



746-2021 ADDENDUM 1

PRIME DESIGN CONSULTANT SERVICES FOR SOUTH WINNIPEG RECREATION CAMPUS (SWRC) – PHASE 1

URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE BID/PROPOSAL

ISSUED: April 11, 2022
BY: Tracy Stople
TELEPHONE NO. 204 986-2221

THIS ADDENDUM SHALL BE INCORPORATED INTO THE BID/PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

Template Version: Add 2021-03-05

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid/Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 10 of Form A: Bid/Proposal may render your Bid/Proposal non-responsive.

PART B – BIDDING PROCEDURES

- Revise: B2.1 to read: The Submission Deadline is 12:00 noon Winnipeg time, April 26, 2022.
- Add: B7.5.2 Further to B7.5, a page is defined as one sided of 8.5"x11" or 11"x17".
- Add: B7.5.3 Further to B7.5.2, 11"x17" may be used for organizational chart and schedule.
- Add: B7.5.4 Further to B7.5, no additional pages for section dividers, cover letter, cover page and forms are allowed.
- Revise: B12.1 to read: The Proponent to limit Experience of Proponent and Subconsultants section to **twenty (20)** pages.
- Revise: B13.1 to read: The Proponent to limit Experience of Key Personnel section to **fifteen (15)** pages.
- Revise: B13.4 to read: The City considers Key Personnel listed in the Proponents team to have formal Professional training with corresponding certifications and designations, as required by each role, such as P.Eng, PMP, MAA, etc. **and to be noted in the proposal. In accordance to B19.4**, Professional Affiliation Letters of Good Standing, along with current dated proof of registration, will be required for each design lead and listed Key Personnel as applicable to their role.

PART D – SUPPLEMENTAL CONDITIONS

- Revise: D5.8.2(i) to read: Independent City of Winnipeg Accessibility Design Standards (WADS) Specialist as per requirements stated in D9 (**arranged by Consultant, procured by Consultant**);
- Revise: D5.8.2(k) to read: Independent Commissioning **Agent** as per requirements stated in D11 (**arranged by Consultant, procured by City**);
- Revise: D7.2.1 to read: The Consultant shall coordinate with the work of the City's consultants including, and not limited to, the geotechnical engineer, hydrogeological engineer, environmental consultant, land surveyor, **Independent Commissioning Agent**, and design team responsible for the vocational school. As part of this duty, the Consultant shall coordinate these design consultants' services relating to the design requirements of the project.

- Revise: D7.4.2 to read: The Consultant will, with oversight from the City, define the scope required **for** the Environmental Consultant, Geotechnical Consultant, Legal Surveyor and **Independent Commissioning Agent**, and will assist the City with retaining the consultants (through an RFP process) required to obtain the information needed. The City will engage the recommended/selected firms directly.
- Revise: D7.9.1(ff) to read: validate performance of the building systems in compliance with the City's expectations and with the Facility Program and with other design documents, coordinating with the **Independent Commissioning Agent** to provide comprehensive services related to the commissioning of the building systems as per section D11;
- Revise: D7.9.1(gg) to read: coordinate the effort of the **Independent Commissioning Agent** to monitor the performance of all building systems (envelope, mechanical, and electrical) through four (4) complete seasons (summer, fall, winter, spring), report to the City on compliance or non-compliance with the performance expectations. Provide necessary documentation and direction to the City's staff or the Contractor with respect to correction of variances from performance expectations;
- Revise: D11.1.1 to read: Effective commissioning is essential for the smooth transfer of the building from the project team to the City's operating staff. The Consultant shall engage **at the schematic design phase** with the City's **Independent Commissioning Agent** who shall be an independent firm with no corporate ties to the building envelope, mechanical, and electrical consultants engaged by the Consultant.
- Revise: D11.1.3 to read: The Consultant shall develop the commissioning specifications; including building envelope, solicit vendors, obtain competitive prices for **an Independent Commissioning Agent**, and recommend a preferred vendor to the City. The City will then contract with the preferred **Independent Commissioning Agent** independently from the Consultant. The Consultant will work with the **Independent Commissioning Agent** as part of the project team to incorporate commissioning into the project design and construction.
- Revise: D11.1.5 to read: The **Independent Commissioning Agent** shall coordinate activities related to commissioning and confirm that all tests performed by sub-trades, suppliers, and equipment manufacturers are conducted and documented. Commissioning services shall include (but not limited to):
- Revise: D11.1.5(d) to read: prepare project specific specification section: commissioning of the facility related to commissioning delivery of the facility and the roles and responsibilities of the **Independent Commissioning Agent** and the Contractor;
- Revise: D11.1.5(g) to read: prior to starting functional performance verification, the **Independent Commissioning Agent** shall review the following:

QUESTIONS AND ANSWERS

- Q1: What is this project's starting point? Is the program fixed or will a re-evaluation of the program be required?
- A1: The Consultant will be required to meet with stakeholders to refine the program. Until this happens, changes may occur to the project program. Part of the Consultant's role is to validate the program in respect to stakeholder development and to meet budget.
- Q2: What is Colliers' role in this project?
- A2: Colliers' role is to assist and support the City's Project Delivery Office. Colliers will be supporting the City to deliver all aspects of this project.
- Q3: We understand that the City is looking for LEED Silver Certification and Zero Carbon. Are you guys open to advanced energy performance requirements like Passive House?

A3: The City has indicated the minimum sustainability requirements in the RFP with respect to the City's, Province's, and the Funding requirements. The City is looking to meet these minimum requirements. If opportunities to obtain other certifications within budget arise, the City would be open and interested in hearing from Consultants in their proposals. The minimum sustainability requirements are established in the RFP.

Q4: Is the project fully funded? If not, will there be additional funding requirements needed that will impact the design?

A4: All funding is in place for the Phase 1 scope that was listed in the RFP.

Q5: Is funding based on pre-covid prices? As the market has changed significantly with COVID, construction costs may escalate.

A5: The stated funding is what is available. The City will expect consultants to provide cost estimates as the design progresses, as outlined in the RFP. The budget is all encompassing, and budget changes are not anticipated. Expectation is for the Consultant to adapt the design to align with the budget.

Q6: If costs increase, will value engineering be a change order or part of the original scope of work?

A6: The Consultant is expected to include value engineering as part of the scope of the services within their obligation to manage and maintain the project budget. Responsibilities of the Consultant include forecasting market trends and near-future changes to construction costs; this service is typically provided by third party cost consultants and should be included in a Proponent's project team. If the City were to amend the project budget, the Consultant would be entitled to a change in services relating to any scope adjustment.

Q7: Questions have been raised on the extent which concepts for the schematic plans for the three existing community centre sites will be developed.

A7: Further to: D7.5.2 (aa) and D8.12.1 (c), it can be clarified that the level of schematic design work is anticipated to be higher-level space planning concepts that address major components, adjacencies, and connections. The schematic design concepts are expected to demonstrate potential opportunities and constraints for re-purposing or re-visioning the three existing community centre sites, (Waverley Heights, Richmond Kings and Ryerson). Design concepts will be developed in collaboration with SWCC board members and/or working group and will consider the new spaces and program opportunities being developed at SWRC and any changes to the existing buildings and sites that could be made over time to address current and future program needs in those areas. Concept development will have input from City staff to ensure alignment with level of service targets, maintenance standards and resources. Deliverables may include sketch plans, annotated air photos and floor plans, precedent images and the like, which demonstrate potential future changes to these buildings and sites. No budget estimates are required for this deliverable, as concepts developed will be the starting point for future discussions, design work and options analysis as resources are available.

Q8: Who will be on the RFP Selection Committee?

A8: The selection committee will comprise of two or three members from the City, and two members from Colliers.

Q9: What is the schedule for the twin pad arena's design and construction?

A9: The twin pad arena is not part of Phase 1. At this time, there is no current funding for subsequent phases. The City wants to develop a site master plan to guide the future phases.

Q10: What is the anticipate project delivery method regarding the general contractor?

A10: Refer to D16. Construction Methodology.

Q11: Does the City expect the Consultant to manage and monitor email and phone enquiries? To clarify, will the City engagement website include a dedicated email and phone number set up for this project, and if so, will the Consultant be responsible for managing, monitoring, and responding to public enquiries?

A11: The Consultant is expected to monitor, manage, and respond to email and phone communications from the public and stakeholders, including enquiries, registrations, and comments. A dedicated project email address created by the City or an email address provided by the Consultant can be used for email communications. The Consultant must provide a phone number for phone communications. Depending on the nature of the enquiry, the Consultant, in consultation with the City Project Manager, may respond directly or the response may be referred to other members of the project team, including City staff, for a response. As per D8.13.1, the Consultant will be responsible for maintaining an up-to-date communications log throughout the project.

Q12: In Appendix A, Project Organizational Structure, a Project Communications Team is listed. Can you clarify what the role of the Project Communications Team is?

A12: This is a City team that provides oversight on the required communications for this project.

Q13: Will the Consultant be responsible for posting content on the City Engagement web page (i.e. accessing and using the back-end content management system) or will the Consultant prepare content that they City will post?

A13: The City will manage and post.

Q14: Is the project bilingual, i.e. must all content/material be provided in English and French? Additionally, the diverse community will mean content can be produced in different languages in addition to English and French. Has the City identified which languages they would like as part of the project? Do all materials need to be translated and available in all languages?

A14: The project is bilingual. Content will be provided in English and French. The City will coordinate the translation of approved English content to French and will pay for the costs of translation directly. The final translated French text will be provided to the Consultant. The Consultant must allow for a minimum of one week for translation of public engagement materials in the schedule. No other languages are required.

Q15: Under Appendix C, Ground Source Heat Pump Feasibility Study, it identifies local ground thermal conductivity shall be investigated through use of geological surveys and local experts. Under clause 3 of the same section it indicates to not use rules of thumb and to provide a layout of the proposed borefield. Furthermore, clause 4 requests a detailed life cycle costing for the ground heat exchanger and all components. There is a large risk to the project both financially and programmatically if the thermal conductivity values measured on site vary from those in the study. The study would may end up steering the project in the wrong direction. We see two major risks 1) If ground thermal conductivity is estimated from soil strata in historical drill logs, the resulting value may lead to an incorrectly (undersized) geoexchange field and 2) If soil strata from historical drill logs is in a different geological location (i.e. many kilometers away or even near by depending on the soil variability and aquifer in the area) and also at much shallower depths, unforeseen soil strata may be encountered (i.e. hardpan, shallow bedrock, etc.) which could make the type of installation impossible or much more expensive. Would the City consider performing the thermal conductivity test either as part of the study or independent of the study and the results provided to the consultant?

A15: No, the City would not consider performing the thermal conductivity test at the schematic design stage of the project. The feasibility studies are for high level comparison purposes only and it is understood that there may be local variations, however it is important to use geological surveys and local experts where possible. Consider using conservative values if unsure of local conditions. If the results of the feasibility studies are close between the different HVAC system types, then all risks would be taken into consideration before a final choice was made. If a geothermal system solution is chosen for the project, then thermal conductivity testing will go ahead during detailed design. The thermal conductivity testing will be arranged by the Consultant but procured by the City.

Q16: Section B11.5: Can you provide the roles and responsibilities of what each role is? In particular, the roles and responsibilities of the Project Manager and Design Lead. Do these positions only apply to the prime consultant?

A16: The roles and responsibilities for each team member is to be defined by the Proponent.

Q17: Section B12.2: If we're applying as a joint venture, do we get to have two projects each or two projects in total?

A17: The Proponent can provide two projects for each.

Q18: Section B13.2: Do we need an FF&E person? If FF&E is included in the scope, can you please identify to what extent they would be included since FF&E can be anything from bleacher systems and sports equipment to office furniture depending on the service agreement. For example, fitness equipment is often leased with a service contract. In this case it would be in the best interest for the proponent to work with the fitness equipment supplier to coordinate layouts but not necessarily provide tender and procurement services.

A18: The City is seeking the expertise of the proponent to identify and address the project's FF&E needs although a dedicated FF&E specialist is not a requirement of the RFP. The Consultant will select, specify and develop procurement packages for the furnishings, fixtures and equipment for the majority of the spaces including the washrooms, change rooms, kitchen, office and administrative areas, lobby, multi-purpose spaces, storage areas and exterior spaces. Procurement of some FF&E components will occur separately from the procurement for the building construction. During the procurement process, the Consultant will also respond to requests from bidders for alternates or equal.

The Consultant will select, specify and develop procurement packages for the gymnasium equipment where aspects of the installation are more permanent or fixed including, but not limited to audio-visual equipment, bleachers, scoreboards and time clocks, basketball hoops, net systems for court sports, dividers/curtains, protective padding, and storage racks. The Consultant will not be required to specify sports equipment such as volleyballs or floor hockey nets.

Space planning for the fitness area(s) will be required but the City will procure the fitness equipment independently.

Space planning for the daycare will be required but the Consultant will not be responsible for specifying furnishings or developing procurement documents.

Q19: Section D11.1: The Commissioning Agent is requested to have no ties to the building envelope, mechanical or electrical consultants. Can they have a corporate tie to sustainability or energy modelling consultants?

A19: The Independent Commissioning Agent can have a corporate tie to sustainability or energy modeling consultants.

Q20: Section D5.8.2 notes that the consultant should engage an "independent commissioning consultant as per requirements stated in D11". However, under D5.2 and again D11, it is noted that City will engage the Commissioning agent. Can the City please clarify whose responsibility it will be to engage the commissioning agent? Will the City hire this under a separate RFP or are the Consultants expected to provide this service? Do we include the "independent commissioning consultant fee in our proposal?

A20: The Consultant will develop RFP for the Independent Commissioning Agent and be procured by the City.

Q21: In the information meeting, it was stated that engagement was currently in progress. Can you please clarify the extent of stakeholder engagement done to date? This will help us formulate our workplan and integration of an engagement plan, which is listed in the scope of work

A21: Stakeholder and public engagement is to begin as part of this RFP.

Q22: D7.6.2(n) states that the Consultant is to submit an Environmental Compliance Approvals for air and noise and obtain approvals from MOECC if required. Given that this work is typically done by an Environmental Consultant (which is stated to be hired under a separate contract), can we assume that this scope item is not included for this specific scope?

A22: Yes.

Q23: Section D21.5: Would \$5M be a typical amount of insurance that a sub-consultant would carry? Can you also clarify what the term "comparable" means in relation to the sub-consultants?

A23: The City has the contract with the Consultant and not Subconsultants.