

**Question 25**

In reference to 4.8, (d) Work Schedule (pg. 16) – would you like to see a graphic schedule/work plan with tasks and dates?

**Answer 25**

It is at the discretion of the proponent as to whether or not they will include a graphic schedule/work plan with tasks and dates.

**Question 26**

May the proponents have access to CMHC's current Space Planning and Design Guiding Principles and Fit-Up and Interior Renovation Standards/Guidelines?

**Answer 26**

The current Space Planning and Design Guiding Principles and Fit-Up and Interior Renovation Standards/Guidelines will be provided to the successful proponent.

**Question 27**

Does the CMHC National Campus involve more than one building, if so how many and what is the overall square footage?

**Answer 27**

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

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

CMHC's National Office location is the largest office space, with 3 buildings at its 700 Montreal location.

**Question 28**

Will you provide office and workstation current standards and entitlements for each category of employee?

**Answer 28**

This level of detail is not required for the purposes of submitting a proposal. The information will be provided to the successful proponent.

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**Question 29**

Will an itemized furniture and equipment inventory will be required?

- If so, which facilities?

**Answer 29**

As per Section 3.3.3.4 – Evaluation of Furniture Options, “*CMHC has recently conducted a furniture inventory which will be provided to the consultant.*”

**Question 30**

Is it CMHC’s intent to incorporate the existing Steelcase 9000 product into the space planning exercise?

**Answer 30**

As per Section 3.3.3.4 – Evaluation of Furniture Options, “*The consultant will evaluate and recommend furniture options and the financial impacts of each.*”

**Question 31**

Do you have current standards and policies regarding flex work, telework, mobile and other alternative work modes?

**Answer 31**

The information will be provided to the successful proponent.

**Question 32**

Page.14 reference: “consult will provide bi-weekly progress reports to the Senior Business Analyst, Special Initiatives and will work closely with the project authority”. What is the make-up of CMHC’s Project team? Will there be representatives from across Canada

**Answer 32**

This level of detail is not required for the purposes of submitting a proposal. The information will be provided to the successful proponent.

**Question 33**

Does this RFP include the redesign of office space at CMHC’s regional offices across the country? Or will the document produced be used as a guideline for future regional office upgrades?

**Answer 33**

As per Section 1.2 – Introduction and Scope, “*The Canada Mortgage and Housing Corporation (CMHC) wishes to enter into a nine (9) month contract with a vendor(s) (hereafter referred to as the “proponent(s)”) for the purpose of acting as prime consultant for the programming and*

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*planning phase of a new initiative that will ultimately redesign the office space at CMHC's National Office campus in Ottawa and its regional offices across the country."*

**Question 34**

Site visits to organizations re. "best practices review of select organizations" - "CMHC will provide the consultant with an initial list", are the selected sites in the Ottawa Area?

**Answer 34**

The final list of organizations will be determined by CMHC and the successful proponent.

**Question 35**

Page.13 reference: "implementation schedule/master roll- out plan. Included in the plan will be the implementation criteria (e.g. lease expiration) and blocking/stacking samples". Are you referring to building blocking/stacking, if so, do you require blocking for all buildings across Canada, or just the National Headquarters?

**Answer 35**

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.

**Question 36**

Page 13, 3.3.3.6, Last Bulletin indicates "Cost Estimates (if applicable)". Are cost estimates required?

**Answer 36**

CMHC will work with the successful proponent to identify the appropriate level of costing required.