



TENDER ADDENDUM

Architectural Services for NCC Workplace Modernization – Lisgar Road Offices

ES038

November 22, 2023

ADDENDUM No. 3

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

- The solicitation closing date and time are being extended from December 4, 2023 at 3:00 PM EST to **December 11, 2023 at 3:00 PM EST.**

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 18:** Addendum 1 Question 3: Unfortunately, the answer provided does not address the question. Please confirm that the Cost Consulting (Third Party) is part of the other Consultants/Specialists as per Appendix B Section 4.2 not part of the Core Design Team as Appendix A Item 4.1.

Answer 18: The cost consultant is a consultant/specialist and not part of the Core Design Team as per Appendix B Section 4.2.

- **Question 19:** The cost estimates deliverables identified in Appendix A 15.3 Appendix III Deliverables Summary table do not align with Appendix A Sections 9 & 10. Please clarify.

Answer 19: Note the following Cost Estimate Schedule of deliverables:

Class D will follow 100% Schematic Design
Class C will follow 33% Design Development
Class B will follow 66% Design Development
Class A will follow 99% Design Development

- **Question 20:** The milestone date for construction completion is not provided in the Appendix A Project Milestone Table. Please advise as to the assumed construction completion date for the purposes of this RFP.

Answer 20: Refer to Addendum 2, question 14.

- **Question 21:** Appendix B 5.2.6 indicates that the structural engineering representative projects (2 in total) should be designed and certified to one of the following sustainable design standards such as Zero Carbon Building Standard, Passive House, Living

Building Challenge or LEED Platinum. Please advise if this requirement can be relaxed and/or revised to demonstrate experience related to rehabilitation of existing heritage structures.

Answer 21: Refer to Addendum 2, question 12.

- **Question 22:** It appears there are two existing buildings that are required to be demolished. Only one existing building is shown to be removed on Appendix A 2.1 Figure 1 drawing. Please clarify.

Answer 22: One building is being demolished in its entirety, two small back porches are being demolished. There is a temporary building currently on site which is being removed separately from this contract.

- **Question 23:** Appendix A 10.4.8: Does protection of fresh air intakes apply only to physical protection (grilles, security bars) or does it also include biohazard mitigation/filtration strategy? Please clarify.

Answer 23: Fresh air intakes shall have physical protection only.

- **Question 24:** Does the NCC require the building and landscape design to conform to CPTED Principles (Crime Prevention Through Environmental Design), and if yes is a dedicated/formal CPTED report for the site required? Please clarify.

Answer 24: The NCC has their own internal security review process. Comments on any security issues related to the design will be shared with the consultants following each design development submission. A dedicated/formal CPTED report is not required from the consultant team.

- **Question 25:** If a key individual has more than one role, do we need to send the summary resume more than once? In other words, do we submit one resume per role?

Answer 25: Only one resume to be submitted per person even if they have multiple roles.

- **Question 26:** In consideration of the two heritage buildings and the priority goal to achieve ZCB-Design Certification, it is highly recommended that the services of an envelope consultant be included in the project team. Thermal bridging calculations are required for ZCB-Design modeling and the risks to heritage facades with highly insulated building envelopes, typical of ZCB Projects, is a major consideration. Please provide guidance on the scope that should be included for Building Science professionals on this project?

Answer 26: Referring to Appendix B, SRE Mandatory Requirements 4.2., Building envelope Specialist is noted. It is understood that there may be overlap in the skills and services provided by certain specialists such as; the energy modeller, sustainability consultant and building envelope consultant. The consultant shall be responsible for building a team capable of providing the analysis required to evaluate the risks and opportunities, and to determine the viability of the ZCB certification. Specialists beyond those indicated shall be noted in the team identification list.

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- **Question 27:** Could you please advise what is the construction budget, prior to contract award?

Answer 27: Refer to Addendum 2 question 15.

- **Question 28:** The RFP reference required services such as, "abatement of designated substances", "soil remediation", "contaminated soil removal", "contaminated soil management plan", and "environmental engineering". Retaining of such specialists, and providing such services (including designated substances removals/ geotechnical/ environmental/ soil remediation) are not insurable services for OAA practices. Could you please advise if it is the NCC's intent to retain such specialists directly?

Answer 28: The NCC has retained a consultant to complete a designated substances survey (DSS), including abatement specifications, and geotechnical/hydrogeological and environmental investigation. The reports will be provided to the prime consultant.

- **Question 29:** Is elevator consultant required to be part of Design Team, or will it be engaged by NCC directly?

Answer 29: Elevator consulting services shall be retained by the consultant.

- **Question 30:** Does the scope include new roofing system for building A, and/or B, (new asphalt shingles or other)?

Answer 30: Given the planned extent of rehabilitation, consultants are to include for new roofing for both building A and B.

- **Question 31:** Can the NCC please confirm that Site Plan Control Application services are not required?

Answer 31: Site Plan Control Services will not be required for this project.

- **Question 32:** Can the NCC include an allowance to be carried by all bidders towards "12.2 Retender as required for Budget Management" services?

Answer 32: Consultants shall allow for services as described in Appendix A: Section 12.2. Services required beyond this will be considered additional scope.

- **Question 33:** Appendix A (Project Brief) 3.3.3.1(e): "LID measures should be supported by in-situ percolation testing as recommended in the City of Ottawa Low Impact Development Technical Guidance Report (2021)." Please confirm whether the specified testing will be carried out by a firm retained by the NCC (e.g. the Geotechnical Engineer)? (Please note OAA practices are not insured to carry geotechnical engineering services).

Answer 33: The NCC has retained a consultant to complete hydraulic testing in two (2) monitoring wells installed in boreholes. In addition, Guelph permeameter (infiltration) testing will be attempted (dependent on the existing groundwater levels and soil type). If

the soil is frozen at the time of fieldwork, the infiltration testing will need to be deferred until spring 2024.

- **Question 34:** Appendix A (Project Brief) 9.4.5(d): Hydraulic analysis of the site water distribution system to confirm that adequate pressure and flows are available to the new building will require information about the water demands of other buildings within the Rideau Hall property. Please advise whether a recent analysis of the Rideau Hall water distribution network is available to use as a basis the hydraulic analysis required under the current RFP?

Answer 34: Per the Project Brief, the existing water service enters Building B from the municipal ROW. Building B services Building A. An analysis was completed of the water distribution network for the site in July 2013.

- **Question 35:** Submission Requirements and Evaluation – Civil Engineering: The RFP requests that we present representative projects that demonstrate water budget/water balance including runoff volume control, etc. Many of the best examples of such projects have been completed as standalone projects - e.g. stormwater management retrofits within existing municipal roads, or design and construction of new parking lots using permeable pavements. Are projects of this type eligible to receive full marks, or does the NCC require reference projects to have included a new building / building renovation?

Answer 35: Civil projects can be standalone and do not need to be part of projects that have included a building/building renovation to be eligible to receive full marks.

- **Question 36:** Submission Requirements and Evaluation – Project Experience and Expertise of Key Sub-Consultants (5.2): Subsection 3b: are projects required to be construction-complete (i.e. substantially performed), or is it acceptable to use projects which have been fully designed but not constructed?

Answer 36: Projects may be presented which were fully designed but not constructed, however they will not score as highly as those that are constructed.

- **Question 37:** For Appendix B section 5.1 Project Experience and Achievements of the Proponent, would the NCC consider raising the page number from 2 to 3 per projects? (One additional page will allow us to provide all the information requested, including graphics).

Answer 37: Refer to Addendum 2 question 10.

- **Question 38:** Appendix A, Page 3 of 70: The RFP indicates that an as-found Revit Model has been prepared by the NCC. Please confirm whether this model includes all mechanical and electrical components in addition to architectural and structural elements.

Answer 38: The as-found Revit Model includes only architectural elements.

- **Question 39:** Please advise whether the as-found Revit model is available only for the Buildings A and B, or is it also available for the buildings to be demolished.

Answer 39: The as-found Revit Model includes Buildings A and B and the sheds attached to each to be demolished. It does not include the stand-alone building to be demolished in great detail.

- **Question 40:** Please advise the duration of construction to be used as the basis of the bids.

Answer 40: Refer to Addendum 2 question 14.

- **Question 41:** Appendix A, Page 57 of 70: Could you please elaborate on the “Multi-Media” systems required for the project to ensure all bidders include for the appropriate level of effort.

Answer 41: Assume a typical level of hybrid office fit-up requirements for multi-media systems (ie: large screens for presentations and virtual meetings in meeting spaces, employee docking stations with screens, card access requirements, etc.)

- **Question 42:** Appendix A, Page 63 of 70: The RFP states that the certification fee is to be carried by the consultant. Please advise whether this will be a part of the disbursement allowance.

Answer 42: The certification fees will be carried by the NCC.

- **Question 43:** What is the approximate area that will require soil remediation work?

Answer 43: Soil characterization report and recommendations will be provided to consultant.

- **Question 44:** Does the NCC have archaeological services in place or planned for during the project?

Answer 44: NCC will provide archaeological services for the project.

- **Question 45:** Can NCC advise whether they intend to have this project designed in Revit?

Answer 45: Refer to Appendix A: Project Brief, Section 7.2.

- **Question 46:** Can building condition report by SNC-Lavalin dated Sept. 10, 2020 be provided for review before bid closing?

Answer 46: Building condition reports to be provided upon award of contract.

- **Question 47:** Design Development requirements have requested a Class B and Class A cost estimate be prepared alongside the draft and final Design Development Report; however, this level of accuracy only comes with 66% and 99%-100% Construction Documents (Design Packages) respectively. Please confirm that Schematic Design requires a Class D estimate and Design Development requires a Class C estimate?

Answer 47: Refer to question 19.

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- **Question 48:** The RFP indicates the project will pursue certification through Zero Carbon Building Standard. It is correct to assume that with the addition linking the two existing buildings that there will be one single certification pursued for the project?

Answer 48: One single Zero-Carbon design + performance certification will be pursued for the amalgamated building.

- **Question 49:** Meeting requirements for Pre-Design and Tendering stages are currently not included in Appendix A 7.1.2 table. Please update/clarify.

Answer 49: Bi-weekly meetings will occur throughout the pre-design and tendering periods.

- **Question 50:** Appendix A 7.1.2 Frequency of Meetings and Workshops table indicates that 2 FHBRO presentations are required during the DD Stage. Appendix A 1.2.3 Project Milestone Table does not include line items for FHBRO presentations. Appendix A 7.1.7 indicates that the Consultant must prepare and deliver presentations to FHBRO but the FHBRO presentation requirements are not outlined in 7.1.7.4. Appendix A 15.3 Appendix III Deliverables indicates a FHBRO (FHBC) presentation at 33% DD or as required. Please clarify.

Answer 50: Two FHBRO presentations are required as per Appendix A, 7.1.2. Appendix A, 1.2.3 lists FHBRO Committee Review (Presentation) dates as to be determined. FHBRO presentations to be coordinated upon award of contract.

- **Question 51:** Appendix A 1.2.3 Project Milestone Table currently indicates that the Design Packages milestone dates as “Timing Determined with NCCR & CM” and the milestone dates for the tendering phase are not indicated. Please advise as to the assumed duration/milestone dates for the purposes of this RFP.

Answer 51: Refer to Addendum 2, question 14.

- **Question 52:** Given the extensive civil scope of work that is required and the unknown site conditions, site investigation findings, etc., please advise if the civil consulting services can be revised to an allowance, instead of being part of the Consultants fixed fee.

Answer 52: Civil services as described in Appendix A shall be carried by the consultant team.

- **Question 53:** Regarding 7.1.11 (the bilingual requirement) For meetings, do provisions need to be made for French, ie. Does the project architect need to be bilingual? What are the bilingual requirements for construction administration? Any detail you can provide that would clarify exactly what you need in this regard would be greatly appreciated.

Answer 53: The project architect and construction administration are not required to be bilingual.

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- **Question 54:** Regarding 6.1 Studies and Documents
It is noted that an existing Tree Assessment will be provided by the NCC. Is a Certified Arborist required to be on the design team?

Answer 54: An International Society of Arboriculture (ISA) certified Arborist is not required to be part of the design team.

- **Question 55:** Given the extensive RFP undertaking, large project team required, and long list of questions, we would like to request a minimum 2-week extension to the proposal submission deadline.

Answer 55: The solicitation closing date and time are being extended from December 4, 2023 at 3:00 PM EST to December 11, 2023 at 3:00 PM EST.

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