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**Question 4**

Are Mechanical and Electrical Engineering Services for the space planning to be included in our proposal for the provision of an accurate Cost Estimate?

**Answer 4**

M&E engineering services are not required for Programming, Analysis or Space planning. The Proponent could however identify the proposed sub-consultant team and identify their qualifications or relevant experience.

**Question 5**

Section 2.9 – Multiple Proposals – May we submit a proposal acting as Prime Consultant and also submit as a Sub Consultant with a different firm?

**Answer 5**

Please refer to section 2.9 Multiple Proposals, section 2.18 Declaration re: Bid Rigging and Collusion and Section 2.20 Joint Venture Responses for details.

**Question 6**

Part 4.6 (c) indicates that “A list of all contracts of a similar size and scope...” is to be provided. Part 1.3 indicates that CMHC is composed of approximately 1,000,000 sq. ft. of leased/owned space.

Could you provide the following information so that we can tailor the RFP response?

- a) Approximately how much space is located in each region
- b) Is the space exclusively office space or are there other types of spaces?
- c) What is the area of the largest office area/space?

**Answer 6**

CMHC has a total of 1,000,000 sq.ft of leased/owned space, of which approximately 630,000sq.ft. is useable.

Detailed information for each region is not required for the purposes of submitting a proposal.

CMHC’s National Office location is the largest office space.

**Question 7**

The RFP shows the designation “Security Classification: Protected”. Are consultants required to have any related security clearance?

**Answer 7**

The “Security Classification: Protected” on the solicitation cover page is for internal purposes only. Security requirements applicable to proponents are outlined within the solicitation document in section 2.19 Security Clearance.

**Question 8**

The RFP and Amendment 1 make reference to “Programming and Planning” as a part of the consultants scope of work. Does the word “planning” relate only to the development of standards and not to the planning of individual premises?

**Answer 8**

Yes that is correct.

**Question 9**

Part 3.3.3.3 of the RFP requires that the consultant obtain input from Senior Managers and Employees. How many Senior Managers and employees will participate?

**Answer 9**

All employees should participate, including Senior Management. CMHC expects that proponents outline how they would engage employees and senior management.

**Question 10**

Part 3.3.3.4 of the RFP requires that the consultant evaluate and recommend furniture options. Is the evaluation to focus only on workstation systems or, if there is a furniture component, is it related to furniture within the workstation, or furniture overall?

**Answer 10**

It is related to furniture overall.

**Question 11**

Part 3.3.3.6 of the RFP requires that the consultant develop sample floor layouts/prototypes. Are the sample floor layouts to be based on one of CMHC offices or a hypothetical floor plate? If the former, will CMHC provide AutoCAD drawings for consultants use?

**Answer 11**

Based on CMHC National office floor plates – the prototype office sizes- footprints must work in all three buildings. Building A is the most challenging – C is the most generic.

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**Question 12**

Section 3.3.4 of the RFP lists the elements that are to be completed by September 30, 2016. This list does not appear to include part 3.3.3.7 of the RFP - Implementation Schedule/Master Roll-Out Plan. Is there a separate schedule for the Implementation Schedule/ Master Roll out Plan preparation?

**Answer 12**

Please see the response to Question 2 (posted separately).

**Question 13**

Part 3.3.5 of the RFP references a schedule of mutually acceptable meetings.

- a. Will some team members be able to participate via teleconference or videoconference?
  - b. What frequency is anticipated for meetings?
  - c. Who will be responsible for preparing meeting minutes?
- 8) Budget
- a. Has a high level budget been developed for the project or is the intent to use financial information prepared by the consultant as a part of a future budget?
  - b. If a high level budget has been prepared, will you provide a copy of this information at this time?

**Answer 13**

- a) Yes, teleconference or videoconference is acceptable, although there may be times where in-person meetings may be required.
- b) The proponent is expected to identify in their proposal the frequency of meetings they would recommend.
- c) Minutes are generally prepared by the consultant for meetings conducted as part of the project.

**Budget:**

The intent is that the financial information prepared by the consultant will be included as part of a future budget.