



# Addendum #1

**TO:** All Bidders

**FROM:** District of Sooke

**DATE:** April 13, 2021

**PROJECT:** **Architectural Consulting and Design Services  
Request for Proposals**

**FILE NO:** 1790-20

---

## 1. PRECEDENCE

1. This Addendum shall form an integral part of the Work. This Addendum shall take precedence over all requirements of the request for quote documents with which it may prove to be at variance unless otherwise qualified by the District.

## 2. PURPOSE

1. This addendum is in response to enquiries as per the Invitation to Submit Proposals document.

## 3. QUESTIONS

The questions below have been modified for clarity:

1. Please consider an extension to the closing date.

Response:

The closing date has been extended to Friday, April 30 at 3 pm local time.

2. This RFP seems more like a standing offer. Would that be accurate?

Response:

Yes. The District requires a standing offer of prices for a team that take get us through the renovation of the fire department/municipal hall. In addition, the district would like the respondents to provide a high-level estimate of costs to provide the service listed so that we can manage our budgets and expectations.



# Addendum #1

3. Given the pandemic and trying to limit contact as much as possible, the current standard seems to be to allow electronic submissions only (Item 2.2). Would the District allow electronic submissions and forego submission of physical copies for this RFP?

Response:

Yes. Please forego the hard copy submissions.

4. Given that the Assessment Report is now +/- 1 year old, are any additional building deficiencies more critical and need to be added to the scope (Item 3.2)?

Response:

The building is relatively stable therefore it is not expected there has been significant deterioration since the assessment last year. It is important to note that the assessment report was based on a high level, non-invasive visual assessment of the building therefore we are undoubtedly dealing with unknowns.

5. The Background section (Item 3.2) identifies a list of work as 'Immediate Costs' and 'Near and Long Term' items. Please provide more clarity on the scope included for this project, or an anticipated overall construction budget?

Response:

We have allocated approximately \$350,000 to the firehall renovation and anticipate \$1.5 million to be allocated over the next 3 to five years. All costs provided in the building assessment are Class D estimates therefore we need the successful proponent to work with staff to prioritize projects, define scope and budgets on an annual basis to achieve both short, near and long term goals of the assessment.

6. In the section on Roles (Item 3.4), it describes that the successful proponent will 'project manage' the design, tender and construction. As Architects, we typically manage the consultants and scope of the teams' work, though 'project managing' through Tender and Construction is not typically the Architect's or Prime Consultant role. Will this role be in lieu of a Project Manager being assigned to the project from the District of Sooke, and if so, can you provide a more detailed description of the duties expected.

Response:

Yes. We expect the successful proponent to provide contract administration, inspection reports, verification of completion and change orders etc. for the construction project(s) once the construction bids are awarded. Sooke staff will work with the successful proponent



# Addendum #1

to post construction tenders based on the proponent's design, develop contracts and coordinate logistics to ensure that we are able to have business continuity in the fire department and municipal hall.

7. Should our team include a Cost Consultant?

Response:

Yes. We will require estimates at various stages, and we expect that a cost consultant could be part of the contract administration.

8. Do you foresee any interior design services being required such as selection of materials, colours, and finishes, furniture specifications and tender, furniture layouts, etc.?

Response:

No. We do not foresee needing these services.

9. The RFP states that only non-load bearing walls will be removed. However, we would recommend carrying a Structural Engineering consultant as well to confirm there are no structural implications with the changes. We would propose a fee just for confirmation and review by structural for the proposal, with additional structural fees added if required when the work begins.

Response:

Yes. This is acceptable.

10. Are there full construction documents of the existing building, and do you have these in CAD.

Response:

We will post the scanned document on our website. They are not available in CAD.

11. In terms of the consultants to carry for the project, we are assuming Mechanical, Electrical and Structural (as noted above.) No exterior work anticipated, (Civil & Landscape). This relates more to future work noted in the proposal.

Response:

Correct. We do not anticipate needing any exterior civil or landscape work.