



# City of Richmond

January 23 , 2013

**Business and Financial Services Department**  
Finance Division  
Telephone: 604-276-4218  
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**Attention: To All Proponents**

Dear Bidders:

**Re: 5048P – Architectural and Engineering Services for the Replacement of Brighthouse Fire Hall No.1 Project- Addendum #2**

This Addendum includes items of clarification, forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in the preparation of your quotation:

- **Add (h) to Section 5.2 Evaluation Criteria (page 6)**  
**(h) The Proponent's experience using Construction Manager methodology.**

1. Question: Under *Section C - Part 1 - (d) - (viii)*, you request within the list of consultants LEED **commissioning**. Does this mean a third party commissioning agent as required by E&A credit 3 Best Practice Commissioning, or is this intended to be the overall LEED consultant? Likewise, under *Section F: Fees* there is a required allowance for **LEED commissioning** – please clarify as per above.

Answer: Yes, the intent is to have a 3<sup>rd</sup> Party Commissioning Agent as required by E&A Prerequisite 1 and Credit 3 in addition to the Architect providing overall LEED consulting.

2. Question: Appendix A, Section C, Part 1.c Will the City consider relevant buildings outside of Lower Mainland?

Answer: Lower Mainland is preferred, but not required. Other locations within Canada is acceptable.

3. Question: What is the weighting per evaluation criteria?

Answer: Evaluation criteria weighting is not available for bidders.

4. Question: What is the bonding and insurance requirement?

Answer: please delete Addendum 1.3 (g) and replace it with the following: Architect will provide an existing certificate of comprehensive general liability and professional liability insurance (detail insurance requirement in Appendix B 11.1.1.1 and 11.1.1.2)

5. Question: Can the City of Richmond identify which consultants they require to carry this level of coverage as we would need to calculate the incremental cost for Table 3.

Answer: Architect, Electrical Engineering, Mechanical Engineering, and Structural Engineering.

6. Question: **Appendix C – Schedule A to Document Six.**

Question: Please provide clarification regarding the definition of the “\*” in the architects services Fee Class column

Answer: “\*” should be replaced with F1

7. Question: Appendix C suggest it is the Architects responsibility to hire the HAZMAT / Environmental consultant. Please confirm.

Answer: City will retain Environmental Consultant and provide the Preliminary Site Investigation Report.

8. Question: Please confirm if a Development Permit submission is required for this project or only a BP

Answer: A Development Permit is not required for FH#1.

9. Question: For both RFQ’s: In general an architectural firm is responsible to provide Construction Progress Reviews. Appendix D (c.1) lists construction meeting minutes and action list to be provided by the architectural firm, however it is standard practise for the contractor to be responsible for such items. Please confirm this is the case.

Answer: Construction Meeting minutes to be provided by the Construction Manager

10. Question: Appendix D suggests FF&E is to be included in the architectural deliverables, however Appendix C lists FF&E under client responsibilities, please confirm if FF&E Services are to be provided.

Answer: The Architect shall work together with the City’s Furniture Supplier.

11. Question: For both RFQ’s: In general an architectural firm is responsible to provide Construction Progress Reviews. Appendix D (c.1) lists construction meeting minutes and action list to be provided by the architectural firm, however it is standard practice for the contractor to be responsible for such items. Please confirm this is the case.

Answer: Construction Meeting minutes to be provided by the Construction Manager

12. Question: For both RFQ’s: Appendix E lists a Vehicle Inspection Guide. Please confirm guide to be provided upon award.

Answer: This requirement does not pertain to 5048P.

13. Question: Appendix D suggests FF&E is to be included in the architectural deliverables, however Appendix C lists FF&E under client responsibilities, please confirm if FF&E Services are to be provided.

Answer: The Architect shall work together with the City’s Furniture Supplier.

14. Question: APPENDIX E, SCHEDULE C TO DOCUMENT SIX - PROJECT REQUIREMENTS Item (b) - associated spaces for an operational fire hall including office, fire captain’s quarters, live-in quarters, commercial kitchen, storage and meeting rooms. We would appreciate if you could please confirm the square

footage allocated for the commercial kitchen and the amount budgeted.

Answer: The square footage will be included in the Process Four report. No specific budget has been allocated for this use.

- 15. Question:** APPENDIX E, SCHEDULE C TO DOCUMENT SIX - PROJECT REQUIREMENTS Item (f) - in planning the space included in the Project, consider the space planning report (to be provided at a later date) prepared by Process Four, the space planning consultant, including Process Four's recommendation for floor layout. We would appreciate if you could please confirm if this report is a detailed facility program that outlines the spatial and technical requirements for each space or is it more of a space list and blocking diagram? If you could provide a sample page that would be helpful.

Answer: Space allocation, detailed list of requirements for each space, as well as space adjacencies will be provided. A sample is not available at this time.

- 16. Question:** Appendix E makes reference to these being Post-Disaster buildings. Please clarify the extent to which these are post-disaster buildings.

Answer: The building should be functional and operational for its intended use after a disaster as defined by the Building Code.

- 17. Question:** The RFP requests that the design and review of seismic restraint for architectural, mechanical and electrical items be included. It is common practice that these are delegated to an engineer(s) retained by the respective sub-trade(s). Please confirm whether this will be permitted.

Answer: The design can be delegated to an Engineer retained by the sub-trade. Review to be by the successful proponent Consultant Team.

- 18. Question:** Please confirm the extent of Off-site work to be included in the proposals. As a specific item, please confirm whether the consultant team is responsible for new traffic controls in front of each firehall.

Answer: Comment on the requirement for New Traffic Signals is to be provided by the Architect's Traffic Consultant. If New Signals are required, design and installation of New Signals is outside the scope of this RFP. Civil scope has been answered previously.

- 19. Question:** Addendum 1, item 2. A) ii. – please confirm what is meant by “depth”

Answer: Depth refers to the ability of the firm to provide a variety of services. ie: in house 3d modelling, in house marketing, in house interior design etc.

- 20. Question:** Addendum 1, item 2. d) – please confirm what is meant by “depth”

Answer: Depth refers to the ability of the firm to provide a variety of services.

- 21. Question:** Appendix A, Section F, item e), reference to “Appendix B [Article 18]” seems incorrect. Please advise

Answer: Please refer to Appendix B [Article 11] not [Article 18]

- 22. Question:** Is it okay to not use MS Project for our proposal submission?

Answer: Please submit schedule using MS Project.

- 23. Question:** How many formal presentations are expected to be made during this process?

Answer: The Architect is asked to include the number of presentations required in order to successfully communicate the design intent to the user groups, Senior Management and Council (if required) for approval.

- 24. Question:** Could you please define the role the City sees for the LEED Commissioning Agent so as not to be confused with LEED administration for the certification of both or either projects?

Answer: Both LEED Commissioning Agent and LEED Administration are required to be included.

- 25. Question:** Should the fees for LEED registration and certification be combined with the LEED Project Management (administration) fees or as a disbursement?

Answer: Please include ALL LEED related fees in the proposal.

- 26. Question:** Renderings are noted in the Appendix C chart as being part of basic services but listed under Reimbursable expenses in section 4.5 of Appendix B. Would you like these included in the proposed basic fees or is this up to the discretion of the proponent?

Answer: The Architect is asked to include Architectural Renderings in order to successfully communicate the design intent to the user groups, Senior Management and Council (if required) for approval. The Consulting team must include the capability to provide 3D modelling as required and is part of the basic fee.

- 27. Question:** Are any services required of the proponent team for the demolition of the existing fire hall?

Answer: No.

- 28. Question:** Only RFP 5047P provides a short description of the landscape scope of work in the Ambulance Station Design Standards under item 3.6 Landscaping. What is the scope of landscape work for the Cambie Firehall portion of the project as well as the Brighthouse Firehall project?

Answer: Landscape design to be as per Bylaw Requirements, LEED principles and for Firehall No 3, BC Ambulance Design Standards.

- 29. Question:** Item 2.3 Project Budget-It is our assumption that the demolition of the existing facilities on site is not included in the current project budget as defined under item 2.3 Project Budget and therefore not within scope of this proposal to you. Please confirm.

Answer: We confirm that demolition of the existing facilities is outside the scope of this RFP.

- 30. Question:** Item 2.4 Construction Manager-This item suggests that the project will be procured through a Construction Management contract which often entails multiple bid packages rather than a single tender (this is confirmed on Page 4 of Appendix A to Doc6). This has a significant impact on our work and in estimating our fee. Can the City of Richmond define how many trade packages Stuart Olsen Dominion Constructors Inc, intend to put out to tender during the procurement phase?

Answer: Assume that a single tender package is issued to the Construction Manager. It will be in the Construction Manager's scope to break up the single Tender package into appropriate trade packages.

- 31. Question:** Appendix A proposal Contents Part 1 – Project Team (d) and Item 1.1 Purpose - Sub-Consultants- There are several contradictions on the required sub-consultants for this project. Item 1.1 Purpose identifies that the team include architectural, mechanical, electrical, structural, civil, traffic, code, LEED Commissioning and landscape. In addition a list is provided in Appendix B Item 3.1 and Part 1 of Appendix A Item (d) which is similar but does not include LEED Commissioning as stated in Item 1.1. Please clarify.

Answer: Yes, please include the LEED Commissioning Agent.

- 32. Question:** Appendix A proposal Contents Part 1 – Project Team (d) and Item 1.1 Purpose - Sub-Consultants - One of the requirements of the proposal is LEED Certification, so we assume that the City wish us to retain or perform LEED certification and coordination tasks within our fee proposal. This is not within the F1 Basic Services defined in Appendix A to Document Six 2006. Please confirm.

Answer: Please include LEED certification and coordination tasks (including registration) in the fee proposal as an F1 Service.

- 33. Question:** Appendix A to Document Six, 2006- Coordination Phase-This section is not complete and should include a list of all the required consultants as clarified by our questions in Q.6 above.

Answer: There was no Q6. Assume this is in reference to Q32 Under Coordination, For both RFP's Other Engineers to include: Code, Landscape, Civil, Traffic and LEED. Geotechnical and Environmental to be excluded for both projects.

- 34. Question:** Appendix A to Document Six, 2006- Schematic Design Phase-3D Computer Modelling and Architectural Renderings are included as part of F1 Basic services, but it is hard to determine what is required because the scope is not defined in the RFP. The quantity, quality and number of items can vary considerably so is hard to estimate what you require at this point in the process. Item (a) in Appendix D Schedule B to Document Six – Architects Deliverables states that these items are deliverables “if required”. Can the City confirm their specific requirements or add these items to F2 Additional Services?

Answer: The Architect is asked to include 3D Modelling and Architectural Renderings in order to successfully communicate the design intent to the user groups, Senior Management and Council (if required) for approval. The Consulting team must include the capability to provide 3D modelling as required.

- 35. Question:** Appendix A to Document Six, 2006 - Negotiations with AHJ Phase-The box for Provincial Fire Marshall approvals is required as a Basic Service. We assume that this approval will be done at the Municipal level and is not reviewed at the Provincial level. Please confirm.

Answer: Architect is required to provide the supporting documents to the Authority having Jurisdiction.

- 36. Question:** Appendix D- Schedule B to Document Six – Architects Deliverables-Item (b).1 Detailed Design Phase. Items .1.i,.ii,.iii, .iv state that the Architect will provide cost estimate and budgets. This work will be completed by the Cost Consultant and Construction Manager and should not be included here. Please confirm.

Answer: The Architect is required to provide a design that meets the construction budget. The City will procure a 3rd Party Cost Estimate.

- 37. Question:** Appendix D- Schedule B to Document Six – Architects Deliverables-Item (c).1 Contract Administration Phase. Item .1 we assume that in a CM contract basis, weekly/bi-weekly (as required) construction meeting minutes and action list would be completed by the CM. Please confirm.

Answer: Contractor to provide meeting minutes for Construction Meetings. Architect to provide minutes for meetings during the Planning and Design phases. Consulting Team is required to provide all field reports.

- 38.** Question: Appendix D- Schedule B to Document Six – Architects Deliverables-Item (c) .2 asks for weekly reports during construction. It is more typical for the architects to complete reports on a bi-weekly basis for these types of projects. Please confirm if this would be acceptable.

Answer: Biweekly is acceptable

- 39.** Question: Appendix D- Schedule B to Document Six – Architects Deliverables-Item (c). 1 Contract Administration Phase. Item .1 we assume that in a CM contract basis, weekly/bi-weekly (as required) construction meeting minutes and action list would be completed by the CM. Please confirm.

Answer: Biweekly is acceptable

- 40.** Question: Appendix A to Document Six, 2006- General Services, All Applicable Phases. The box for Revisions to Drawings, Specifications or Other Documents has been indicated to be included within our F1 Basic Services. It is typically a F2 Additional Services because the revision is unknown at this time and therefore difficult to quantify. Please confirm.

Answer: This is to remain as F1. The intent is that the Architectural firm is responsible to design within the construction budget and therefore revisions to drawings and specifications or other documents as a result of a change, are the Architect's responsibility. It is acceptable to provide an Allowance for this service. If an item is added or changed due to a request by the City, the Architect can apply for additional service fee.

- 41.** Question: Appendix A to Document Six, 2006- Post Construction Phase- Architectural Services after Expiry of 1 year after Substantial Performance of the Work is indicated as F1 Basic Services. The extent and the number of occurrence of this work is unknown and therefore difficult to quantify. Please provide more detail requirements or confirm to move this item to F2 Additional Services.

Answer: Confirm F1. It is acceptable to provide an Allowance for this service.

- 42.** Question: Could you please elaborate on the requirement for on-site renewable energy generation (as mentioned in RFP section 2.7)? For instance: what forms of renewable energy will be utilized? Is there a specific budget for the renewable-energy potential solution?

Answer: We anticipate some kind of photovoltaic cells and/or sewer heat recovery system as part of the Fire Hall building, that aims to produce as much energy as is consumed on a net annual basis. No specific budget has been allocated. There will be a separate RFP issued regarding the Minoru District Energy Strategy. For the purposes of this RFP, assume that FH#1 will be connected to a DEU. The design and construction of the potential DEU is outside the scope of this RFP.

- 43.** Question: What is the intent on the tendering process for the projects? There are no dates or durations for tendering indicated in the Milestones listed under Project Timing. Should we anticipate a single tender package or phased tenders?

Answer: The project is to be procured as a single tender package through City's Construction Manager (Stuart Olson Dominion Construction). Tender is expected after Building Permit submission and before Construction Start.

- 44. Question:** Onsite and offsite design services will most likely be required. How would you like to deal with the offsite works? Should we include these assumed works in our proposal or omit them for now? Please note that there are no sanitary sewers on Cambie. A new sanitary sewer will need to be provided in the rear of the site through the school property to tie into the existing sanitary main that runs to the south.

Answer: Offsite service design & coordination to be carried out by Civil consultant. The City is going to prescribe the upgrade requirements to the Civil Consultant. The Civil consultant should include design fees for tie-ins to existing system and/or sanitary/storm/water system as required. Civil engineering service should also include coordination with (3rd Party) foreign utility providers.

- 45. Question:** With respect to the offsite works, the City of Richmond typically requires crossing conflicts between city services and private utilities to be identified and field verified by test pitting during the design process. Should we supply a locate plan such that the City can retain a contractor to conduct the field verification to determine the exact locations and depths of the crossings.

Answer: Civil consultant should supply a locate plan to the City. The City will retain a contractor to conduct the field verification if required.

- 46. Question:** As the project appears to be targeting LEED Gold, a LEED requirement is to provide an Erosion and Sediment Control Plan. Will you be looking for this to be supplied by Civil or will Richmond retain a separate Environmental consultant to address this item (an Environmental consultant will likely be required to monitor the water quality leaving the site should de-watering (well pointing) be needed)?

Answer: An environmental consultant will need to be obtained through the Architect for FH#1. The City will provide a Preliminary Site Investigation Report. There are two primary areas of concern, 1) Underground fuel tank and possible contamination and 2) a history of Schedule 2 activities (See attached pdf). For both Fire halls, Civil/Environmental consultant will need to provide erosion and sediment control plans.

- 47. Question:** We will require a topographic survey. Should we include fees for a topographic survey?

Answer: Yes

- 48. Question:** Are legal surveys available to us for our design?

Answer: We will provide surveys we have on record for reference. However, the consultant will need to prepare surveys for application if required.

- 49. Question:** Will soil reports (by geotechnical) will be available to us for our design.

Answer: Yes

- 50. Question:** For both RFQ's: Appendix C lists the Statement of Requirements or Building Program as a Client Responsibility, verses Appendix D (a.1) lists the Final Program as a Proponent responsibility. Please confirm if the client will be providing the technical requirements for each space.

Answer: The City will be providing programming requirements that consists of table of areas and adjacency.

- 51. Question:** For both RFQ's: In general an architectural firm is responsible to provide Construction Progress Reviews. Appendix D (c.1) lists construction meeting minutes and action list to be provided by the

architectural firm, however it is standard practise for the contractor to be responsible for such items. Please confirm this is the case.

Answer: Contractor to be responsible for construction meeting minutes. Architect to provide meeting minutes for design meetings and construction progress reviews.

- 52.** Question: For both RFQ's: Appendix E lists a Vehicle Inspection Guide. Please confirm guide to be provided upon award.

Answer: This requirement does not pertain to 5048P.

- 53.** Question: For Brighthouse RFQ: Appendix D suggests FF&E is to be included in the architectural deliverables, however Appendix C lists FF&E under client responsibilities, please confirm if FF&E Services are to be provided.

Answer: FF&E is to be excluded.

- 54.** Question: Will the existing Fire Hall remain in operation during the construction of the new building? If not, is there a scope of work within this contract with respect the demolition of the old building or involvement with temporary facilities?

- 55.** Answer: This RFP does not include the temporary relocation of Firehall No 1 or the demolition of the existing Firehall.

- 56.** Question: Appendix B, Item 6.2 defines the requirements for the architect to provide a cost estimate by the "Architect's Quantity Surveyor". In appendix C, General Services, all applicable phases, the "Engagement of Cost Estimating Services" appears to be the client's responsibility. Please clarify.

Answer: The intent is of 6.2 is that the Architect is responsible to provide a design that meets the construction budget. The City will engage a Cost Consultant to provide Cost Estimates to verify that the design meets the construction budget.

- 57.** Question: We note that there are some differences in the roles defined in appendix C between the Brighthouse Fire Hall project and the Cambie Fire Hall and Ambulance Station Project.

- a. Pre-Design Services, "Toxic and Hazardous Materials Report", It appears that the architect is to engage an environmental consultant. Please confirm and clarify the scope for this consultant.

Answer: The City will provide a Preliminary Site Investigation.

- b. General Services, "Revisions to Drawings, ...", This item is listed as F1 for Brighthouse and F2 for Cambie. We believe it should be an additional service F2.

Answer: Confirm F1. The intent is that the Architectural firm is responsible to design within the construction budget and therefore revisions to drawings and specifications or other documents as a result of a change, are the Architect's responsibility. It is acceptable to provide an Allowance for this service. If an item is added or changed due to a request by the City, the Architect can apply for additional service fee.

- c. Construction Phase, “Consultation Services in Regard to Replacement of Damaged Work”, This item is listed as F1 for Brighthouse and F2 for Cambie. We believe it should be an additional service F2.

Answer: Consultation to be included. Additional direction required as a result of Replacement of Damaged Work can be an additional service.

- d. Post Construction Phase, “Architectural Services after expiry of 1 year...”. This item is listed as F1 for Brighthouse and F2 for Cambie. We believe it should be an additional service F2.

Answer: Confirm F1 for FH #1. It is acceptable to provide and allowance for this item.

- 58.** Question: The milestones for this RFP have A Building Permit Application Date, will there be a DP application submission required as well?

Answer: We are not anticipating that a Development Permit will be required.

- 59.** Question: Please confirm whether sub-consultants must be exclusive – in other words if we carry a particular engineer on our team, they are permitted or not to be carried by another proponent?

Answer: Sub-consultants are permitted to work with multiple proponent.

- 60.** The RFP documents identify traffic consultant as one of the proponent teams; however, it does not specify the tasks or roles of the traffic consultant in the assignments. Could you indicate the expected services of the traffic consultant under the different phases of the projects?

Answer: (No DP or RZ required): Traffic consultant is responsible for Access Configuration and Site Circulation Study.

Yours truly,



Sharon Bentley, SCMP  
*Buyer 2*



Azure Rd

Nanika Crescent

Redfern Crescent

Granville Ave

Minoru Gate

Minoru Blvd