



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A :**

Bid Receiving/Réception des sousmissions

RCMP E Division HQ
Bid Receiving – FRONT DESK
Mailstop 1004
14200 Green Timbers
Surrey, BC V3T 6P3

**REQUEST FOR PROPOSAL
AMENDMENT**

**MODIFICATION DE
DEMANDE DE
PROPOSITION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments: - Commentaries :

Title – Sujet A&E Services – Wouth East District (SED) Kelowna		Date 2019-October-15
Solicitation No. – N° de l'invitation M2989-8-0525/A		Amendment No. – N° de la modification 004
Client Reference No. - No. De Référence du Client		
Solicitation Closes – L'invitation prend fin		
At / à :	1400	PDT (Pacific Daylight Time)
On / le :	2019 October 22	
F.O.B. – F.A.B See herein — Voir aux présentes	GST – TPS See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions		
Address Inquiries to – Adresser toute demande de renseignements à Patty Yi (patty.yi@rcmp-grc.gc.ca)		
Telephone No. – No. de téléphone 778-290-2715		Facsimile No. – No. de télécopieur 778-290-6110
Delivery Required – Livraison exigée See herein — Voir aux présentes		Delivery Offered – Livraison proposée See herein — Voir aux présentes
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone		Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature		Date



This amendment is raised to address the following:

- To respond to questions received during the solicitation period;
- Changes to the solicitation document
- Extension to Closing Date

QUESTIONS AND ANSWERS

Question 1: Appendix A – 2.0 Requirement: Sentence 2.1.1 “Complete a design and provide oversight of the redevelopment of existing and new lease space (1780m² which includes development of a second floor)”

Is the second floor included in the 1780m²?

Answer 1: The total m² has been changed. Please view Changes to the solicitation document below.

Question 2: Appendix A 0 2.0 Requirement: Sentence 2.1.3 “Development of drawings and specification documents suitable for review and approval by the RCMP to position for tender of the construction/fit up project”

Is there a timeframe for the provision of Phase 1 documents?

Answer 2: The timeframe will be included as part of a schedule agreed to between the RCMP, client and Consultant. The Architect should consider the processing time for this requirement. RCMP estimates this could take approximately 6 to 8 months.

Question 3: Appendix A – 4.0 Project Phasing, Tasks and Deliverables: Sentence 4.1.1.1 “As noted, the project Space Analysis document provided by the RCMP is the starting point for spatial requirements as well as special purpose space”

Has the space analysis been issued?

Answer 3: The space analysis has not been issued.

Question 4: Sentence 4.8.1: “Develop and implement the plan for commissioning of the leased space fit up including certificate of interim completion, training/orientation for end users and final certificate of completion”

Is an independent commissioning consultant required?

Answer 4: The Consultant is to prepare the plan as they will be preparing project plans, specifications and monitoring that the work is completed according to the plans and specifications.

Question 5: Appendix A – 5.0 Technical Requirements: Sentence 5.1.1.1 “The Project Authority will indicate specific Sustainable Development and Leadership in Energy Environmental Design (LEED) objectives or other sustainable development expectations the project is to achieve”

Will the building need to be LEED certified? If yes, to what standard?

Answer 5: The project does not require LEED certification. The Consultant is to design current Energy requirements without the LEED certification, where possible.

Question 6: Are there base CAD drawings available?

Answer 6: CAD drawings can be made available to the successful Consultant.



Question 7: Is a site tour or access to the property available prior to the submission deadline?

Answer 7: Access for a site tour is unavailable prior to the submission deadline.

Question 8: Has the property owner provided consent to the proposed modifications that may affect the base building?

Answer 8: The RCMP anticipates the Landlord to grant approval to changes to the building. However, there may be changes that may not be approved (ex. Main doors). The Landlord will require a copy of the plans and specifications for review and approval prior to the RCMP soliciting the construction work.

Question 9: What will the future re-development entail in regards to units 100 and 130 as per Part A2 of Appendix C?

Answer 9: The RCMP anticipates a second floor built out to code.

Question 10: Will the proposed new second floor space occupy the entire footprint of the three tenant spaces (140, 160 & 170)?

Answer 10: The Architect is to verify current building codes to see what is permissible.

Question 11: Are SME drawings available for the existing building?

Answer 11: This can be made available to the successful Consultant.

Question 12: What is the size of the lot to ensure adequate development opportunities, site servicing and parking?

Answer 12: Please view attached site plan.

Question 13: Please explain the significant and purpose of sentence 6.1/6.2- Travel related expenses -Why is the point of origin for calculating travel expenses important when travel costs are to be included in the overall fees?

Answer 13: This is done so that the Consultant is made aware where calculations will start from. Please fully view Appendix C 5a and 5b.

Question 14: We understand that travel time and /or expenses are to be built into the fixed fees on page 19 of 42. However generally hourly rates can not reflect any travel time/ costs especially early on in the design process. In other words to recover any travel time and costs early on in the design process (e.g. start-up meeting for example) would require the hourly rates to be greatly inflated to be included within the hourly rates quoted . Please clarify how travel time and expenses can be recovered?

Answer 14: As per Appendix C Part A1 *Payment will be based on actual hours spent. Travel time and/or expenses will not be reimbursed separately (Refer to R1230D (2018-06-21), GC 5.12 – Disbursements).

Question 15: In Annex A, 1.6 it states: Structural design allowed for future openings for both additional glazing for future second floor levels and overhead doors on all elevations. In Section 1.1.4 the Annex refers to the development of a second floor space. Was the second floor built? Will this be part of the project?

Answer 15: A second floor will be added in units 140 and 160 and tied into the one in 170. It is the Architect's responsibility to determine what they can design to current code requirements.



Question 16: Are there stairs?

Answer 16: There are stairs in unit 170 that go to the second floor in 2 locations. The redesign in 170 could keep or eliminate the stairs. Emergency fire escape stairs will be required when a second floor is constructed.

Question 17: How about the allowances in the original design made for glazing and overhead doors?

Answer 17: The Architect is responsible to design to current National Building code.

Question 18: With the mechanical and electrical upgrading requirements, should we assume reinforcing the roof for RTU installation or equipment hung from the OWSJs?

Answer 18: It is the Architect's responsibility to provide the best possible solution.

Question 19: Are any roof openings proposed?

Answer 19: There may be one to accommodate roof top antennas.

Questions 20: Should the proposed changes to the building not meet current Code, would retrofitting be necessary or would the space requirements be altered?

Answer 20: It is the Architect's responsibility to review what codes are required. The RCMP assumes all work proposed will meet current codes.

Question 21: Are there detailed structural drawings of the existing building so we understand capacity of every structural component that we need to check?

Answer 21: Structural drawings will be made available for the successful Consultant.

Question 22: Will a geotechnical engineer become involved to help assess the foundation capacity for any such upgrades that might be required?

Answer 22: It is the Architect's responsibility to provide all required consultants for this project.

Question 23: Will the RCMP be retaining a quantity surveyor directly?

Answer 23: The Architect is responsible for providing the class C, B and A cost estimates. The Architect is to provide their own quantity surveyor.

Question 24: Rated Requirement 2: Understanding of the Project, proponents are asked to review the project schedule to assess risk management elements that may affect the project. Is there a general timeline/anticipated project schedule that the RCMP can provide?

Answer 24: We would anticipate a site visit to meet the project team and client, to start mapping out our requirements allowing the Consultant to better understand the project to prepare a preliminary layout of the project. Another visit to present your recommendations, and make changes as suggested by subject matter experts and client. Once there is an approved design, proceed to 33, 66 and 99% plans & specs.

Question 25: Will the additional scope be a separate project with separate time lines ;have a separate construction contract etc. etc. or will it be rolled into the base project scope of work. Please clarify?

Answer 25: It will likely be a separate project with different time lines. It may be a separate construction contract should project approval be received during this project.



Question 26: When is it anticipated that the additional scope will be added?

Answer 26: This is unknown at this time.

Question 27: In the annex document, 1.1 -the introductory paragraph only mentions two units yet 1.1.4 suggests 3 units therefore clarification is required?

Answer 27: The 3 units are referenced within the Annex (140,160, & 170).

Question 28: Does the area cited for the two units in the introductory paragraph of 1873.8 m2 include the second floor area cited in 1.1.4?

Answer 28: The total square area of the 3 units do not include the second floor.

Question 29: Does an existing structural floor system exist for the future second floor indicated in 1.6? In the event that the 2nd Fl. structure does not exist, who is responsible for the structural design and construction of this base building element. (E.G. the landlord)?

Answer 29: The Architect is responsible for the structural design and construction of a second floor. The Landlord can provide his Structural Engineer if required. It is the Architect's responsibility to obtain quotes for the Structural Engineer's services.

Question 30: Please clarify the design phases and the number of cost estimates? Typically for architectural /interiors assignments, the schematic design and design development phases represents approximately 25% of the project-not 33% as suggested and they typically are distinct separate design phases with corresponding separate cost estimates. Then the contract documents is a separate phase which in turn is often broken down into 3 milestones submissions @ 33%,66% and 99% with additional cost estimates at each submission.

Answer 30: The Class C estimate is equal to the preliminary design phase of 33%.

Question 31: Who is responsible for addressing the fire alarm code requirements with the building owner as indicated in 1.6?

Answer 31: The Architect is responsible for all design and implementation criteria.

Question 32: In the event that it is found that the base building construction does not meet RCMP physical security requirements, how will any necessary upgrades be implemented and who will be responsible for the design and construction of the upgrades?

Answer 32: The Architect is responsible for all design and implementation criteria.

Question 33: The Mandatory Requirement 1 on page 37 of 42 indicates the proponent's Consultant team requires a consultant team with demonstrated experience for the architect discipline and sub consultant disciplines of mechanical, electrical civil and structural. Yet the order of the proposal for rated requirements on page 38 of 42 does not indicate where this experience is to be demonstrated. Please clarify?

Answer 33: This can be demonstrated on Appendix B – Team Identification Form.

Question 34: Additional details are required on the make-up of the “various south East District operational units” indicated in 1.1 in order to fully understand the complexity of the project scope.

Answer 34: The requirements for office space, a radio shop with warehouse, work bench requirements, storage, lunchroom, project/boardrooms, locker rooms, showers, washrooms, elevator, second floor, warehouse for indoor parking of large emergency vehicles.



Question 35: Is it intended that the RCMP operations in the existing space will remain in operation within the space during the redevelopment? If so, please highlight construction strategy.

Answer 35: Yes, the unit occupying the space in 170 will continue to operate during construction. It is the Architect's responsibility to develop a plan to upkeep operations while constructing new space in 140 and 160.

Question 36: Item 4.6.9 under 4.6 Construction Contract Administration as well as item 4.7.4, indicates that the proponent is to maintain a daily project diary. Please clarify the extent of daily onsite involvement of the proponent? Or in other words, is a clerk of the work or an onsite contract administrator position required?

Answer 36: 4.7.4 states " 4.7.4 Project diary " – daily is not indicated.

Question 37: We have a number of RCMP detachments projects that meet the 'Achievement Of proponent on Projects' eligibility criteria yet there has been multiple PM's and knowledgeable RCMP staff etc. who have retired or moved on and are now unavailable; as many as 4 contacts on two projects and 2 on another project. Therefore there is no one remaining who can speak to our performance on those projects. Please provide an alternative to the RFP project client reference requirements?

Answer 37: Please name the contact with their phone number at the time of the project with a note advising they are now retired. If more information is required, the Contracting Authority will advise.

CHANGES TO THE SOLICITATION DOCUMENT:

Annex A: 2.0 Requirement 2.1 Phase

REMOVE: 2.1.1

ADD: 2.1.1 Complete a design and provide oversight of the redevelopment of existing and new lease space (1873.8m2 which includes development of a second floor);

REMOVE: SC2 Federal Contractors Program for Employment Equity – Default by the Consultant

APPENDIX E – DECLARATION/CERTIFICATIONS FORM

REMOVE: 3. Federal Contractors Program for Employment Equity - Certification

EXTENSION TO CLOSING DATE:

Notice is hereby given that the above information notice previously due at 2:00 p.m. PDT on October 18, 2019 is hereby extended to **2:00 p.m. PDT on October 22, 2019.**

All other terms and conditions remain unchanged.