



**ST. CLAIR CATHOLIC**  
DISTRICT SCHOOL BOARD

*Lighting the Way ~ Rejoicing in Our Journey*

**REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECTURAL SERVICES FOR  
SARNIA SECONDARY SCHOOLS  
CONSOLIDATION PROJECT**

**RFQ #: 715-CP1301**

**ADDENDUM #3**  
**QUESTIONS & ANSWERS**

**DUE DATE: MARCH 27, 2012 at 4:00:00 p.m., Local Time**

**Mailing Address:**  
Mr. Tony Prizio  
Purchasing Department  
St. Clair Catholic District School Board  
420 Creek Street  
Wallaceburg, ON  
N8A 4C4

## ADDENDUM, QUESTIONS & ANSWERS

### ADDENDUM #3

- A3.1 Request for Qualification document (RFQ#: 715-CP1301) – Submission closing time has been changed to **Tuesday, March 27<sup>th</sup> at 4:00:00 p.m.** (refer to attachment enclosed for revised cover sheet).
- A3.2 Request for Qualification document (RFQ#: 715-CP1301) – Part 5: REQUIRED WRITTEN RESPONSES – 5.6 Section 6 – Legal Proceedings: Evaluation criteria item has been deleted from the qualification list. (refer to attachment for revisions to pages 2, 4, 13 & 14).

### QUESTIONS AND ANSWERS

1. QUESTION: *Section 5.11 Submission Format (pg. 13 of the RFQ document) states:*

*--- Page limits for Project Experience will allow for one 8.5 x 11 inch page for each project, in addition to the Appendix B forms, and one 8.5 x 11 inch page to describe legal processes.*

*Can you please clarify what is meant by describing legal processes?*

*Is this different from the Legal Proceedings information being requested in section 5.6 Section 6 - Legal Proceedings? Based on the page limit chart, Section 6 is already limited to 1 page.*

- ANSWER: **Addendum No. 3 deletes the requirement to submit a response for 5.6 Section 6 - Legal Proceedings.**

2. QUESTION: Requirement for a LEED Accredited Professional

*Our Team has designed and constructed one of the only LEED Platinum Buildings in Ontario. However, the LEED Accredited Professional that we intend to include on our team for the St. Clair Catholic District School Board will be a sub-consultant moving forward. This specialist will be identified in the RFP we submit for the next phase of the project, should we be shortlisted.*

*Given that there is no stated intention to achieve LEED Certification for the project, we would like to know if this approach would be sufficient for the purposes of the St. Clair Catholic District School Board's requirement.*

- ANSWER: **There is no plan at this time to achieve LEED Certification for this project but the mandatory criteria identified on Page 4 section 2.2 will remain as specified.**

**3. QUESTION:** Experience within the last 5 years

*Our team has a significant amount of experience designing and constructing secondary and elementary schools in the past 10 + years. Given that there have not been many high school projects completed in the province of Ontario within the past 10 years (since most boards have been dealing with elementary school consolidation, and declining elementary demographics), would it be reasonable to consider post secondary schools completed beyond the 5 year mark; more specifically 10 years and beyond?*

**ANSWER:** We will accept past project experience beyond the 5 year criteria identified on page 11 in 5.3 Section 3 – Project Experience. Respondents that are able to meet the specified requirement will receive a higher ranking for meeting the requirements identified in the RFQ.

This concludes the addendum #3.



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FOR  
ARCHITECTURAL SERVICES for  
SARNIA SECONDARY SCHOOLS  
CONSOLIDATION PROJECT**

**RFQ #: 715-CP1301**

**ISSUE DATE: MARCH 9, 2012**

**DUE DATE: MARCH 27, 2012 at ~~3:00:00 p.m.~~ Local Time**

**Change to 4:00:00 p.m. - Addendum No. 3**

**Mailing Address:**

Mr. Tony Prizio  
Purchasing Department  
St. Clair Catholic District School Board  
420 Creek Street  
Wallaceburg, ON  
N8A 4C4

## TABLE OF CONTENTS

<b>Part 1:</b>	<b>INTRODUCTION</b>
	1.1 Invitation
	1.2 Background
	1.3 Definitions
<b>Part 2:</b>	<b>EVALUATION PROCEDURES</b>
	2.1 Mandatory Requirements
	2.2 Mandatory Criteria
	2.3 Rated Criteria
	2.4 Prequalification
	2.5 Project Experience Verification (Pass/Fail)
	2.6 Award of Work
<b>Part 3:</b>	<b>SUBMISSION REQUIREMENTS</b>
	3.1 Submission of Qualifications
	3.2 Signing of Submissions
	3.3 Late Submissions
	3.4 Submission Opening
	3.5 Cancellation
	3.6 Acceptance of Submissions
	3.7 Clarification
	3.8 Conflict of Interest
	3.9 Enquiries
	3.10 Respondent Expenses
	3.11 Addenda
	3.12 Errors and Omissions
	3.13 Right to Waive Non-Compliance
	3.14 Municipal Freedom of Information and Protection of Privacy Act
<b>Part 4:</b>	<b>SCOPE</b>
	4.1 Scope of Work
	4.2 Scope of Services
	4.3 Architect Evaluation
	4.4 Insurance Requirements
<b>Part 5:</b>	<b>REQUIRED WRITTEN RESPONSES</b>
	5.1 Section 1 – Company Profile
	5.2 Section 2 – Design Innovation/Unique Solutions
	5.3 Section 3 – Project Experience
	5.4 Section 4 – Cost Effective Design
	5.5 Section 5 – Budget/Design within Budget
	<del>5.6 Section 6 – Legal Proceedings</del> <b>deleted by addendum No. 3 – March 21, 2012</b>
	5.7 Section 7 – Project Approach and Methodology
	5.8 Section 8 – Project Team for this Project
	5.9 Section 9 – References
	5.10 Section 10 – Unique Qualifications
	5.11 Submission Format
	5.12 Page Format
	5.13 Binding and Labelling
	5.14 Proprietary Content
<b>Part 6:</b>	<b>SCHEDULE</b>
	6.1 Schedule for Selection
<b>Appendix A – Acknowledgement of Process</b>	
<b>Appendix B – Project Experience</b>	

## Part 2: EVALUATION PROCEDURES

### 2.1 Mandatory Requirements

In order to be eligible for evaluation against the rated criteria schedule, responses must meet all mandatory requirements and criteria as contained herein. Responses that do not meet the mandatory requirements and criteria will not be considered.

### 2.2 Mandatory Criteria

All Respondents must hold a valid Certificate of Practice issued by the Ontario Association of Architects (OAA).

At least one member of the Respondent's team shall be LEED accredited.

Respondents must not currently be in litigation against the St. Clair Catholic District School Board.

### 2.3 Rated Criteria

An evaluation committee has been created to review and evaluate all RFQs. The Board reserves the right to change the members of the evaluation committee as it requires.

Each section of the response will be scored on a scale of 0 - 10 as follows:

- 0 non-responsive
- 1 - 2 poor
- 3 - 5 below expectations
- 6 - 7 meets expectations
- 8 - 9 above expectations
- 10 greatly exceeds expectations

Each section scored 0 -10 will have its score multiplied against the section weight for total points awarded for that qualification section. Responses will be evaluated on the following criteria:

Evaluation Criteria Schedule	Section Weight	Points Available
<b>Qualifications</b>		
1. Company profile	2	20
2. Design Innovation/Unique Solutions	1.5	15
3. Project Experience	10	100
4. Cost Effective Design	3	30
5. Budget/Design within Budget	3	30
<del>6. Legal Proceedings - deleted by addendum No. 3 – March 21, 2012.</del>	<del>4</del>	<del>40</del>
7. Project Approach and Methodology	1.5	15
8. Project Team for this Project	5	50
9. References	1	10
10. Unique Qualifications	2	20
Project Experience Verification (Pass/Fail)		
<b>Total</b>		<b>290</b>

Respondents should include the following information for each project on the attached forms (Appendix B) provided:

- Owner
- Project name(s)
- Completion date(s)
- Project location(s)
- Project construction budget(s)
- Total project construction value(s)
- Project owner contact information
- Details of the project

Scoring will consider, but not necessarily be limited to, the following: project's similarity to that of the Board and number and value of completed projects similar to a school board's requirements.

#### **5.4 Section 4 – Cost Effective Design**

Please list the cost per square foot for your new construction projects in the past five years. Please exclude all Site Costs and Professional Fees. For projects completed in the last five years please list the Cost Estimate, Bid Amount, and Difference. Please list any changes in scope if appropriate and if this change in scope resulted in an increase in your fee.

#### **5.5 Section 5 – Budget/Design within Budget**

Respondents shall provide an outline of its proposed method to monitor costs associated with design and construction. The Respondents shall describe how they will keep the Board informed of all issues impacting cost and the overall budget.

#### ~~5.6 Section 6 – Legal Proceedings~~

~~Respondents shall identify any on-going legal proceeding or pending legal proceeding (arbitration, complaint, or court action) filed by an Owner or contractor against your firm for any project in the past five years. – Section deleted as per addendum No. 3. – March 21, 2012.~~

#### **5.7 Section 7 – Project Approach and Methodology**

Provide a detailed description of the methodology and project management approaches to be used when providing services to the Board.

#### **5.8 Section 8 – Proposed Team for this Project**

Respondents shall provide qualifications and experience of the design team members to be assigned to this project, including a clear indication of the roles to be performed by each individual for this project. Please be very specific regarding the proposed personal involvement of each design individual. When describing previous project experience for the personnel, please indicate the specific role of the individual for the particular project listed.

#### **5.9 Section 9 – References**

Respondents shall provide a minimum of five references that the owner is able to contact.

### 5.10 Section 10 – Unique Qualifications

Respondents shall explain why their firm should be selected by the owner.

### 5.11 Submission Format

Submissions must include all data and information requested and must be submitted in accordance with these instructions. Respondents shall assume that the Board has no prior knowledge of their experience, and the submission evaluation will be based solely on the information presented in the submission.

The submission shall include the Acknowledgement of Process, Declaration of Conflict of Interest (if required as per item 3.8) and be divided into sections as described below. Page limits for each section are summarized in the following table:

Section	Page Limit
Acknowledgement of Process	1
Declaration of Conflict of Interest (if applicable)	1
Company Profile	2
Design Innovation/Unique solutions	1
Project Experience	10
Cost Effective Design	2
Budget/Design within Budget	2
<del>Legal Proceedings</del> deleted by Addendum No. 3	<del>4</del>
Project Approach and Methodology	2
Project Team for this Project	5
References	1
Unique Qualifications	1

Page limits for Project Experience will allow for one 8.5 x 11 inch page for each project, in addition to the Appendix B forms. ~~and one 8.5 x 11 inch page to describe legal processes.~~ Addendum No. 3

The content of each section shall address the subjects in the order and format detailed through 5.1 - 5.10.

Submissions will be evaluated up to the page limits listed in the format instructions. Material exceeding the specified page limits will not be evaluated. Excess material will be removed from the section to which the page limit applies.

### 5.12 Page Format

Pages shall be single spaced. Page size shall be 8.5 x 11 inches. All margins shall be no less than 1 inch. Pages should be numbered sequentially.

All copies of the submission shall be printed single sided.