

Question 14

Section 3.3.3.1: Document/Literature Review: Who provides documents?

Answer 14

CMHC will provide relevant documents to the successful proponent (specifically those pertaining to CMHC) and some literature collected to date, but it is expected that the successful proponent find additional literature and documents.

Question 15

Section 3.3.3.3: Consultations: Please provide org chart and approximate # of interviews and level (ie: management, staff, etc)

Answer 15

This level of detail is not required for the purpose of developing a proposal for the RFP. This information will be provided to the successful proponent.

Question 16

Section 3.3.3.4: Evaluation of Furniture Options: Who is CMHC's current furniture supplier?

Answer 16

As per Section 3.3.3.4 (Evaluation of Furniture Options) of the RFP, CMHC currently has considerable furniture assets consisting of Steelcase 9000 panel systems and free standing work surfaces, desks, and storage.

Question 17

Section 3.3.3.5: Updated Space Planning: Will modifiable AutoCAD files (building masters and as-builts) be provided for all locations?

Answer 17

CMHC will provide modifiable AutoCAD files to the successful proponent, as appropriate.

Question 18

Section 4.6: Proponents Qualifications (b): subcontractors – will M&E consultants be required to provide input as part of the Scope?

Answer 18

The proponent is expected to identify the team of experts they will use to successfully fulfil the requirements outlined in the RFP. (e.g. Architect, Interior Designer, Code Compliance experts, experts who can conduct surveys in both official languages, etc.)

Question 19

Section 4.10: Pricing Proposal: Does the fixed fee include all disbursements as well all taxes?

Answer 19

The fixed fee would include all applicable taxes and disbursements.

Question 20

Please provide details about each location including: address, floor area, number of employees etc.

Answer 20

At this stage, this level of detail is not required for the purposes of developing the RFP.

Question 21

Will trips to regional offices be expected/required?

Answer 21

Travel is not a mandatory requirement of this RFP. The decision to include travel in a proposal is at the discretion of the proponent.

Question 22

Please provide clarification on the number of departments and the composition of the client/stakeholders committee.

Answer 22

This level of detail is not required for the purposes of the RFP. This information will be provided to the successful proponent.

Question 23

3.3.3.6 Space Management Program

- a. Please clarify the class of cost estimates required?
- b. Is a cost consultant required?

Answer 23

- a) CMHC will work with the successful proponent to identify the appropriate level of costing required.
- b) The proponent is expected to identify the team of experts they will use to successfully fulfil the requirements outlined in the RFP.

Question 24

3.3.4 Timeline does not correspond to Tasks and Deliverables 3.3.3.1 to 3.3.3.7 – Please clarify.

Answer 24

Please see response to Question 2, provided previously.

Question 25

4.10 Pricing Proposal

- a. Should the fee be broken down?
- b. Will a bid form be provided?
- c. Will field trips outside the National Capital Region be expected/required?

Answer 25

- a) Please refer to Section 4.10 (Pricing Proposal) of the RFP.
- b) As per Section 4.10 (Pricing Proposal), the bid is included as part of the proposal.
- c) Travel is not a mandatory requirement of this RFP. The decision to include travel in a proposal is at the discretion of the proponent.