



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

Addendum # 001

REQUEST FOR PROPOSAL NUMBER: CP2102

Architectural Services for New Catholic Elementary School

Sarnia, ON

Submission Deadline and Location:

December 8, 2020

4:00:00 PM Local Time

Submission Via Email

Issued: December 1, 2020

ADDENDUM #001

This addendum forms part of the Bid Documents and amends the original Request for Proposal issued on November 6, 2020.

1. APPENDIX B: AGREEMENT TO CONTRACT

A revised copy of Appendix B has been included in this addendum. "REVISED APPENDIX B: AGREEMENT TO CONTRACT" must be used in your proposal submission.

2. DOCUMENT TAKERS

A detailed report of document takers from Biddingo has been included in this addendum. This list is current as of December 1, 2020 9:00 AM.

3. QUESTIONS AND ANSWERS

RESPONSES TO QUESTIONS RECEIVED

Q1: Page 29 asks for Similar contracts for new Elementary Schools and Childcare Centre undertaken in the last 7 years – Will you accept 10 years?

A1: No, only projects completed in the last 7 years will be evaluated.

Q2: With regard to Article 2.31, we have not completed the Contracted Services Program. Are we required to do this? If so, can you provide the information we need to submit?

A2: If successful, yes. Information on the Contracted Services Program and application process is available at the following link <https://cs.sccdsb.net/>. Vendors wishing to obtain a copy of the application form should contact purchasing@st-clair.net.

Q3: Can the Relevant Project Experience completed by identified project team members while employed at another firm, be submitted as long as they are clearly identified as being completed while at another firm?

A3: All projects listed in Appendix D: Relevant Project Experience, must have been completed by the qualified architectural firm submitting the proposal. The board will not accept projects completed while at another firm.

Q4: Can the Board identify the minimum number of Relevant School Projects they would like to see in Appendix D?

A4: Proponents are welcome to submit as many elementary schools and childcare centres they have completed in the last 7 years. There is no minimum or maximum, the board is interested in seeing the amount of similar projects completed in the last 7 years.

Q5: Would you be able to give us a list of the document takers who may be bidding?

A5: Please refer to the Biddingo Document Takers Report provided later in this Addendum.

Q6: Are resumes required for the Structural, Civil, Mechanical, Electrical, Landscape subconsultants key personnel? ... or is the one page / half-page of information for each of the subconsultant firms sufficient?

A6: No, just the staff of the architectural firm submitting the proposal.

Q7: In 2.6 Proposal Submission for large submission what is the maximum size of email can the board accept?

A7: The maximum file size that the Board's server can accept (incoming mail) is 36 MB. Proponents are responsible for verifying the maximum file size limits their email client can send (outgoing mail). Please refer to RFP clause 2.6 Proposal Submission for instructions on sending you proposal in multiple emails.

Q8: In the OAA contract Section A10 consultants to be engaged includes Interior designer, can this role be carried by the Architect?

A8: Yes, the architectural firm submitting the proposal can perform the role of interior designer.

Q9: Similarly can code consulting services be carried out by the Architect or is a third party code consultant required?

A9: Yes, the architectural firm submitting the proposal can perform the role of code consultant.

Q10: Part 5.0 Tab 6 will subcontractor references from school boards outside of Ontario be accepted?

A10: Subcontractor references from school boards outside of Ontario will be accepted.

Q11: In 2.28 of the RFP there is a requirement to provide a complete certified copy of all policies - our insurer will generally not provide, only insurance certificates. Is it acceptable to provide insurance certificates in their place?

A11: An insurance certificate needs to be included in the submitted proposal. Before award of contract, the successful proponent will be required to provide a complete certified copy of all policies.

Q12: In some sections of the RFP the proponent is referred to as 'Contractor' can this be changed to 'Consultant' or 'Architect' throughout?

A12: The Proponent may be referred to as, but not limited to, "Contractor", "Consultant" or "Architect", etc. throughout the Bid Documents. Instances where there is intent that an alternate word refers to the Proponent should indeed carry the meaning of the word "Proponent" as identified in RFP clause 1.3 DEFINITIONS AND INTERPRETATION.

Q13: Has the location of the new school been chosen? From a Civil Engineering point of view, it is easier to price if they know the site conditions.

A13: The location of the school has been selected. It's located on Rapids Parkway in Sarnia, directly south of the existing French secondary school.

Q14: The page limit for tab 4 is 3 pages. Does the page limit include Appendix D or is it 3 pages PLUS appendix D? Also, should they be their own separate PDF?

A14: TAB 4 is limited to 3 pages, including Appendix D

Q15: Please confirm that projects images are excluded from the page limits.

A15: Project images should be included in the page limits.

Q16: Are we permitted to include company profiles of the architectural team? If so, will this be counted in the page limits?

A16: TAB 5 Appropriateness of Team Members shall be limited to 1 page plus resumes.

Q17: Please consider increasing the page limit for Tab 4.

A17: TAB 4 is limited to 3 pages, including Appendix D.

Q18: Are we permitted to use 11 x 17 paper for our GANTT chart?

A18: Yes.

REVISED APPENDIX B: AGREEMENT TO CONTRACT

To:

St. Clair Catholic District School Board

Request for Proposals #CP2102

Architectural Services for New Catholic Elementary School in Sarnia, ON

Conflict of Interest Declaration

I /We confirm that: (please check one)

There is not nor was there any actual or perceived Conflict of Interest or any other type of unfair advantage in our submitting this Proposal or performing or observing the contractual obligations of the Contractor in the Agreement.

Complete with this bid submission is a declaration on company letterhead of situations which may be a Conflict of Interest or an instance of unfair advantage or appears as potentially a Conflict of Interest or unfair advantage in our company submitting this Proposal or the contractual obligations of the Contractor under the Agreement.

Please note that the Board has the right to waive an actual or perceived conflict of interest as described in section 2.38 CONFLICT OF INTEREST.

Agreement of Terms

I/We have authority to bind the Proponent to the specific terms and conditions imposed in the Request for Proposal (RFP) and offered in the Proponent's Proposal and that by my signature on this document, the Proponents specifically agrees to all waivers, restrictions, terms and conditions and requirements of the RFP.

I/We acknowledge receipt of Addenda Numbers _____ through _____ inclusive, and that the price, or adjustment thereof, for all work required therein is included in this submission. I/We acknowledge and agree that I/we have read and completed all Contract Terms and Conditions and Appendices.

I/We agree that if notified by the Board's Procurement Department in writing of the award of the Contract, shall perform the Scope of Services in accordance with the Canadian Standard Form Agreement between Architects and Client, Document 600, as published by the OAA and the terms therein, and the terms of the said RFP and our RFP submission for the corresponding fee outlined in Appendix C: Fee Schedule.

I/We agree if awarded the contract, the key team members identified in our proposal shall be available immediately to commence the Scope of Services and shall be dedicated resources to the Project as identified in our Proposal.

I/We acknowledge that no person, firm, or corporation other than the undersigned has any interest in this RFP Submission or in the proposed Contract for which this RFP Submission is made. The undersigned also declares that the RFP Submission has been submitted without consultation, communication, agreement and/or arrangement with any competitor. A competitor is defined as any individual or organization, other than the Proponent, who has been requested to submit a Proposal or who could potentially submit a Proposal in response to this RFP, based on their qualifications and experience.

I/We have not made any knowingly false statements in our Proposal.

Signatures:

SIGNED AND SUBMITTED for and on behalf of:

Name of Proponent

Witness:

Signature

Signature

Print name and title of person signing

Print name and title of person signing

Date

Date

If Proponent is a corporation, affix corporate seal.

Please refer to Appendix A: Proponent's Response Guide to ensure you include all necessary documentation with your proposal submission

BIDDING REPORT: DOCUMENT TAKERS

Document Taker	Address	Email
a+LiNK Architecture Inc	126 Wellington Road, London, Ontario, N6C 4M8	onsite@alinkarch.ca
Architects Tillmann Ruth Robinson inc.	200 Queens Avenue, , Suite 700, London, Ontario, N6A 1J3	dayna.killby@attr.ca
Architecttura Inc. Architects	180 Eugenie Street West, Windsor, Ontario, N8X 2X6	michelle@architecttura.com
Architecture49 Inc	150 Isabella St, 10th Floor, Ottawa, Ontario, K1S 5H3	will.prange@architecture49.com
Barry Bryan Associates	201-250 Water Street, Whitby, Ontario, L1N-0G5	gsherr@bba-archeng.com
CANADA CROISSANCE DE VENTES	300-100 de Sérigny, LONGUEUIL, Quebec, J4K5B1	administratif@tenderspage.com
Concentric Associates International Inc.	700 Richmond St, Suite 307, London, Ontario, N6A 5C7	heather@concentriceng.com
Cornerstone Architecture Inc.	110-700 Richmond Street, London , Ontario, N6A 5C7	jhardy@cornerstonearchitecture.ca
Creative Seating Solutions	300 Esna Park Drive, Unit 22, Markham, Ontario, L3R1M3	geav2018@gmail.com
CS&P Architects Inc.	2345 Yonge Street #200, Toronto, Ontario, M4P 2E5	ebacungan@csparch.com
Debortoli Design Inc	8 Selvapiano Cresent, Vaughan, Ontario, L4H0X2	jd@debortolidesign.com
DTAH	50 Park Road, Toronto, Ontario, M4W 2N5	gaby@dtah.com
Education Intelligence Inc	4117 Hillsboro Pike, Nashville, Tennessee, 37215	ehorne@eii-usa.com
Engineering Link Incorporated	375 University Ave., Suite 901, Toronto, Ontario, M5G 2J5	opportunities@englink.ca
Entuitive Corporation	200 University Avenue, 7th floor , Toronto, Ontario, M5H 3C6	marketing@entuitive.com
EXP Services Inc.	220 Commerce Valley Drive West, Suite 110, Markham, Ontario, L3T 0A8	bd_opportunities@exp.com
Forge Media + Design	171 East Liberty Street, Suite 224, Toronto, Ontario, M6K 3P6	dlee@forgemedia.ca
Glos Associates Inc.	325 Devonshire Rd., Suite 410 , Windsor, Ontario, N8Y 2L3	aarona@glosassociates.com
Gow Hastings Architects Inc.	275 Spadina Road, Toronto, Ontario, M5R 2V3	business@gowhastings.com
Green Globe Consultants Inc	Suite 200, 55 Village Centre Place, Mississauga, Ontario, L4Z 1V9	zs@greenglobeconsultants.com
IBI Group	55 St. Clair Avenue West, 6th Floor , Toronto, Ontario, M4V 2Y7	ca-bids@ibigroup.com
J.L. Richards & Associates Limited	864 Lady Ellen Place, Ottawa, Ontario, K1Z-5M2	rfp@jlrichards.ca
J.P. Thomson Architects Ltd.	2001 Provincial Rd. East, Suite 6A, Windsor, Ontario, N8W 5V7	cmcdonald@jpthomson.com
K&L Construction	1615 North Routledge Park, London, Ontario, N6H 5N5	estimating@kandlconstruction.com
LEA Consulting Ltd.	Suite 900, 625 Cochrane Drive, Markham, Ontario, L3R 9R9	ahill@lea.ca
LGA Architectural Partners Ltd.	310 Spadina Avenue, Suite 100B , Toronto, Ontario, M5T 2E8	pamela@lga-ap.com
MCW Consultants Ltd.	Queen's Quay Terminal, 207 Queen's Quay West., Suite 615 , Toronto, Ontario, M5J 1A7	nusyukova@mcw.com
Montgomery Sisam Architects Inc.	197 Spadina Avenue Suite 301, Toronto, Ontario, M5T 2C8	mverge@montgomerysisam.com
Moriyama & Teshima Architects	117 George St, Toronto, Ontario, M5A 2N4	marketing@mtarch.com
MTE Consultants Inc.	520 Bingemans Centre Drive, Kitchener, Ontario, N2B 3X9	lstephens@mte85.com
Nicholson Sheffield Architects Inc.	358 Talbot Street, London, Ontario, N6A 2R6	jsheffield@nicholsonsheffield.ca

PPA Engineering Technologies Inc	50 Samnah Crescent, Ingersoll, Ontario, N5C 3J7	quinn.pow@pow.ca
R.V. Anderson Associates Limited	2001 Sheppard Avenue East, Ste 300, Toronto, Ontario, M2J 4Z8	lswift@rvanderson.com
Read Jones Christoffersen	100 University Ave, North Tower, Suite 400, Toronto, Ontario, M5J 1V6	akerrigan@rjc.ca
Regal Consulting Engineers Inc.	2359 Royal Windsor Drive, Suite 201, Mississauga, Ontario, L5J-4S9	mohammed@regal-eng.com
Rider Levett Bucknall (Canada) Ltd.	435 North Service Road West, Suite 203, Oakville, Ontario, L6M 4X8	michael.leonardi@ca.rlb.com
ROA Studio Inc	67 King Street West, Chatham, Ontario, N7M 1C7	info@roastudio.com
Ron Koudys Landscape Architect	368 Oxford Street East, London, Ontario, N6A 1V7	ron@rkla.ca
RWDI	600 Southgate Drive, Guelph, Ontario, N1G 4P6	procurement@rwdi.com
Salter Pilon Architecture Inc.	151 Ferris Lane, Suite 400, Barrie, Ontario, L4M 6C1	gpilon@salterpilon.com
Svedas Architects Inc.	1084 Botanical Drive, Burlington, Ontario, L7T 1V2	tsvedas@sk-arch.com
The HIDI Group	suite 200, 155 Gordon Baker Rd. , Toronto, Ontario, M2H 3N5	bids@hidi.com
TruEst Quantity Surveyor (Cost Consultant)	1124 Gainsborough Road, Unit 1 A , London, Ontario, N6H 5N1	trupti@truestqs.com
Unistrut Construction Services	585 Finley Ave, Ajax, Ontario, L1S 2E4	bcrompton@unistrut.com
Ventin Group Ltd., Architects	50 Dalhousie Street, Brantford, Ontario, N3T 2H8	rmank@plusvg.com
WalterFedy	675 Queen Street South, Suite 111, Kitchener, Ontario, N2M 1A1	solutions@walterfedy.com
Wilson Diaz Architects Incorporated	280 Queens Avenue, Suite 1Q , London, Ontario, N6B 1X3	info@1721architects.ca
X-Design Inc	1135 Dundas Street East, Suite 200, Toronto, Ontario, M4M 1R9	maria@xdesigninc.com
Burkhart Gilchrist, Architect	1315 Exmouth Street, Sarnia, Ontario, N7S 3Y1	r.burkhart@bgarchitectsinc.ca
CFMS-West Consulting Inc.	1406 Osprey Dr., Unit 7, Ancaster , Ontario, L9G 5A6	celestecollins@cfmswest.ca
Chorley & Bisset Ltd.	201 Queens Ave, Unit 800 , London, Ontario, N6A 1J1	darleen.mitchell@chorley.com
Crossey Engineering Ltd.	2255 Sheppard Avenue East Suite E 331, Toronto, Ontario, M2J4Y1	christine.sawczak@cel.ca
CT Cultural Group	504 Dovercourt Rd, Floor 3 , Toronto, Ontario, M6H 2W4	meritonint@gmail.com
Danny Michaud's Services	406-14 Neilson Drive, Etobicoke, Ontario, M9C1V6	dannymichaud@outlook.com
Kearns Mancini Architects Inc	1 Atlantic Ave. Suite 104, Toronto, Ontario, M6K 3E7	mail@kmai.com
Kingsland + Architects	219 Dufferin Street, Suite 308B , Toronto, Ontario, M6K 3J1	c.vancaeneghem@kingslandplus.com
Light Years Engineering	1917 Northfield Close, Brights Grove, Ontario, N0N 1C0	lightyearsengineering@gmail.com
Masri O Inc. Architects	609 Kumpf Drive, Suite 101 , Waterloo, Ontario, N2V 1K8	rmasri@masrio.ca
MC Architects	1881 Yonge Street, Suite 400, Toronto, Ontario, M4S 3C4	mpeacock@mcarch.com
MIG Engineering Ltd.	453 North Christina St, Sarnia, Ontario, N7T 5W3	chamilton@migeng.com
Moses Structural Engineers Inc.	366 Adalaide St. W, Suite LL04 , Toronto, Ontario, M5V 1R7	dmoses@mosesstructures.com

This concludes Addendum #001.