

1097-2024 ADDENDUM 1

PROFESSIONAL CONSULTING SERVICES FOR BUILDING ENERGY AUDITS

URGENT

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

ISSUED: January 31, 2025
BY: Sylvie Cooper
TELEPHONE NO. 204-471-0095

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

Template Version: Add 2024-02-01

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.

APPENDICES

Replace: 1097-2024_Appendix_A with 1097-2024_Addendum_1-Appendix_A

QUESTIONS AND ANSWERS

Q1: The area for the Civic Centre Complex is inconsistent between what is stated in the RFP and what is noted in the report provided as part of Appendix A. Please confirm the correct area/size.

A1: The Civic Centre Complex includes both the Susan A. Thompson Administration Building and the City Hall Council Building. Appendix A currently contains the portfolio assessment for the Susan A. Thompson Administration Building but does not include the report for the City Hall Council Building, leading to the discrepancy in building areas. The report for the City Hall Council Building has now been made available with this addendum.

Q2: The RFP states that utility bills will be provided. What other documentation will be available for each building from the following list?

- As-Built Drawings and floor plans
- Equipment lists
- Previous energy audits
- Previous building condition reports
- Related equipment inspection reports
- Typical occupant loads
- Typical building schedules (occupants, lights, equipment, etc.)
- Sequence of operations for the building automation system

A2: Drawings are available for all buildings, though the completeness of the drawing packages varies. Energy audits were previously conducted for the City Hall Council Building and the Pan Am Pool several years ago, and these reports will be made available. Internal building condition assessments have been completed for all buildings; however, some of these assessments are over 10 years old. All buildings are equipped with building management systems, which the consultant will have access to. Additionally, Building Operation Supervisors will be available to answer any questions.

Q3: In section D3.2 (d) of the RFP under the requirements of the ASHRAE Level 2 audit, item (xiv) mentions a Life Cycle Cost Analysis (LCCA) shall be included. Typically, LCCAs are not included in ASHRAE Level 2 audits – they are usually included in Level 3 audits. Since the LCCA has been requested as part of the scope, is the actual intent to deliver a Level 3 audit, or a Level 2 audit with an added LCCA?

A3: Our intent is to deliver a Level 2 audit with an added LCCA.