

MUNICIPAL ASSESSMENT AGENCY



REQUEST FOR PROPOSALS

Amendment #1

Eastern Regional Office Renovation  
Construction Management and Delivery

REFERENCE #MAA-12112023

December 21, 2023

**Municipal Assessment Agency**  
**Request For Proposals – Eastern Regional Office Renovation #MAA-12112023**

**Reference Section 7 of the original Request for Proposals**

**Amendment #1**

**KEY DATES AND SUBMISSION INFORMATION**

The timetable for this open call for bids is as follows:

1.	Request released to bidders	December 11, 2023
2.	Pre-bid Meeting/Site Visit	December 18, 2023
3.	<b>Pre-bid Meeting/Site Visit-Addition</b>	<b>December 27, 2023</b>
2.	Bids to be received by	January 11, 2024
3.	Public Opening	January 12, 2024
4.	Short-listed bidder presentations, if necessary	January 19, 2024
5.	Notification to successful bidder:	January 24, 2024
6.	Official notification:	January 26, 2024

Main Contact:

Kelly Smith  
Director, Corporate Services  
Telephone: (709) 682-0398  
E-mail: kellysmith@maa.ca

Should any item in these Instructions to Bidders be unclear, please contact the above for further clarification.

**Pre-bid Meeting/Site Visit:**

**All potential bidders must attend the Pre-bid Meeting Site visit held on Monday, December 18, 2023 at 9:00 am or Wednesday, December 27, 2023 at 11:00 am. Potential bidders are not required to attend both Pre-bid Meetings. All potential bidders who attend either session will be provided with any new information discussed in either meeting.**

All attendees will have an opportunity to view the building (75 O’Leary Avenue, St. John’s, NL) and ask questions applicable to the Request for Proposals. All window and door measurements must be completed by the bidder

Bid Submission Information:

Closing Date and Time: January 11, 2024, at 3:00 p.m. NST