

ADDENDUM No. 1 Dated February 3, 2017

REQUEST FOR PROPOSALS - RFP No. RP213-2017-01

For Architectural Design Consulting Services Firm, including Facility Planning, Design, Project Management, and Relocation Management

DELETE Section 1.7 RFP Timetable and Process and REPLACE with the following, where stated throughout the RFP and issued with this Addendum.

RFP ISSUE DATE	Monday January 23, 2017
DEADLINE FOR PROPONENT ENQUIRIES	Tuesday February 7 th , 2017 no later than 5 pm ET (local Toronto time)
DEADLINE FOR ISSUING ADDENDA & RESPONSES TO PROPONENT ENQUIRIES	Thursday February 9 th , 2017
PROPOSAL SUBMISSION DEADLINE	Wednesday February 15 th , 2017, no later than 3:00pm ET (Toronto Local Time)
PROponent INTERVIEWS	Wednesday February 22 nd , 2017 between 9:00 am and 2 pm
Contract Start Date	Monday March 6 th , 2017

Further to Section 1.4, changes to Schedule F - Terms and Conditions of the Agreement, are in process and will be issued in the next Addendum, as a tracked changes document, for ease of review.

End of Addendum No. 1

Request for Proposal (RFP)

RP213-2017-01

For Architectural Design Consulting Services Firm, including Facility Planning, Design, Project Management, and Relocation Management

Please see the answers below regarding any questions raised in relation to this RFP.

1. Question:

Can you confirm if the submission requires six printed hard copies of both the technical portion and the financial portion (separately) or if there is only portion you require the six hard copies of?

Answer:

We require six (6) printed hard copies of the technical portion and one (1) printed hard copy of the financial portion (in an envelope separately).

2. Question:

Will the Partnership pursue LEED certification? If so, what level?

Answer:

No, we are not pursuing a LEED certification.

3. Question:

Regarding furniture inventory, please provide a percentage of net new versus existing furniture that will be relocated.

Answer:

This has not been determined; yet, there is an intention to use as much of the existing furniture, as possible.

4. Question:

For the net new furniture, do you have a preferred manufacturer and dealer of record? Will a formal RFP to three vendors be required?

Answer:

We would expect the furniture to fit in with our current furniture standards which may require using a specific manufacturer. As indicated in the RFP, the Partnership's Procurement Policy must be complied with.

5. Question:

Please specify which methods of employee engagement you are considering (i.e. surveys, town halls, pre- and post-occupancy) so that we can accurately price this scope.

Answer:

The method of employee engagement has not been finalized. We will be open to suggestions from the successful Proponent. All of the methods mentioned are possibilities.

6. Question:

Please confirm the number of internal partnership meetings related to this project.

Answer:

Unknown at this time; yet, we will endeavor to keep to a minimum. There will be meetings related to overall project governance and others as deemed appropriate as the project progresses.

7. Question:

Can proponents have access to landlord Bentall and Kennedy's Tenant Design Criteria Manual?

Answer:

A copy of the manual will be provided to the successful Proponent.

8. Question:

Please advise why phasing and sequencing is required during construction.

Answer:

Phasing and sequencing will pertain to the relocation portion of the scope.

9. Question:

If you require security and audiovisual consultants, please advise of their scope.

Answer:

Scope to be determined; but, it is expected that the majority of the meeting rooms will be equipped with audiovisual equipment.

10. Question:

Please confirm if our team is to include engineers or if the Partnership Against Cancer will seek their own engineers separately.

Answer:

Yes, your team would include engineers.

11. Question:

Item 6 in scope of services. Please confirm if we are to include a separate Construction Manager as a part of our team or if this clause relates to standard Contract Administration.

Answer:

It refers to Contract Administration.

12. Question:

Where is the existing location?

Answer:

1 University Avenue, occupying 1 complete floor and another partial floor.

13. Question:

Are the moves from one location or numerous sites?

Answer:

We are moving from one location.

14. Question:

Do you have a preferred mover or will the procurement of a mover be included in the Relocation Services for this project?

Answer:

A mover will have to be procured and will be included in the relocation services for the project.

15. Question:

Is the plan to reuse as much furniture as possible or is there an estimate of reuse (50%?)

Answer:

Refer to question #3 and 4.

16. Question:

Is it possible to provide any clarification as to the reason(s) behind the relocation? We would like to ensure that we address any and all of the needs or requirements for the space that prompted the move.

Answer:

The current location is very crowded. The new location will address this, in addition to allowing for all of our staff to be located on one floor, creating a better environment to support the collaborative nature of our work.

17. Question:

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Provision of Project Management Services, including relocation management:

While we have worked closely with a number of very qualified Project Managers, we have never retained them directly within our own team. It is in a client's interest to hire the Project Manager separately, as they act as the client's representative.

We highly recommend that your project is done this way, and that you remove this scope of work from the RFP, and would be happy to recommend an excellent Project Manager.

Answer:

We understand your suggestion; however, it is our preference to hire one company than can provide both. We will accept a joint proposal between two companies, one company to focus on project management and the other to have accountability for all other aspects of the project. We will not be hiring a Project Manager separately.

18. Question

Page 10

In Evaluation Criteria you refer to "*Construction Management.*"

Do you mean Project Management? Construction Management is a type of construction service offered by those in charge of actually constructing a project.

Answer:

Yes, project management.

19. Question:

Page 20 – Project Budget

Please provide a breakdown of total budget.

Answer:

We have only a high level breakdown of the budget and expect that we will work with the successful Proponent to develop a detail budget.

20. Question:

Will there be an internal Product Manager?

Answer:

If you are referring to an internal Project Manager, then no.

21. Question:

Is it preferred that successful Proponent carry a Product Management fee or treat it as a separate consultant?

Answer:

If you are referring to a Project Management fee, then yes.

22. Question:

Are there plans to reuse all/any furniture and who is the current furniture supplier/line?

Answer:

Refer to question # 3 and 4.

23. Question:

Does the budget provided include tenant improvement amount?

Answer:

Yes.

24. Question:

Does CPAC plan to move in phases? How many approximately?

Answer:

We expect to work with the successful Proponent to determine this; however, we wouldn't see more than 2 phases.

25. Question:

Is CPAC considering LEED or WELL Certification?

Answer:

Refer to question #2 for LEED. We are not considering WELL Certification; however, as noted on page 19 "As a health organization, the Partnership is committed to building an environment that encourages health and wellness using a socially and economically responsible approach."

26. Question:

Do you intend to procure all new furniture or use a combination of existing and new? Page 21 7. Indicates "full inventory of furniture and fixtures".

Answer:

Refer to question # 3, 4 and 15.

27. Question:

Do you have a vendor of record supplier for furniture?

Answer:

Refer to question # 3 and 4.

28. Question:

Has The Partnership obtained a tenant allowance that will be incorporated into the \$4 mil budget? If so how much?

Answer:

Yes, there is a tenant allowance which is included in the \$4 million budget. The amount of the tenant allowance will be disclosed to the successful Proponent.

29. Question:

Page 9 D. Project Experience – requests “3 to 5 projects of similar size and scope, with client references (Schedule D1 and D2)” and on page 32 is the Schedule D Reference Form D1 and D2. Are these meant to be the same thing or are Schedule D’s just references. We understand page 9 is asking for project profiles complete with drawings, photos, etc.

Answer:

Yes, and Schedule D1 and D2 are different. See below.

Form D1

Each Proponent should provide references from three (3) different clients (excluding the Partnership) who have obtained services similar to those required in this RFP from the Proponent within the last three (3) years.

Form D2

Each Proponent should provide references from two (2) different clients (excluding the Partnership) to whom each candidate proposed for a key role has provided services within the last three (3) years in a role similar to that set out for the candidate in the Proposal.

Please include in the Proposal a separate copy of this part of the reference form for each candidate proposed for each key role set out in the Proposal.

30. Question:

Page 34 Form D2 indicates “Please include in the Proposal a separate copy of this part of the reference form for each candidate proposed for each key role set out in the Proposal.” Is this intended to be specifically references for each key member including engineers?

Answer:

Yes, see above. If you consider the engineers as key to the process, then yes references are to be provided.

31. Question:

Is there additional information regarding your expectations for AV? Do you currently have AV equipment you would like relocated or do you anticipate adding all new AV and to what extent?

Answer:

The current AV equipment would need to be accessed in terms of whether it will be relocated. The most recent AV equipment was installed 2 years ago.

32. Question:

Similarly for security, do you have specific security requirements? Do you have a current vendor you utilize or will you be utilizing the buildings security vendor?

Answer:

The Partnership doesn't have any unusual security requirement. We expect that the building's security vendor will be used; however, this needs to be determined.

33. Question:

Do you currently have high density filing or a need for it? This would require a structural engineer. If required could this be included in a separate line?

Answer:

We do have a need for high density filing nor do we not have it currently.