based on the risk register prepared for the project.

A.6.12.2 Prepare the pre-tender estimate (with  $\pm 10\%$  accuracy). Estimates to be completed using industry recognized standard cost estimating tools such as Means or other applicable costing manuals, guidelines and standards. As a minimum, provide a breakdown by specification section, adjusted to the mid-point of construction, and inclusive of contractor overhead and profits, contingency, etc.

#### **A.6.13 Services during Tender Period**

A.6.13.1 General

A.6.13.2 The tender period shall not be less than three weeks and usually not more than six weeks. For complex projects, it may be as long as eight or more weeks.

A.6.13.3. During the tender period, receive requests for information/clarification from the City. Prepare addenda, as required, for distribution by the City. Addenda could include drawing or specifications revisions required to clarify the base scope of work. Submit addenda at earliest date possible and no later than one week before tender period ends.

A.6.13.4 Attend and chair one (1) site meeting with bidders. The meeting will be used to brief the bidders on the contract documents and the project and will be followed by a site walk-through. Take an attendance record of all contractors present and record all questions raised and answers provided. Submit information to the City. Include information in the next addendum for the project.

A.6.13.5 Perform evaluation of tenders, including: formality, pricing, bonding, completion date, and alternatives. If applicable, confirm technical mandatory requirements are met. Submit a tender report and recommendation to the City, no later than seven consecutive calendar days after the close of the tender.

A.6.13.6 Prepare and submit recommendations to the City for award of contract including suitability of contractor to carry out the work.

A.6.13.7 Arrange to attend one (1) pre-award meeting chaired by the City with the lowest formal bidder. The meeting will be used to review the submitted tender and to confirm contractual obligations prior to the award of the Contract.

A.6.13.8 Upon closing of the tender, the Consultant is to prepare consolidated "Issued For Construction" drawings and specifications, incorporating any changes identified in the Addenda.

#### **A.6.14 Hazard and Operability Review (HAZOP)**

A.6.14.1 Conduct a hazard and operability review at approximately 70% detailed design. This review is a systematic, critical examination of the engineering design and equipment. The objective of the review is to assess the hazard potential of malfunctions of the individual equipment in a system and the consequential effects on the facility, operations staff, and upon the environment. The review will identify potential hazards associated with the new equipment and its operation and will recommend measures to minimize these hazards. These measures shall be incorporated into the final design.

A.6.14.2 Submit an electronic (PDF) file of the following documents. Documents are to be provided two weeks before the date of the session:

1. P&IDs including equipment tags and control loops
2. A detailed process control narrative (numbered and including revision dates)
3. Layout drawings (numbered and including revision dates)
4. Draft Alarm list complete with priority level and set points
5. A complete node list
6. A preliminary list of deviations including standard (flow, temp, pressure, etc.) and project specific deviations
7. Do not revise documentation provided prior to session.

A.6.14.3 The specialist shall be responsible for creating the report, providing direction to meeting participants and mediating the review to ensure that discussion is focused and relevant to the review in particular. Design issues and comments shall be discussed at separate meetings. It is the specialists' responsibility to ensure the meeting takes place as efficiently as possible.

A.6.14.4 The specialist shall have a minimum 10 years' experience in undertaking hazard and operability analyses. The specialist shall have a basic understanding of the process such that they can direct participants towards additional decisions that may not have been considered in the preliminary list. The specialist and consultant shall not expect the City participants to be experts and must lead discussions so as to identify all of the possible deviations.

A.6.14.5 The review shall include a risk ranking of each deviation both before and after the recommendations have been included.

A.6.14.6 Submit a draft report within three weeks following the review and a final report within one week from receiving the City's comments regarding the draft report. The final report shall include a complete set of documents used during the session. Each recommendation in the final report shall have the person responsible for the recommendation identified.

A.6.14.7 Include for a follow up meeting to review the recommendations and assigned risk ranking as required for any items that require further discussion.

#### **A.6.15 Contractor Pre-Qualification**

A.6.15.1 Where contractor pre-qualification is included in the base scope of the RFP, the steps outlined in this section are to be followed.

A.6.15.2 Develop mandatory requirements (pass/fail) and a point-based evaluation structure for each category of contractors to be prequalified.

A.6.15.3 Utilizing the City's latest template, prepare a draft request to prequalify for review and approval by the City. Finalize the draft with input from the City.

A.6.15.4 The City will issue the request to prequalify and accept the submissions. The evaluation of the submissions will be carried out by the City's project team but will also include the Consultant's Project Manager.

A.6.15.5 Provide technical support to the City:

1. Responses to queries to the City during the pre-qualification bidding period.
2. Prepare draft copies of addenda for issuance by the City.
3. Attend bidders' meeting.

A.6.15.6 Review submissions received from the Contractors and provide written recommendation to City. Evaluate all submissions individually. Undertake reference checks for each submission using a set of questions developed jointly by the evaluation team. Provide a summary of responses received from references for the City to use in the prequalification process

A.6.15.7 Participate in the review team meeting to select the qualified contractors.

#### **END OF APPENDIX A.6**