

## **Addendum #1 to RFP-2020-01-REC**

Date issued: September 25<sup>th</sup> 2020

The following list of questions were submitted by proponents.

**1. Due to limiting travel/contact, will electronic submission for the RFP suffice in lieu of hard copy?**

**Answer:** Yes, an additional Addendum (#2) will be issued on Monday, Sept. 28<sup>th</sup> 2020 with an email address specifically for the RFP proposal submissions. Proponents may either submit their proposals in hard copy or by email, the closing time remains the same: Thursday, Oct. 1<sup>st</sup> 2020 at 1:00 pm local time.

**2. Are outdoor sports facility/equipment to be included in the assessment (i.e. baseball diamond, outdoor rinks etc.)?**

**Answer:** No, only facilities indicated in the request for proposal are to be included.

**3. Are “out buildings” included in the assessment (i.e. sheds/storage).**

**Answer:** No, they are not included.

**4. Are indoor sports facility/equipment to be included in the assessment (i.e. bowling alley equipment, ice making equipment etc.)**

**Answer:** Yes, all indoor sports facility/ equipment should be included in the assessment.

**5. Please confirm that there are no elevators in any of the buildings.**

**Answer:** There is a passenger type elevator (15 persons) and a Savaria incline chair lift located in the St-Isidore Recreation Centre, there is also a Federal vertical wheel chair platform lift in the St-Albert community centre.

**6. Does a cover page count as part of the 10 page limit?**

**Answer:** Yes

**7. Are insurance documents required as part of the RFP 10 page limit?**

**Answer:** Insurance documents will be excluded as part of the 10 page limit and **should** be attached at the end of the proposal with résumés.

**8. Are there any scheduling/milestone requirements from the Nation (i.e. start date, site visit completion date, draft review date, final submission date?)**

**Answer:** No specific scheduling dates but the submission date for the final report is January 31<sup>th</sup> 2021.

**9. Should we assume that the oral presentation of the proposal, if selected, will be virtual?**

**Answer:** Yes, any oral presentations will be done virtually due to the pandemic.

**10. Are the two project reference part of the maximum 10 page recto-verso submission, or can these be submitted as an appendix?**

**Answer:** They should be included as part of the 10 page maximum.

**11. Section 4.11 Other Items – please explain, what is meant by “approximate expected construction cost” to be included with the proposal submission?**

**Answer:** Please disregard this item. Upon further consideration we have decided to remove it from the Proposal.

**12. Section 5.1 Project Overview**

**a) Is asset inventory and tagging (AI & T) of the mechanical and electrical equipment part of the project scope?**

**Answer:** Yes AI & T it should be included in the assessment.

**b) Should proponents assume that the Building Code review, is not comprehensive but only to be tracked where the non-compliance is obvious?**

**Answer:** Yes, as most of these buildings are over 40 years old, we anticipate many issues of non-compliance and grandfathering.

**c) What is the scope of the Seismic Review? To confirm if the facility is located in a seismic zone or more?**

**Answer:** To confirm if the facility is located in a seismic zone and any implications from this.

**d) What is the scope of the Accessibility Review? The AODA, which pass into law in 2005, requires all publicly accessed buildings, meet OBC and AODA O. Reg. Hence, is the scope for the accessibility a baseline checklist, with no reference to the OBC and AODA or comprehensive with reference to the OBC and AODA?**

**Answer:** Scope should be comprehensive with reference made to the OBC and AODA.

**e) What is the scope of the Energy Savings? To obtain the ROI or payback for improvements a ASHRAE Level 2 is required. Is ASHRAE Level 2 part of the scope of the work?**

**Answer:** Yes an ASHRAE level 2 audit should be done on the buildings.

**f) For the FCI, will the Municipality provide the Asset Replacement Value (ARV) or is the proponent to include the methodology and effort to calculate the ARV in the fee submission?**

**Answer:** The proponent should include the methodology and effort to calculate the ARV in the fee submission.

**13. Is the Municipality currently using a software program for their asset management needs?**

**Answer:** Yes the software is City Wide.

**14. Are building plans, or HVAC layouts available for any of the buildings?**

**Answer:** The St-Isidore Recreation Centre had 2 extensions added on in 2010 so there are some current plans for it. Not many plans or HVAC layouts for the other buildings.

**15. Are maintenance records available for the equipment serving the buildings?**

**Answer:** Maintenance is done by outside contractors, some records are kept onsite such as stickers on the furnaces etc.

**16. Is there an elevator maintenance contract currently in place?**

Answer: Yes.

**17. If so, who holds the maintenance contract for the elevator?**

**Answer:** Upper Canada Elevators do regular maintenance and inspection on both the Savaria lift in the St-Isidore Recreation Centre and the Federal vertical wheel chair platform in the St-Albert Community centre. Capital Elevator Ltd. does quarterly inspections and maintenance on the elevator at the St-Isidore recreation centre.

**18. Is there a lift or an elevator at the St-Albert Community centre?**

**Answer:** Yes Federal vertical wheel chair platform serviced by Upper Canada Elevators.

**19. Is there any specialty equipment installed in any of the buildings that is expected to be included in this assessment?**

**Answer:** Yes: Bowling alley equipment, refrigeration plant for the arena.

**20. Are wells or septic systems present, or expected to be included?**

**Answer:** Wells will not be included but septic systems should be part of the assessment.

**21. Are any of the buildings sprinklered?**

**Answer:** Yes, part of the new addition to the St-Isidore Recreation Centre built in 2010 has a sprinkler system.

**22. Would any installed sprinkler systems be expected to be included as part of this assessment?**

**Answer:** Yes the sprinkler system should be included as part of the assessment.

**23. Is this under invitation only or is this a public RFP?**

**Answer:** Invitations were issued to 10 companies and the RFP was also put on our Municipal Website.

**24. If under invitation only, how many firms are invited?**

**Answer:** 10 companies were issued invitations and the RFP was also put on our Municipal website.

**25. Could you consider an electronic submission only?**

**Answer:** Yes, an additional Addendum (#2) will be issued on Monday, Sept. 28<sup>th</sup> 2020 with an email address specifically for the RFP proposal submissions. Proponents may either submit their proposals in hard copy or by email, the closing time remains the same: Thursday, Oct. 1<sup>st</sup> 2020 at 1:00 pm local time.

**26. Must an architect be carried by the municipal engineering consultant as part of their team?**

**Answer:** No, but you are welcome to include one as part of the team. All sub-contractors/ sub-consultants must be listed in the proposal submission and cannot be changed without the written consent of the Nation Municipality.

**27. Is it possible to send the RFP via email without hard copies?**

**Answer:** Yes, an additional Addendum (#2) will be issued on Monday, Sept. 28<sup>th</sup> 2020 with an email address specifically for the RFP proposal submissions. Proponents may either submit their proposals in hard copy or by email, the closing time remains the same: Thursday, Oct. 1<sup>st</sup> 2020 at 1:00 pm local time.

**28. Is there a budget in mind on this project?**

**Answer:** The amount budgeted in the 2020 municipal budget for the project was \$23,000.

**29. How many vendors have been invited on this quote?**

**Answer:** 10 companies were invited and the RFP was also put on our municipal website.