



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

**REQUEST FOR PROPOSAL
FOR
ARCHITECTURAL SERVICES for
CHATHAM ELEMENTARY SCHOOLS CONSOLIDATION PROJECT
PHASE 1**

RFP #: CP1901

ADDENDUM #2

QUESTIONS & ANSWERS

Due Date: August 17, 2017 before 4:30:00p.m., Local Time

Tender Submission Location: 420 Creek St, Wallaceburg, ON N8A 4C4

Attention of:
Mr. Tony Prizio
Purchasing Department
St. Clair Catholic District School Board

ADDENDUM #2

1. REVISED - 5.7 Proposal Format

Section 4 Project Specific Criteria – Page limit 3

Section	Title	Page Limit
	Agreement to Contract – Appendix A	1
1	Approach to the Assignment	1
2	Approach to Meeting Schedule	1
3	Approach to Cost Control	1
4	Project Specific Criteria	4 – 3
5	Appropriateness of Key Team Members	1 + resumés
6	Sub Consultants	1

2. REPLIES TO QUESTIONS RECIEVED

QUESTIONS (Q) AND ANSWERS (A)

Q1. Item 5.4 does not allow a great deal of space to elaborate on our project experience. May we provide an appendix with additional project information and photos to supplement our response to this section?

A1. Refer to revised Proposal Format above - Board has increased Project Specific Criteria Page Limit to a total of 3 pages.

Appendix will not be accepted for project information and photos to supplement responses.

Q2. Item 5.5 (p.16) the second paragraph mentions “Project Architect and key team members”. Does this refer to the architects staff only or does this include sub-consultant staff? Also if sub-consultants are included, the page limit of 1 page may not be enough to demonstrate the roles of the architectural staff (project architect, job captain, interior designer, contract administrator) plus six sub-consultant firm team members. Would it be possible to increase the page limits for this section?

A2. Yes - this is the Architectural Staff only and does not include sub-consultants staff in this section.

Q3. Item 5.5 (p.16) the last paragraph indicates that we are to provide a matrix to demonstrate the proposed time commitment for team members. Do you wish to see this expressed as a percentage of each person's overall time on the project (10% SD, 15% DD etc.) or an estimate of hours or Please confirm.

A3. Yes - Percentages must be provided for Members of the Architectural Staff. The Board requires proposed time commitment for key Architectural Team members.

Proponents should provide a small table containing areas of work as provided in paragraph item 5.5. containing team members and their percentage.

This information is to be included with section 5.5 Section 5 – Appropriateness of Key Team Members.

Q4. In Item 5.6 provides an opportunity for us to provide information regarding our sub-consultant firms, however, there does not seem to be an opportunity to provide similar information on the architectural firm. May we also provide a one page writeup in a similar fashion for our firm either at the start of this section or as an appendix?

A4. Item 5.4 Section 4 – Project Specific Criteria #1 allows the opportunity for information on the Architectural Firm.(Please note this section page limit has been increased to a total of 3 pages – as noted above)

Q5. Appendix B, Item 3 requests hourly rates for Architect and Sub-Consultants. It will be difficult to include hourly rates for all of our sub-consultants (Structural, Mechanical, Electrical, Civil, Landscape, Code) in the space provided for Sub-Consultants. May we attach an additional page with sub-consultant hourly rates?

A5. Yes- the Board will accept an additional page with the sub-consultants hourly wages. The Architect information must be answered on the page provided in the RFP document.

This concludes the addendum #2.