



**Royal Canadian Mounted Police
Gendarmerie royale du Canada**

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A:
Bid Receiving/Réception des soumissions**

**RCMP / GRC
Purchasing Office - Bureau des achats:
Procurement & Contracting Services/
Service des acquisitions et des marchés
5th Floor Bid Receiving Unit
10065 Jasper Avenue NW
Edmonton, AB T5J 3B1**

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

Proposal to: Royal Canadian Mounted Police

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services and construction listed herein and on any attached sheets at the price(s) set out therefore.

Proposition aux: Gendarmerie royale du Canada
Nous offrons par la présente de vendre à Sa Majesté Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaries

**Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur**

Facsimile No. - No de télécopieur:

Telephone No. - no de téléphone:

Issuing Office - Bureau de distribution

Procurement & Contracting Services/
Service des acquisitions et des marchés
5th Floor Bid Receiving Unit
10065 Jasper Avenue NW
Edmonton, AB T5J 3B1
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Title-Sujet: A&E Design and Construction Services for the RCMP Cell Retrofit located in Chateh, Vermillion, Rocky Mountain House and High Prairie, AB	
Solicitation No. - No. de l'invitation M5000-5-1765/A	Date 29 th August 2014
Amendment No. – No modif : 003	
Solicitation Closes -L'invitation prend fin at - à 2:00 PM Mountain Daylight Savings Time Zone on - le 16th September 2014 (AMENDED)	
F.O.B. - F.A.B. Plant - Usine: Destination:√ Other-Autre:	
Address Enquiries to: - Adresser toutes questions à: Cyndi Ryan, Senior Contracting Officer Cyndi.ryan@rcmp-grc.gc.ca	
Telephone No. - No de téléphone 780-670-8624	Fax No. - N° de FAX: 780-454-4523
Destination of Goods, Services, and Construction: Destinations des biens, services et construction: RCMP Detachment Island Lake, MB	
This document contains a Personnel Security Requirement	
Delivery Required - Livraison exigée:	Delivery Offered - Livraison proposée
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	

Name /Nom	Title/Titre

Signature /Signature	Date/Jour
(Please sign and return cover page with bid proposal./ Signez s'il vous plaît et la page de couverture de retour avec la proposition d'offre.)	



Amendment 003 has been raised to further extend the closing date and to address questions being asked by potential bidders.

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Solicitation Closes -L'invitation prend fin
at - à 2:00 PM Mountain Daylight Savings Time Zone
on - le 10th September 2014 (AMENDED)

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Solicitation Closes -L'invitation prend fin
at - à 2:00 PM Mountain Daylight Savings Time Zone
on - le 16th September 2014 (AMENDED)



Question 1

Reference page 6 of the RFP which states, "2.1 *Submit bids via courier only to:...*".

Enquiry 2.1: May proponents hand deliver submissions to the stated location rather than using a courier? This will allow more time for proponents to complete their submissions and still ensure delivery is made on time.

Answer 1

Hand delivery submissions are accepted at the stated location, along with the option of courier delivery.



Question 2

Reference page 60 of the RFP which states, "... *The Bidder must be authorized to provide architectural and engineering services...licensed, or eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by Provincial or Territorial law in the Nunavut Territory...*"

Enquiry 3.1: All of these projects are located in **Alberta**. Please confirm that Alberta licensing is required, not Nunavut.

Answer 2

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M1	<p>The Bidder must be authorized to provide architectural and engineering services, and the Consultant team must include an architect, a mechanical engineer, an electrical engineer and a structural engineer, licensed, or eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by Provincial or Territorial law in the Nunavut Territory.</p> <p>** Bidder's must indicate current license or how they intend to meet the provincial licensing requirements.</p>		
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M1	<p>The Bidder must be authorized to provide architectural and engineering services, and the Consultant team must include an architect, a mechanical engineer, an electrical engineer and a structural engineer, licensed, or eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by Provincial or Territorial law in the Province of Alberta.</p> <p>** Bidder's must indicate current license or how they intend to meet the provincial licensing requirements.</p>		
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Question 3a

Reference the project descriptions in amendment 1. The description of work in the amendment is much more revealing than was contained in the original RFP, but we still have many questions. We understand that some of the information may be confidential, but the RFP as it stands, even with amendment 1, is asking proponents to commit to a fixed fee for work where scope is still not fully clarified. This places proponents in a position of taking severe financial risks, because we don't know for certain what we are being asked to do. It would be roughly akin to putting these specific projects out to tender and asking contractors to bid on the same descriptions shown in the RFP, but refusing to let them see the drawings and specifications. Moreover, in that fictional scenario, the construction contractor would be denied any possibility of a change order if their assumptions of what was required turned out to be incorrect. The work described in amendment 1 seems to suggest that several studies are required, but is not clear as to whether the work recommended as part of the study is to be included with this project or will be considered for future projects.

Under the circumstances, the most any proponent can do is assume the worst possible scenario and submit a price proposal so high that it would be almost impossible to sustain a financial disaster. The word "risk" is used throughout the RFP. Proponents, if they are smart, also engage in risk assessment and management. This RFP poses a significant risk to the survival of any firm making a submission unless, as noted, they submit a price proposal so high that the risk is mitigated. The net result is that the RCMP may pay far more for these services than they otherwise would if the work were more thoroughly defined.

The following are general questions referring to all 4 projects. Specifics for each project follow:

- Is all of the work strictly confined to the detention areas? There are references in the project descriptions to alarm systems and HVAC, for example, which may impact or involve the entire building.
- Is there a Functional Program and can this be provided?
- What are the number of rooms involved, are any being converted to other use and what are the areas of each?
- What are the existing HVAC systems. Are they adequate. Are there any problems?
- Where existing combi units are to be replaced, do the existing cells use combi units mounted on angular walls with service space behind and, if not, are these to be provided?
- What are the specifics of the electrical systems; for example, do any of these buildings have or need emergency generator back up power? Is there sufficient power in each building and sufficient fixtures? Do any of the main electrical services need to be upgraded?
- Are any of these buildings sprinklered? If so are they tested regularly? Are there any problems and or concerns? If so what are they?
- Are there any security system issues that must be addressed?
- Are there any known Building Code issues that have to be addressed?
- Are renovations confined to building areas that are located over a crawl space?
- Are any new concrete block, core-filled reinforced walls required at any locations where there are no grade beams or additional reinforcing in the floor slab?
- Have any Building Condition Reports been prepared for these buildings? Are there any I & R Reports available for any of these buildings? If so, can they be made available for viewing?

Answers to 3a

- Majority of the work is confined to the cell block. However, where fire alarms are deemed necessary, obviously this will encompass additional spaces of work to be performed
- No functional program will be provided
- Number of rooms will vary with each site, and are of a standard size
- All HVAC to be confirmed at each site, and brought up to current code. This will require investigation by the successful bidder.



- Combi units are a standardized configuration. Angled walls are only required to be constructed at one site.
- No major electrical upgrades is anticipated. However, this will require investigation by the successful bidder.
- The intent is to bring these spaces up to code, and will require further investigation by the successful bidder.
- Security items will be addressed during design.
- The consultant is responsible for identifying any building code issues during design.
- Consultant is responsible for determining crawlspace extents.
- Consultant is required to confirm structural requirements for new construction.

Question 3b

Chateh:

Architectural: Is the detention area located on a structural concrete slab over a crawl space? Does any remodeling require construction of new CMU core filled reinforced walls on areas of the slab that do not have existing grade beams or additional reinforcing?

Structural: It says structural "should not be required", but does not say that it will not be required. If it is, will proponents be compensated for engaging a structural engineer and for the cost of bringing that engineer to the site for however meetings they may need to attend, including travel time and expenses?

Mechanical: Are the existing combi units mounted on angular walls with service space behind? If not, will new walls be required? Is the consultant only to consider air flow in the remodeled rooms and not elsewhere in the building? Was the HVAC system ever balanced? What if the new furnaces installed in 2013 are not capable of meeting current standards and codes? Why is this an issue as the furnaces are only a year old?

Electrical: Is all of the work required confined to the detention area? Is there an existing alarm system? Was it installed in 1992. Are new components still available? If so, is work confined only to the detention area? Will the addition of new fixtures require the entire building to undergo an alarm verification process? Does the building have sufficient power to add for small appliances or will a new service be required?

Vermilion:

Architectural: Are the new finishes throughout confined to the detention area or to the entire building? Is there only one new angled wall required?

Mechanical: It says new HVAC is required throughout. Is that throughout the entire building? if so how big is the building and what is the existing system? if it is only in the detention area, is the existing system capable of meeting current standards and codes?

Structural: Is the detention area located on a structural concrete slab over a crawl space? Does any remodeling require construction of new CMU core filled reinforced walls on areas of the slab that do not have existing grade beams or additional reinforcing?

Electrical: Does remodeling the smoke detection system apply to the entire building? Is it tied into the fire alarm system? If a new fire alarm system is required, is that expected to be done under this project or is the consultant only expected to assess and recommend, but not design and implement?



Rocky Mountain House:

Structural: It says structural "should not be required", but does not say that it will not be required. If it is, will proponents be compensated for engaging a structural engineer and for the cost of bringing that engineer to the site for however meetings they may need to attend, including travel time and expenses?

Mechanical: Are the existing combi units mounted on angular walls with service space behind? If not, will new walls be required? Is the HVAC system capable of providing air flow to current standards.

Electrical: If a new fire alarm system is required, is that expected to be done under this project or is the consultant only expected to assess and recommend, but not design and implement?

High Prairie:

Architectural: Has a roof inspector conducted an inspection of the leaking roof? What type of roof is it; flat, sloping, shingled, built-up? How big is the building? Are repairs or a complete re-roofing to be included in this project or is the consultant only expected to assess and recommend, but not design and implement?

Structural: It says structural "should not be required", but does not say that it will not be required. If it is, will proponents be compensated for engaging a structural engineer and for the cost of bringing that engineer to the site for however meetings they may need to attend, including travel time and expenses? Under architectural, it asks for an investigation of cracks in interior and exterior walls. This will likely require a structural engineer to assess. Is remediation part of this project or is the consultant only expected to assess and recommend, but not design and implement?

Mechanical: Is the air conditioning expected to be done under this project or is the consultant only expected to assess and recommend, but not design and implement? Are the existing combi units mounted on angular walls with service space behind? If not, will new walls be required? Is the HVAC system capable of providing air flow to current standards?

Electrical: Are new light fixtures required throughout the entire building? Is a new fire alarm required for the entire building? If so, how big is the building?

Answer 3b

Part 2 of Bidder Instructions, Paragraph 4.2 Site Visit – if potential bidders wish to visit any of the Detachments, arrangements can be made. The Date listed was August 14th, 2014 but given the extension to the closing date Site Visits can be arranged up to Wednesday September 3rd, 2014.



Question 4

Reference page 48 of the RFP which states, "...It is expected that there will be a minimum of 15 on-site construction project meetings and no more than 19 meetings on-site..."

Following are several enquiries with respect to the number of meetings on-site. Please note that this is a very significant financial issue. The cost of travel time in addition to the cost of air fares or chartering an aircraft to attend meetings at some of the locations could rival or exceed the professional fees to do the work. Consultants expect to be paid for their travel time, the reason being that if they were otherwise engaged on work in their office, they could be earning money on other projects. Trying to work on an aircraft or in a car is not very productive. As an example, four consultants on a flight or even in a vehicle (where driving distances are reasonable) will cost in the neighborhood of \$500-700/hour of travel time. A 3 hour trip each way could cost \$3,000-4,200 plus the cost of an aircraft with perhaps a total cost/trip of \$6,000-\$8,000 or possibly more depending on charter costs versus commercial and the time the trip takes. Commercial flights to the northernmost project will often not leave enough time on-site which may require overnight accommodation, meals and car rentals. Given the number of trips which may be required, travel costs alone for some projects might amount to the high five figures or even into 6 figures depending on how many trips are required, how many meetings each consultant has to attend, whether the project takes longer than anticipated, etc. Unless the RCMP is prepared to stipulate a fixed number of trips with so many trips for each of the Architect (prime consultant), Structural, Mechanical and Electrical consultants, proponents will have to take their best guess. If they are higher than turns out to be necessary, the RCMP will end up paying more than required and if the consultant underestimates the number of trips and associated costs, it could be a financial disaster for them. For example, the RFP suggests 15-19 trips may be required for construction project meetings. That difference of 4 trips, depending on how many consultants need to attend, may amount to perhaps \$32,000. Proponents cannot take the risk of having to absorb those costs.

Answer 4

Qualify your bid, with the number of trips proposed – Ensure to include the minimum of 15 and the maximum of 19 within your bid – to be included as part of your firm fixed fees.

Enquiry 4.1:

Would the RCMP consider treating travel time and direct travel costs (air fare, vehicle rental, accommodations, meals etc. as a disbursement to be invoiced as costs are incurred, thereby not requiring those costs to be included in the fixed price proposal? This is the fairest method as it would not penalize the RCMP or the proponents. Under this approach, proponents could be allowed to add a percentage to the direct costs to cover their costs in processing these expenses.

Answer 4.1

No. Disbursements are not considered during a financial evaluation. Therefore the RCMP has ensured that all RFP for A&E include travel as part of the Scope of Work and therefor part of the firm fixed fees.



Enquiry 4.2:

If the RCMP insists that travel costs must be included in the fixed price proposal, would the RCMP consider stipulating a fixed number of trips for each consultant to each site; that is, so many trips for the Architect (prime consultant) and so many for each of the Structural, Mechanical and Electrical consultants? Proponents would have to allow for that many trips in their price proposals, beyond which consultants would be allowed to invoice for additional trips at their hourly rate plus direct travel costs (air fare, vehicle rental, accommodations, meals and so on?

Answer 4.2:

Number of site visits that are listed in the original RFP "15 minimum to 19 maximum" to be change to

Consultant Team to include a maximum of 6 visits per site.

Enquiry 4.3:

Does the number of on-site meetings ranging from 15-19, reflect the anticipated construction schedule with an on-site meeting every 2 weeks?

Answer 4.3:

Number of site visits that are listed in the original RFP "15 minimum to 19 maximum" to be change to

Consultant Team to include a maximum of 6 visits per site.

Enquiry 4.4:

If, so, how will proponents be compensated for additional meetings that may be required if construction takes longer than anticipated or the construction contractor is tardy in cleaning up deficiencies? These are issues beyond the consultant's control.

Answer 4.4

The Consultant can bill anything beyond the up to 19 planned trips as per the National Joint Council Travel Directive – at cost.

Please refer to the following link for information <http://www.njc-cnm.gc.ca/directive/index.php?did=10&lang=eng>

Enquiry 4.5:

Does the estimate of 15-19 meetings include a Warranty Review meeting on site?

Answer 4.5

YES.



Enquiry 4.6:

Does the estimate of 15-19 meetings include an initial visit by the entire proponent team to each site to research, assemble, review and supplement information for these projects involving alterations to existing facilities, including photography, field measurements, review of existing design data, analysis of existing structural, mechanical and/or electrical capabilities in the context of existing drawings for critical inaccuracies and for measured drawings?

Answer 4.6

YES

Enquiry 4.7:

Are there any other meetings required to be held on-site or will all other meetings take place in the office of the Prime Consultant?

Answer 4.7:

No other meetings are required to be held on site. All other meetings to be held at Prime Consultant's office, or for the sake of convenience, teleconferences may be scheduled to discuss and clarify issues.

Enquiry 4.8:

The RFP refers to "*...a minimum of 15 on-site construction project meetings...*" and then refers to "*...no more than 19 meetings on-site...*" Should that have read 19 **construction** meetings or are the 19 meetings in addition to the 15?

Answer 4.8:

Consultant Team to include a maximum of 6 visits per site.

Enquiry 4.9:

As a guide to proponents, the budget of \$3,200,000 is helpful if it is reasonably accurate. As the RFP now stands, it is the only factor that provides a guide to proponents as to the magnitude of the work as a whole, but the absence of a breakout between disciplines and individual projects creates a serious problem in terms of assessing the number of trips that will be required by the Structural, Mechanical and Electrical sub-consultants. It is assumed that the Architectural/Prime Consultant will need to attend every meeting. If there is a lot of structural work, for example, a structural consultant will have to make more trips than if there is little or no structural work. The same applies to the Mechanical and Electrical Consultants.

Answer 4.9:

The Consultant to confirm whether a budget of \$3.2 Million is realistic. Architect/Prime Consultant to determine their attendance at every site meeting. Consultant Team to include maximum of 6 visits per site.



Question 5

Reference page 52 of the RFP which states, "1. *Complete Basis of Payment and Declaration Form and submit in a separate sealed envelope...*". Reference page 9 of the RFP which advises that the Certifications are to be submitted with the technical Bid, presumably in one envelope. Consequently, we understand that 2 envelopes are to be submitted. Must these two envelopes be placed inside a third envelope so that each proponent's envelopes are kept together or be bound together in some other way or are the 2 envelopes to be submitted loosely, leaving it to the receiving authority to match them up?

Answer 5

Generally speaking, RFP for A&E Design services is a two envelope process – one envelope for your Financial Documentation and the other envelope for your Technical Documentation. Please ensure that both of these sealed envelopes are placed in a larger envelope that clearly has marked on the outside of the larger envelope information pertaining to what solicitation the bid refers to.

The Certification documents are to be placed with the Technical Documents as they are part of that evaluation, not the financial evaluation.



Question 6

Reference pages 27-29 of the RFP: "7.5 Disbursements".

It is not clear whether any disbursements whatsoever will be reimbursed over and above the proponents fixed price proposal.

For example, the RFP states on page 27 "*When items are mentioned as part of the Statement of Work they cannot be claimed as part of the Disbursements. Example: If travel (including site visits) is part of the requirement mentioned within the Statement of Work than your Fixed Fees must take into consideration all costs associated to provide that service - travel would not be paid through the Disbursements and bidders should not list them here. Travel could only be claimed if not listed within the Statement of Work.*"

Reference page 48 of the RFP in Annex "A" – Statement of Work which states, "*...It is expected that there will be a minimum of 15 on-site construction project meetings and no more than 19 meetings on-site...*"

Does this mean that travel time and costs will be reimbursed over and above 15-19 trips?

Reference page 27 of the RFP which states "*7.5.1 Subject to any provisions specifically to the contrary in the **Supplementary Conditions**, the following cost shall be included in the fees required to deliver the consultant services and shall not be reimbursed separately:...*". Travel time and travel costs are amongst the items listed. However, we are unable to locate any Supplementary Conditions in the RFP.

Reference page 27 of the RFP which states "*7.5.2. Subject to any provisions specifically to the contrary in the Supplementary Conditions, the following disbursements reasonably incurred by the Consultant, that are related to the Services and approved by the Departmental Representative, shall be reimbursed to the Consultant at actual cost:...*". It lists "*c) project related travel and accommodation additional to that specified in the Statement of Work shall be reimbursed in accordance with current National Joint Council (NJC) Travel Directive;...*". What does this mean? The Travel Directive appears to deal with employee travel costs, but as far as we can determine does not address "travel time" for consultants.

On page 26, the RFP states
"*Travel and Living Expenses*
All Travel and Living Expenses must be incorporated into the Part A – Fixed Fee for Services."

Please clarify.

Answer 6

Upon review of the Statement of Work, it is expected that the Consultant may be aware of items that have not been mentioned by the Project Authority. Those are the items that you could list as Disbursements. Also, in the event that your firm feels that additional work or travel is required above and beyond what has been estimated by the Project Authority then you should be submitting those amounts within the Disbursements. Please note that these amounts are paid at cost.



Question 7

Similarly, it isn't clear who will pay for drawings and specifications reproduction costs including multiple submissions during the design phase and tender sets. One might conclude, based on 7.5.1, that the consultant may be required to pay for everything without reimbursement simply by virtue of the fact that drawings and specifications are to be produced as part of the Statement of Work. However, the SOW does not specifically refer to reproduction and one might conclude, based on 7.5.2 which states "*a) reproduction and delivery costs of drawings, CADD files, specifications and other Technical Documentation additional to that specified in the Statement of Work;...*" that the RCMP will pay for all reproductions costs.

Please clarify.

Answer 7

As part of your firm fixed fees you are required to include all reproduction costs. Noting that the firm is required to provide drawings at each of the milestone stages. - 33%, 66%, 99% and Tender Ready Documents.



Question 8

Page 29 of the RFP contains a form in which disbursements are presumably supposed to be identified and priced. What is to be done with this form? Is it supposed to be submitted with the price proposal? Annex C does not include a space for itemized disbursements.

Please clarify.

Answer 8

Please submit pages 28 and 29 as part of your financial bid. You are to itemize what those items are.



Question 9

Reference pages 21-26 of the RFP: "7. Payment". These pages contain tables showing a breakdown of fees, including services for 33%, 66% and 99% Construction Documents and these are broken down for each of the four projects. However, the breakdown on page 53 of Annex C, which is what we understand is to be submitted, includes a breakdown only for the totals of all four projects and it shows 50% and 99%.

Please clarify.

Answer 9

On Page 21, #7 Payment, 7.1 Basis of Payment Part A Fixed Fees for Services you will find the tables that are to be used to determine the Firm fixed fees for each of the locations.

Please note that these tables were required to be duplicated in the section that forms the Resulting Contract documents Annex C – Basis of Payment

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Part A – Fixed Fees for Services:

Service:	Fixed Fee (CAD):
Pre – Design Services	\$ _____
Design Development	+ \$ _____
Construction Documents 50%	+ \$ _____
Construction Documents 99%	+ \$ _____
Tender Documents	+ \$ _____
Construction Administration Services	+ \$ _____
Post-Construction Services (i.e. Warranty)	+ \$ _____
Total for Part A: (FOR EVALUATION PURPOSES)	= \$ _____

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Part A – Fixed Fees for Services:

The Contractor will be paid a fixed fee for services as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.



Total for all four locations:

Location	Firm Fixed Fee
Chateh (Assumption) <i>Table 1</i>	\$ _____
Vermillion <i>Table 2</i>	\$ _____
Rocky Mountain House <i>Table 3</i>	\$ _____
High Prairie <i>Table 4</i>	\$ _____
Grand Total	\$ _____

Chateh (Assumption) *Table 1*

Service:	Fixed Fee (CAD):
Pre – Design Services	\$ _____
Design Development	+ \$ _____
Construction Documents 33%	+ \$ _____
Construction Documents 66%	+ \$ _____
Construction Documents 99%	+ \$ _____
Tender Documents	+ \$ _____
Construction Administration Services	+ \$ _____
Post-Construction Services	+ \$ _____
Total for Part A: (FOR EVALUATION PURPOSES)	= \$ _____

Vermillion *Table 2*

Service:	Fixed Fee (CAD):
Pre – Design Services	\$ _____
Design Development	+ \$ _____
Construction Documents 33%	+ \$ _____
Construction Documents 66%	+ \$ _____
Construction Documents 99%	+ \$ _____
Tender Documents	+ \$ _____
Construction Administration Services	+ \$ _____
Post-Construction Services	+ \$ _____
Total for Part A: (FOR EVALUATION PURPOSES)	= \$ _____



Rocky Mountain House Table 3

Service:	Fixed Fee (CAD):
Pre – Design Services	\$ _____
Design Development	+ \$ _____
Construction Documents 33%	+ \$ _____
Construction Documents 66%	+ \$ _____
Construction Documents 99%	+ \$ _____
Tender Documents	+ \$ _____
Construction Administration Services	+ \$ _____
Post-Construction Services	+ \$ _____
Total for Part A: (FOR EVALUATION PURPOSES)	= \$ _____

High Prairie Table 4

Service:	Fixed Fee (CAD):
Pre – Design Services	\$ _____
Design Development	+ \$ _____
Construction Documents 33%	+ \$ _____
Construction Documents 66%	+ \$ _____
Construction Documents 99%	+ \$ _____
Tender Documents	+ \$ _____
Construction Administration Services	+ \$ _____
Post-Construction Services	+ \$ _____
Total for Part A: (FOR EVALUATION PURPOSES)	= \$ _____



Question 10

Reference page 54 of the RFP. Why is there no line item for an Administrative Resource and a Cost Resource for each of the sub-consultants? The RFP does not specifically require that the Prime Consultant or the Sub-consultants must utilize the services of a Quantity Surveyor. The RFP does ask, on page 66, for the following "6. Clearly articulate the expected quality control techniques to be utilized by all disciplines along with a defined peer review structure and process..." Mechanical and Electrical Subconsultants might produce their own cost estimates or they might utilize the services of mechanical/electrical cost consultants, while the Prime Consultant engages a Quantity Surveyor to prepare architectural/structural estimates. In addition, sub-consultants also incur administrative costs.

Please clarify.

Answer 10

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Part B – Single Fixed Hourly Rates for Services (ie. Change requests and Ad/hoc Work)

The Contractor will be paid Single Fixed Hourly Rates for "as-and-when required" Services in addition to Part A – Fixed Fees for Services, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

1. Architect (Prime Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____
Administrative Resource	\$ _____
Cost Specialist	\$ _____



2. Mechanical Engineering (Sub-Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

3. Structural Engineering (Sub-Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

4. Electrical Engineering (Sub-Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____



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Part B – Single Fixed Hourly Rates for Services (ie. Change requests and Ad/hoc Work)

The Contractor will be paid Single Fixed Hourly Rates for “as-and-when required” Services in addition to Part A – Fixed Fees for Services, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

1. Architect (Prime Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____
Administrative Resource	\$ _____
Cost Specialist	\$ _____

2. Mechanical Engineering (Sub-Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____
Administrative Resource	\$ _____



3. Structural Engineering (Sub-Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____
Administrative Resource	\$ _____

4. Electrical Engineering (Sub-Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____
Administrative Resource	\$ _____



Question 11

Reference pages 21-26 of the RFP which states:

"4.4.4 Design Meetings

4.4.4.1 The Project Manager shall arrange meetings throughout the design and tendering stages of the project, for all members of the project team . Project meetings will normally occur every two weeks, alternating between in-person meetings and conference calls, unless project requirements dictate otherwise.

4.4.4.2 Meetings will normally be held at the offices of the Prime Consultant.

4.4.4.3 The Consultant shall attend the meetings, record the issues and decisions and prepare and distribute minutes within 48 hours of the meeting."

The forgoing seems to suggest that while design meetings will "normally" be held at the offices of the Prime Consultant, it leaves open the possibility of design meetings elsewhere. Please clarify where these meetings might otherwise take place and whether travel time and expense are involved.

Answer 11

Design meetings to take place at the Consultant's office.



Question 12

Page 59 Annex "F" – Evaluation Criteria states "The Bidder is requested to respond to the Evaluation Criteria using the table formats below."

Does this mean that proponents are to submit responses in this exact tabular form showing all five columns including the RFP's *Rated Requirement*? The RFP only allows 30 pages. This tabular form is very wasteful of space and will severely limit proponent responses if the only area we can use is the column entitled "Substantiating Detail (Explanation)".

May proponents respond using the full width of a page, simply referencing the Rated Requirement designation; for example, M1- M5 and R1 to R7?

Answer 12

The tables are for reference only. The proponents are asked to keep all of their responses in the same order as the tables are presented to them.

On page 60 of 76 we ask that you advise us if you meet or do not meet. If you meet, then please tell us where we would find the information within your bid document that substantiates that response.

Pages 61 through 76 are how we plan to evaluate your Technical Submission. It tells you what each category is worth and breaks it down even further telling you the allocation of the points within those categories. These tables will be used by the evaluation team to determine the scores that will be allocated upon review of your submission.

Part 3, Page 9 outlines how your bid document is to be submitted.



Question 13

Page 35 of the RFP contains a generic Scope of Work and pages 37-49 contain generic CONSULTANT SERVICE REQUIREMENTS that could just as easily apply to the design of a large building like K Division in Edmonton as these four small projects.

Furthermore, the evaluation criteria ask proponents to respond at a level of detail, in some cases, which is unrealistic considering that not enough is known about the specifics of the scope of work. Based on prior experience providing professional services in similar detachments, one can assume what might be expected, but those assumptions are all proponents can rely on. For example, R4 asks proponents to *"Clearly identify the Functional and Technical Requirements, and demonstrating the goals of the current project requirement."* It also asks proponents to *"Clearly identify the significant issues, challenges and constraints related to the current project requirement."* This is asking proponents to clearly identify issues that the RFP does not, itself, clearly identify. All proponents can address is the kind of problems often encountered in renovations to detachments, but beyond the information contained in amendment 1, we have no way of knowing whether they apply to any or all of these four projects.

Answer 13

Qualify your bid for Scope of Work if varies from base bid.



Question 14

How much reliance can proponents place on the budget of \$3,200,000? How was this budget derived? Does it adequately consider the actual work required at each site? Does it factor in the busy construction climate in Alberta, and the possibility of receiving single bids for some of these projects? Does it include for unknown work like repairs to the roof at High Prairie for example, or some of the mechanical and electrical work that is subject to study?

As a guide to proponents, the budget is only helpful if it is reasonably accurate. If, however, the estimate is inadequate and doesn't reflect the work to be done, then proponents may find themselves asked to do more work than anticipated with no additional fees.

Please clarify.

Answer 14

The budget mentioned was conceived from a Class "D" estimate performed in-house. Consultant is to provide a more accurate estimate during design.

Not all Consultants are required for each site visit. Prime Consultant in consultation with the RCMP Project Manager will determine which meetings each discipline should attend.

All other terms and conditions to remain the same.