



TENDER ADDENDUM

Architectural Services for NCC Workplace Modernization – Lisgar Road Offices

ES038

November 27, 2023

ADDENDUM No. 4

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 56:** An Elevator Consultant was not included as part of the list of required consultants. The RFP references the need for a LULA or elevator. Please confirm we are to carry an Elevator Consultant as part of our submission.

Answer 56: Refer to Addendum 3, question 29.

- **Question 57:** As Building A is a Heritage Designated Building and Building B has heritage character, please confirm the Lead Design Architect should be CAHP Accredited or that a Heritage Specialist should be included as one of the required consultants.

Answer 57: The heritage requirements for the team will be rated as described in Appendix B, Submission Requirements and Evaluations. Appropriate accreditations and specializations will be noted and taken into consideration in the scoring.

- **Question 58:** Please elaborate on the soil remediation scope of work to be included as part of this project. Please confirm whether the scope of soil remediation and recommendations for execution will be provided by the NCC based on the DSS and Geotechnical investigations.

Answer 58: Refer to Addendum 3, questions 28 and 43.

- **Question 59:** The schedule provided in the RFP does not leave much time for the preparation of construction documents, it does not reflect the time required to submit five (5) different design packages, and it does not reflect the time required for cost estimates which usually take 3 weeks each to prepare once Consultant Documents for the phase are complete. Please confirm the milestone schedule required under SRE 5.5.2.c should be prepared to take these items into consideration as well as completing demolition, abatement, and underpinning in Fall 2024.

Answer 59: Cost estimates will be delivered 10 days after delivery of specified DD packages. Note that the RFP accounts for a maximum of 5 DP's (tender packages), and that these packages will be sequenced in coordination with the CM. The milestone

schedule required under SRE 5.5.2.c should consider the requirements of Appendix A - Project Brief including the consideration of completing minor demolition, abatement, and structural upgrades in Fall 2024.

- **Question 60:** In Part 5 of the RFP, item 5.3 Security Requirement, the text notes 15% of the Construction Documents will need to be Sanitized and Protected. It states that “Document handling requirements for this classification will require more stringent document handling procedures.....”. Can you clarify what scope of work would be included in this 15% and which Sub-Consultants will likely need Secret Clearance? Is the NCC willing to sponsor sub-consultants to upgrade their clearance? If yes, what happens if clearance (corporate FSC or individual Secret clearance) isn’t granted in time for the handling of sanitized and protected documents?

Answer 60: PART 5 - Resulting Contract Clauses, point 5.3 as well as Appendix A Section 7.2.3. Security and Document Handling to be modified as follows:

The security requirements for this project are as follows:

- a) Project Security Classification: **Sanitized and Unclassified**. This classification will apply to 100% of the project whereby all documents will be sanitized according to NCC protocol and Unclassified, without stringent document handling procedures.
 - b) Consultant Security Screening Level: **Reliability** as a minimum, however as noted in Addendum 2 question 16, **Secret** clearance is beneficial for unescorted site access.
- **Question 61:** For the ACPDR submission and presentation, please confirm if the consultant team is responsible for preparing the submission. Or are we to simply support the NCC’s preparation of the submission/presentation?

Answer 61: The consultants will prepare and deliver presentations as outlined in Appendix A section 7.1.7. The NCC will support these preparations as required.

- **Question 62:** Please clarify the scope of the furnishings and equipment for the FF&E. Is the consultant team expected to include for procurement of these items as part of our scope of work?

Answer 62: The project team is expected to include for specification and procurement of FF&E in alignment with Appendix A: Project Brief.

- **Question 63:** Page 11 of the RFP, section 2.2 Project Vision and Design Priorities it is highlighted that we should design to accommodate future changes in use. What future changes of use are expected? Please clarify what we should be accommodating for.

Answer 63: There are no immediate changes of use for consideration under this project.

- **Question 64:** Page 15 of RFP there is reference to “open” and “closed”. Please confirm open and closed refers to open workstations versus closed office space.

Answer 64: Appendix A, section 3.1.3's reference to "open" and "closed" refers to open and closed office space. Refer to Figures 4 + 5 for details on open workstations versus closed offices.

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- **Question 65:** Page 29 of the Appendix A Design Brief section 3.5.4 Design Parameters and Report, bullet ‘d’ – Please confirm which “existing seasonal” spaces are being referred to and should be heated to 10°C during the winter. During the job showing it was noted that the unheated porches are being demolished.

Answer 65: In reference to Appendix A, section 3.5.4, there are no existing seasonal spaces under this project.

- **Question 66:** During the job showing it was noted construction documents should adhere to the National Building Code (NBC). A Building Permit application with the City of Ottawa has been identified as a requirement with the assumption that the City of Ottawa inspection will be conducted for occupancy. Normally the City of Ottawa expects application for building permit to adhere to the Ontario Building Code (OBC). Please clarify the intent and which building code should be met.

Answer 66: The project will adhere to the National Building Code, however the municipal permit set should include both OBC and NBC matrices.

- **Question 67:** 5.5 2 c in the SRC, please confirm the work breakdown structure should only include hours per task and no associated fees.

Answer 67: Confirmed, breakdown structure does not require fees.

- **Question 68:** Are any as-builts of the existing services for the site available for review?

Answer 68: Survey indicating building services will be provided at award of contract.

- **Question 69:** Will a hydrant flow test be required for the development of the water pressure analysis? Or is pressure data available to the consultant? If a hydrant flow test is needed, does the tester also require Reliability clearance?

Answer 69: A hydrant flow test will be required as the latest watermain analysis was completed in 2013 for the site. The hydrant flow tester will require reliability security clearance.

- **Question 70:** Appendix A item 3.3.2c indicates a downstream capacity analysis is needed for the storm sewer. How far does the downstream analysis need to go? Is flood analysis also required? Is the downstream capacity analysis required if the site storm is being controlled at or below pre-development levels?

Answer 70: A downstream capacity analysis is required (regardless of pre-development flows) for the storm sewer to the municipal connections within the City ROW and/or outfall within NCC property. In addition, coordination will be required with the City to identify and coordinate the storm sewer connections within the ROW (i.e., Dufferin Road and Lisgar Road). Flood analysis is required.

- **Question 71:** Based on the information provided in the RFP and at the site visit, it appears the schematic design scope, phasing, scheduling, and costs all require large effort to establish the direction and scope of the project. It was noted at the walkthrough that many aspects ‘will be determined during design,’ which cannot be fairly priced. As

such, we request that the NCC consider reducing the scope to Schematic Design only for this RFP.

Answer 71: The RFP is to include all aspects of the project scope as detailed in Appendix A: Project Brief.

- **Question 72:** Given the construction budget is only to be released upon award, can the NCC please confirm their understanding that this renovation project will be in the several million-dollar range?

Answer 72: An order of magnitude budget has been developed which is reflective of the scope and complexity of this project as described in Appendix A and during the mandatory site visit, and includes appropriate risks and contingencies.

- **Question 73:** Per 10.1 Design Development: “The overall design is to be sufficiently advanced by the Design Team at the 66% DD stage to start designing critical base building DPs. Base building DPs prioritized by the CM are to incorporate comments or direction from the 100% DD approval processes.”
 - a. We would like to suggest that the NCC determine the design packages during Schematic Design or during 33% DD - 66% DD is too late. Establishing such packages later in design incurs delays and additional re-work and costs.
 - b. Please clarify if separate drawing sets per design package will be required.
 - c. Please confirm that the CM will be brought on board at Schematic Design.

Answer 73: A CM will be brought on at Schematic Design phase and DP strategies will be established at that time. Consultants should allow for the delivery of multiple packages to facilitate sequential project delivery, as described in Appendix A section 1.3.5.

- **Question 74:** Per 3.5.5: “The building does not need any sprinkler system.” Please confirm the basis for this statement.

Answer 74: Consultant to validate through comprehensive building code analysis.

- **Question 75:** Per 3.6 Electrical: Please confirm the new buildings will not be supplied by emergency power.

Answer 75: Consultant to validate through comprehensive building code analysis.

- **Question 76:** Can the NCC please provide a tentative, complete schedule including construction duration to allow fair pricing?

Answer 76: Refer to Addendum 2, question 14.

- **Question 77:** Per 1.2.3 Milestones: There is no time allocated for Client review after submissions of SD and DD deliverables – can you please confirm if Proponents are to assume 2-week review periods?

Answer 77: Assume a 2 week client review period for SD and DD deliverables.

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- **Question 78:** Please confirm if the consultant team (Cost Consultant) is required to provide Lifecycle costing.

Answer 78: Life cycle costing analysis will be required as part of the sustainable design strategy as noted in Appendix A section 9.4.2 (d)&(e).

- **Question 79:** Please confirm if the existing roof finishes (asphalt shingles) are to be replaced like-for-like, or is it anticipated that, if historical research finds that the original finishes were something else (metal, slate etc.) returning to the original materials is to be considered.

Answer 79: The new roof finish will be explored in further detail throughout schematic design and design development.

- **Question 80:** Section 1.1 – please confirm what Level of Detail (LOD) the REVIT model was created.

Answer 80: The Level of Detail (LOD) of the REVIT model is LOD 200 (Approximate Geometry) for Building A and Building B architecture scope only. The adjacent buildings on site are modeled to LOD 100 (Conceptual).

- **Question 81:** Section 1.3.1 – notes that Commissioning services will be engaged separately. Will oversight / review of the commissioning activities be a required service from the consultant team?

Answer 81: Commissioning services to be carried out by a third party, outside the scope of this project.

- **Question 82:** Section 4.2 Additional Expertise: There does not appear to be a clearly defined scope of work for the Security specialist indicated in section 3 of the Design Brief. Would the NCC be able to provide an outline of the expectation for this consultant so that the proponents can obtain an appropriate fee proposal from the sub-consultant for this work.

Answer 82: The Security Specialist is no longer a required consultant/specialist. Refer to question 60.

- **Question 83:** Section 7.1.2:
 - Please confirm if a Value Engineering workshops at the DP stage is required for each design package or will only one workshop be held for all packages concurrently.
 - Value engineering workshops are indicated at the DP stage and Construction stages, which is rather late in the design process. If extensive changes are required to the design / construction contract documents due to the workshop, will the NCC consider this work as supplementary/additional services from the consultant team?

Answer 83: Assume 2 value engineering workshops as noted in Appendix A: section 7.1.2, timing to be determined with CM and NCCR. If extensive changes are required to the design/construction contract documents, the NCC will consider this work as additional services.

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- **Question 84:** Section 13. There does not appear to be a requirement for regular construction meetings with CM during the construction period. Please confirm if the consultant team is to anticipate bi-weekly meetings, either virtual or in-person.

Answer 84: Refer to Appendix A: Section 7.1.2, noting that construction meetings will be bi-weekly.

- **Question 85:** Section 13. It appears that only regular monthly site progress review is required from the construction team rather than bi-weekly which would be more typical for this type of project. Please confirm that our understanding of the requirement is correct.

Answer 85: Refer to question 84.

- **Question 86:** Section 14 item 5: Please confirm that the NCC and not the consultant team is to carry the costs required for registration and certification for ZCB-Design and ZCB-Performance. If not, will the NCC provide an allocation/disbursement amount based on current costs plus anticipated indexing.

Answer 86: Refer to Addendum 3 question 42.

- **Question 87:** Section 15.3 Deliverables summary: The table indicates that a Class A estimate is required subsequent to the 99% DD submission, however, a Class A estimate is also included as part of the DP services. Please confirm that the consultant team is only responsible to provide the Class A estimate during the DD phase of the project.

Answer 87: Refer to Addendum 3, Question 19.

- **Question 88:** Addendum 1, Cost Consulting, please clarify in regards to what information the NCC would like us to include on the third party Cost Consultant as they are not mentioned in Appendix B "Submission Requirements and Evaluation".

Answer 88: The NCC has not outlined specific criteria for the Cost Consultant beyond that they are mandatory sub-consultants.

- **Question 89:** For project experience of key sub-consultants, can you confirm if projects are permitted to be in the design phase? Or if a points deduction will be incurred?

Answer 89: Refer to Addendum 3 question 36.

- **Question 90:** Is a primary goal of the project to complete a seismic upgrade of the existing buildings? Will a seismic evaluation and upgrade be expected, or is evaluation limited to gravity loads due to change of use? If seismic upgrade is expected, can it be assumed that a detailed design for seismic upgrading is excluded from the base contract and will be added to the contract during design based on the results of the evaluation?

Answer 90: Refer to Appendix A, Sections 3.4 and 10.4.7. Consultant to validate required structural upgrade requirements through comprehensive building code analysis. If a seismic upgrade is determined to be required, the NCC will consider this work as additional services.

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- **Question 91:** Are reports available discussing the Building A “unstable rubble foundation” and the building B existing roof structure requiring repair / deteriorated concrete basement floor and walls?

Answer 91: Building condition reports will be provided upon award of contract as well as video footage of rubble foundation of Building A.

- **Question 92:** Regarding appendix A, section 3.4.1 “Design Temporary support System... “. Industry practice of temporary support required for construction is the purview of the contractor’s engineer, with the structural engineer providing a performance specification for them to bid and follow. Please confirm that the structural engineer is not being asked to complete a detailed design of temporary supports/ shoring.

Answer 92: Structural engineer is not being asked to complete a detailed design of temporary supports/shoring.

- **Question 93:** Please provide an estimated duration of construction for all bidders to provide the same number of bi-weekly construction meetings, site review, and any other items dependent on the construction schedule.

Answer 93: Refer to Addendum 2 question 14.

- **Question 94:** Appendix A, Page 57 of 70: Could you please elaborate on the type of security systems required for the project to ensure all bidders include for the appropriate level of effort. For example, are intruder detection, video surveillance, card access systems required, and are these to be integrated with existing campus systems as a part of the consultant’s scope.

Answer 94: Refer to questions 60 and 82.

- **Question 95:** Appendix A, Page 57 of 70: Could you please elaborate on the type/extent of IT systems required for the project to ensure all bidders include for the appropriate level of effort.

Answer 95: Refer to Appendix A, Section 9.4.8 Electrical. IT system requirements should include communications back box locations to be coordinated during design. Conduits shall run from the back box to the IT room. Conduit routing to be determined during design. An IT consultant will provide the fit-up requirements under a separate contract.

- **Question 96:** Appendix A: Project Brief 7.2.3 Security and Document Handling: “This classification will apply to approximately 15% of the project scope whereby all documents will be sanitized according to NCC protocol and then assigned a Protected security level of Secret. Document handling requirements for this classification will require more stringent document handling procedures as confirmed by NCC Corporate Security. Employees, including sub-consultants, working on the more stringent scope of work will require Secret level security clearance.”

As these have been noted as “sanitized” and not “protected documents” please confirm this will not require work to be completed or stored in a secure room or worked on secure computers/IT, and personnel with Secret clearance on normal company servers and normal employee computers can be utilized to deliver these documents.

Answer 96: Refer to questions 60 and 82.

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