



**ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD**

Addendum # 001

**REQUEST FOR PROPOSAL NUMBER: 622-CP2105-AS
Architectural Services for Portapak Demolition, School
and Childcare Addition and Retrofit Project
Sacred Heart Catholic School, Port Lambton, ON**

Submission Deadline and Location:

**February 9, 2021
4:00:00 PM Local Time
Submission Via Email**

Issued: February 2, 2021

ADDENDUM #001

This addendum forms part of the Bid Documents and amends the original Request for Proposal issued on January 12, 2021.

1. QUESTIONS AND ANSWERS

RESPONSES TO QUESTIONS RECEIVED

- Q1:** Part 5 Proposal Criteria, Tab 3, Category 3 asks for project experience with modular construction of childcare or school facilities. After reviewing the RFP document Scope of Work & Scope of Services there appears to be no reference to modular construction other than the demolition/removal of the existing portapaks. Is it the intent of the board to seek a modular construction method for the additions and if not, what weight will this category carry in the evaluation of the proposals?
- A1:** The ministry of education has asked all school boards to explore the possibility of using modular construction opportunities for new schools and additions. The board is seeking an architect who has experience with modular construction practices and able to guide the board on the benefits vs pitfalls of modular vs traditional construction during the consultation process. Each category in Tab 3 is equally weighted.
- Q2:** Could the Board confirm if a Site Plan Agreement exists and if the proponent only requires a civil scope for the area of the proposed port-a-pak removal and the Phase 1 classroom and childcare additions, or if a Site Plan is required for the entire school property?
- A2:** The Board is seeking the successful proponent to submit a Site Plan Agreement for the entire property on the Boards behalf.
- Q3:** Could the Board confirm if a topographic survey and base site plan drawing preparation is required for the entire property or just the west end around the proposed additions?
- A3:** The Board will turn over a topographic survey completed in 2019 of the entire property. The successful proponent can use the CAD file to complete a proper site plan drawing.
- Q4:** In the Scope of Work section 4.2, the Phase 1 scope includes “Construct a new childcare play yard, parking lot and drop off See Appendix D – (4)” and the Phase 2 scope includes “Upgrade existing parking lot and school yard for expanded childcare.” Is this describing the same work, or is Phase 1 describing parking lot improvements on the Stoddard Street R.O.W. and Phase 2 describing upgrades to the existing parking lot at the east end of the school?
- A4:** There are no upgrades planned for the East parking lot. Only the West parking lot will be upgraded to accommodate the new childcare addition and the school’s bus loading. The timeline of the existing parking lot work will be determined with the successful proponent.

- Q5: Does the Board have existing mechanical record drawings? Can we assume that the water and sanitary extensions for the proposed additions and renovations will be internal extensions from existing plumbing within the existing corridor, or are you anticipating requiring new municipal services to the site?**
- A5:** The Board does not have existing mechanical, architectural, electrical, structural, and site servicing as built drawings. Please refer to Appendix F, section 3.4 and 3.5 which states the expectation of the Board for measuring and verifying drawings. The Board will be looking to the successful proponent to confirm the building services required to accommodate the new additions. If the existing service sizes are not adequate, the board will be looking for the successful proponent to design new municipal services.
- Q6: While not explicitly asked for (yet it is noted that they will not be included against the page count), may resumes be inserted as part of the associated tab? For example, Tab 1 Firm Profile and Tab 2 Major Consultants ... can resumes for key personnel be included as part of the Tab?**
- A6:** Yes, resumes can be submitted and will not count against the page count.
- Q7: For Project Experience, are we permitted to use the same project in more than one category?**
- A7:** Yes.
- Q8: Page 12 states “Before an award is made, the successful proponent must submit their firm’s COVID-19 protocol to the Board.” Would the Board please clarify whether proponents are expected to include information on their COVID-19 protocol in their proposal submissions, or will this only be expected of the selected successful proponent?**
- A8:** No, a proponent’s COVID-19 protocol is not listed as a mandatory requirement for submission and therefore does not need to be provided at the time of submission. The successful proponent will be required to submit their protocol before an award is made.
- Q9: Page 17 states that “Submissions should be bound as a single PDF file for each TAB.” Would the Board please clarify whether this means separate PDF documents are expected to be submitted for the Corporate Profile, Major Consultants, Project Experience, Project Performance, and Methodologies tabs, for a total of 5 individual PDF files, in addition to those for the Agreement to Contract, WSIB and Insurance, and Fee Proposal (8 files total)?**
- A9:** Proponents may bind some or all TABs of the Written Proposal and mandatory requirements into one PDF file if doing so does not exceed the file size limits of outgoing/incoming mail during submission. The Fee Schedule must be submitted in a separate email from the Written Proposal per section 2.6 Proposal Submission.
- Q10: The description of Tab 3 in the table in section 5.1 on page 23 requests 3 project examples for 3 categories of project. Would the Board please clarify whether the same project may be submitted for more than one category?**
- A10:** Yes.

- Q11:** The description of Tab 3 in the table in section 5.1 on page 23 requests 3 project examples for “Modular construction of childcare and/or school facilities.” Would the Board please clarify what is meant by modular in the context of school design?
- A11:** Please refer to answer A1. The Board has experience constructing schools using both modular and traditional construction practices. The Board is looking to the successful proponent to describe the best method of construction for the childcare addition.
- Q12:** **Playground equipment design: Is the playground to be included in the proposal or will the SCCDSB will provide it?**
- A12:** The successful proponent will not be required to design the playground equipment. The successful proponent will be required to design the childcare required playground areas (infant, toddler, and preschool), which includes chain link fences, gates, hardscape, housekeeping pads for outdoor sheds, fence to separate childcare yard from the school yard.
- Q13:** **In Part A10 of the OAA Standard For of Contract for Architects Service there is no mention of Consulting for the Public Address System, Communication/IT System, or Audio-Visual Systems. Can you please clarify if these services shall be carried by the Architect, or if these services will be carried by the Client.**
- A13:** Yes, Public Address System, Communication/IT System, and Audio-Visual Systems are to be included in the architectural services. These electrical items are normally designed and specified by the electrical consultant which falls under the architectural services as identified in Appendix F, Part A10.
- Q14:** **No feasibility study of the existing centralized systems was included in the RFP. Please confirm that upgrade of existing centralized systems is not part of the base scope of work. For example: main electrical service to the building, centralized boiler plant, etc.**
- A14:** If upgrading of centralized systems are required it is to be included in the successful proponent’s scope of work.
- Q15:** **With respect to Tab 3 Project Experience Category 3: Modular construction of childcare and or school facilities ... can this be expanded to show examples for additional building types? ... For example we have experience with modular construction but not necessarily childcare or schools.**
- A15:** Refer to A1.

This concludes Addendum #001.