



TENDER ADDENDUM

Architectural Services for NCC Workplace Modernization – Lisgar Road Offices

ES038

November 15, 2023

ADDENDUM No. 2

The following questions and answers shall be read in conjunction with and shall form an integral part of the Tender / Proposal and Contract Documents:

- **Question 5:** Regarding Appendix D: Bidder's Checklist, Item 7 - Complete and insert Annex A Certificate of insurance. Can we provide a copy of our Certificate of Insurance that shows detailed coverages and amounts, instead of having the insurance company complete Annexe A which should be completed at time of contract and for which we incur charges from the insurance company just to fill the form without having a contract?

Answer 5: Bidders do not have to include Annex A Certificate of insurance nor a copy of their certificate of insurance with their bids. An insurance certificate will be requested of the successful proponent before contract award.

- **Question 6:** Regarding SRE ANNEXE-A TEAM IDENTIFICATION Form, for Prime Consultant Architect, Sustainable Design/Energy Modelling Consultant, Mechanical Engineer, Landscape Architect, back-ups are requested, but not for the Structural Engineer, Electrical Engineer and Civil Engineer. Please confirm that this is correct.

Answer 6: Confirmed there are no back-ups requested for Structural, Electrical, and Civil engineers.

- **Question 7:** Should additional fees be required over the course of the project, please confirm if the consultant is to provide a fixed fee based on hourly rates (supported by fee breakdown), or if additional fees are to be billed hourly based on actual time spent?

Answer 7: The consultant is to provide a fixed fee with hourly breakdown based on the rates provided in the Appendix C: Price proposal form.

- **Question 8:** As bids are to be submitted by email, please confirm the maximum file size that is permitted by the receiver's email.

Answer 8: The maximum attachment size is 20 MB.

- **Question 9:** Please detail the scope of work for the Environmental Engineer?

Answer 9: An environmental engineer will not be required under the scope of this project. Environmental Engineer deleted from Appendix A Project Brief section 4.2 and Appendix B section 4.2.

- **Question 10:** Regarding SRE 5.1 Project Experience and Achievements of the Proponent:
 - a. To capture a broader scope of sustainable projects we request an increase to the time period for Proponent sample projects to allow for projects completed within the last 15 years.
 - b. Given the room needed to respond for each project (SRE 5.1 requests 20 different fields of information), we request an increase to 3 pages per project.

Answer 10: a. Projects may be presented which extend beyond the 10 year time limit, however they may not score as highly as those completed under more current sustainability targets and certification standards.

b. The page limit will for projects will remain 2 pages.

- **Question 11:** Sustainable Design Consultant and Energy Modeling Consultant are grouped together for submission requirements; however, these are two distinct consultants. Please confirm that these should be listed as two separate consultants with independent project sheets and resumes.

Answer 11: These roles could be assigned to a single consultant group, or split into two consultant groups. Roles should be noted in the team identification list with independent project sheets and resumes as required.

- **Question 12:** Regarding SRE 5.2. which requires Structural projects to be Zero Carbon/Passive House/Living Building/LEED Platinum: Typically structural does not contribute substantially to sustainable performance; please consider revising the submission requirements to remove the sustainable certification and instead include for demonstration of heritage and masonry structural design.

Answer 12: Revise SRE 5.2.6. to note that representative projects for the Structural Engineer should demonstrate heritage and masonry experience.

- **Question 13:** Regarding SRE 5.5 – given the substantial amount of content required in this section, we would like to request an increase in the page limit to 10 pages.

Answer 13: The page limit for SRE 5.5 will remain 6 pages.

- **Question 14:** Regarding the schedule provided in section 1.2.3. of Appendix A Project Brief:
 - a. Can the NCC please confirm the target construction completion and move in date?
 - b. Can proponents propose an alternate delivery schedule which meets the target move in date?
 - c. At what stage of the project will the CM be engaged?
 - d. Please confirm for the FHBRO, ACPDR, and Board Submission #1 that the intent is to submit the 100% Schematic Design for these reviews?
 - e. 100% Design Development is targeted for October 22nd, 2024, prior to the November 20th Board Presentation and after the October 20th Board Submission (which is a

Sunday). Please confirm the submission date to the Board is actually meant to be October 22nd?

f. There is a significant conflict in the RFP schedule between Design Development and Construction Start - please confirm that the Construction Start is actually meant to be Fall 2025?

Answer 14: a-b. An updated schedule to be provided upon award of contract. We anticipate three phases of construction which may or may not overlap: selective demolition and abatement of heritage buildings, one year of construction related to building and fit-up and an additional year related to demolition of the secondary building and landscaping.

c. CM will be engaged at schematic design.

d. FHBRO, ACPDR, and Board Submission #1 will present 100% Schematic Design.

e. Revise Board Submission Draft (final design) to October 22, 2024.

f. Referring to the response above (a-b), a selective demolition and abatement package will be prioritized to allow for a Fall 2024 construction start. Full scope of construction is expected to start in early 2025.

- **Question 15:** 1.1 of Appendix A Project Brief notes that a functional program, plans, and a magnitude cost estimate were previously developed and ‘illustrate the scope of work for this project.’ We ask that these documents are provided to all Proponents to provide clarity and understanding for pricing the scope.

Answer 15: The project functional program, plans, and ROM cost estimate will be shared with the successful bidder upon award of contract.

- **Question 16:** Can the NCC confirm the level of security clearance required for individuals working on the project and level of clearance required to go to site?

Answer 16: In addition to Project Brief section 7.2.3., individuals visiting the site will require Secret clearance for unescorted visits, and reliability clearance for personnel requiring NCC escort. Note that employees expected to frequent the site would benefit from having Secret clearance in the event that an escorted visit is not possible.

- **Question 17:** Can the NCC please confirm that the RAIC Document 6, latest version, will form the contract for this project? If not, please confirm which standard form of contract will be used?

Answer 17: The NCC uses the Terms & Conditions which can be found at PART 5 RESULTING CONTRACT CLAUSES of the tender document.

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