

ADDENDUM

Request for Qualifications (RFQ) District of Hudson's Hope New Community Centre

RFQ ADDENDUM #4

Date of Addendum: January 26, 2024

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Quotation (RFQ) is modified as set forth in this Addendum. The original RFQ Documents remains in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

2.0 Scope of Work

2.1 Integrated Design Process (IDP)

The District desires to engage an experienced Integrated Design Team to take this project from concept to completion and commissioning. The process will involve two main stages and several phases including but not limited to:

Stage 1

1. Pre-Design
 - a. Team composition and coordination
 - b. IDP facilitator
 - c. Visioning charrette preparation, hosting
 - d. Concept Design report with magnitude of cost
2. Schematic Design
 - a. Team coordination
 - b. Schematic design documents
 - c. Key meetings including charrettes and workshops
 - d. Preliminary financial estimate
3. Design Development (final design)
 - a. Team coordination
 - b. Design development report
 - c. Detailed financial report

Addendum #4 clarifies the intent on the role of the Facilitator is specific to the Integrated Design Process (IPD) and not an Integrated Project Delivery (IPD) project.

QUESTIONS

Additional questions that have been received and responded to via email.

Is the budget provided a "project" or "construction" budget? **The amount provided was an estimate based only.**

Can the District share the proposed Building Area available at this time? **It has not been finalized. Options included replace existing building and location, or expand off other recreation amenities (i.e., arena). Has not been finalized, looking for input through RFP process.**

Section 4.2 section 1 requests to include "respective projected costs of their involvement". We understand this to be an RFQ and no Fees are being submitted at this time. Please confirm no fees are required. **Correct.**

Are Hourly Rates for various positions required as part of this Submission? **No.**

The RFQ outlines 4 primary subconsultants - Structural, Mechanical, Electrical, Civil.

Would the District like the inclusion of larger team qualifications?: ie. Cost, Code, Envelope, Landscape Architecture. Or will these sub-consultants be included as part of the team submissions for Short-listed teams later in the process? **If you have information on the larger team, please include.**

Will the District contract its own cost estimate? or should the prime consultant carry this contract? **Prime.**

I am writing to ask if a full consultant team is required for our response to this request for qualifications. Each submission will be evaluated on the strength of its' submission. **If you have a full team, please include it.**

It seems that only the architectural design team qualifications are currently required and that sub-consulting engineers are not. **Section 4 on the evaluation criteria is looking for sub-consultant team qualifications:**

Provide a one (1) page bio for each of the following Engineering Leads: Structural, Electrical, Civil and Mechanical, indicating experience, extent of individual's time to be devoted to the project, and notable achievements in the area of this work assignment and include services on a minimum of two (2) comparable projects with description, role on the project, construction budget and year substantially completed.

Evaluation of the Staff will include an assessment of the firm's overall ability to provide adequate resources to this project.

As this project is proposed to be delivered using an Integrated Design Process (IDP), could you please clarify:

- 1) Is the District Retaining an IDP facilitator for inclusion in the team? **No.**
 - 2) If one if not provided by the District, does the architect need to have internal experience with IDP delivery, or can a 3rd party IDP facilitator be subcontracted as part of the project team? **Can be either.**
 - 3) Does the IDP facilitator need to be named in the proposal response? **Ideally, I would say 'yes' that the IDP facilitator needs to be named in the proposal response. The reason is that we are shortlisting firms that are qualified in the IDP delivery. No naming them would make it difficult to properly evaluate a firms submission and whether they are qualified.**
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The RFP asks for an IDP approach. As per the link and paragraph above, there are two ways this process happens. One is informal - which is basically what Architects do all day long. We work with all stakeholders and our consultant team to put together the best solution that meets the various needs, site constraints, budget etc. The critical thing is that all the stakeholders and all the consultants are involved from the start, not brought in later.

Not sure what you mean by informal IDP. At this time, the RFP is to identify experienced firms with IDP experience. I suspect that through the process, there will always be the need for input from structural, mechanical, and electrical engineers as they implement the design and suggest appropriate systems. Is this what you mean by informal or conventional design?

On the reference template, there is a field that asks "Hudson's Hope Public Library: Yes/No Reno/New" and one that asks "Others Yes/No Reno/New". Can you clarify the expected answers to these questions? We think perhaps you want confirmation that the referenced project includes a library or the other scope items, but your clarification would be appreciated.

In terms of your first question, you are correct in that we are looking for the type of renovation project or new construction. If you have worked on a library project, was it a new build or renovation of an existing structure. Under the 'Others' section, please outline one of the other larger projects your firm has worked on and again, whether it was a new build or renovation.

Could you confirm if you're looking for Design Team only for this, or if you're wanting a General Contractor included in Phase I for pricing purposes? If a contractor is included in the Phase I for pricing, would you deem them as being in conflict and ineligible to bid on the project when it comes to that phase?

Our focus is on the Design Team. I would say that if you have the General Contractor information to include it. You can always identify it separately if you feel that will be easier. The GC would still be eligible to bid on the project when it comes to that phase.

Who would be responsible for costing? Should the consultant team carry a cost consultant? Or will the client hire a third party? And if the consultant team will be responsible for costing, could this be a General Contractor OR a Quantity Surveyor (Cost Consultant)?

General Contractors can be a little more in tune with conditions on the ground, particularly with a "remote" site like Hudson's Hope.

And a final follow up question - if it can be a GC, would that then bar them from submitting to a future tender process?

The consulting team would be responsible for costing. I suspect the consulting team would identify the type of person to want to use in this role (i.e. General Contractor or Quantity Surveyor). I agree that a qualified General Contractor would have a better understanding with the conditions on the ground in northeast BC.

If it is a General Contractor, the firm would not be barred from submitting to a future tender process.

Our team has a question for this RFQ. The evaluation criteria for this RFQ requests information on the Architect / Design Team and Sub-Consultants in the proposal criteria, but does not mention the builder/general contractor (GC).

Could you please clarify if we would need to include a builder's qualifications in the RFQ proposal response as well? Or will the District issue a separate RFQ for contractors?

Thanks for your question. If you have builder's qualifications, please include it with your proposal. As stated in our documentation, the intent we are trying to achieve through the RFQ Process is to develop a short-list of qualified firms to send out the RFP document. In this sense, if you feel including the builders' qualifications, will provide a more comprehensive submission, please include them if they are available.

Any luck getting answers on whether this is a formal or informal IDP project, or what the desired energy target/framework might be?

To answer your remaining questions. No decision on formal vs. informal IDP and no discussion or direction on desired energy target/framework.



Section 1 – Company Overview requests a brief overview of your firm, including size, years in service and other relevant information including an organizational chart.

Could you kindly clarify whether Hudson's Hope is requesting an organizational chart showing the structure of the prime consultant firm or the project team?

Overview for your company is fine. If you have information on the project team, you can include as well.

On page 4, first 3 questions (regarding an “IDP Facilitator”) – this Facilitator role is specific to IPD projects, not IDP (the Facilitator trains, guides, engages and monitors the project team on the IPD process itself). We assume that this role is not required. Agree.

At the bottom of page 7 and page 8, the Q&As discuss inclusion of a General Contractor in the submission, which would not be appropriate for an IDP (but would be essential to an IPD). We assume that general contractors will not be named to the teams. Some firms have close working relationships with particular General Contractors and would likely use them on this project if they were successful, so it is up to the submitting firm if they wish to include information on the General Contractor.

Section 1 – Company Overview requests: Clearly identify the prime firm submitting the proposal. Identify any other firms that may be involved (sub-contracted) on your behalf and their legal/contractual relationship with the prime firm along with the expertise and respective projected costs of their involvement.

Could you please clarify the meaning and requirements of the projected costs Hudson's Hope is requesting?

Thanks for your email. The cost question will become important through the RFP process as we look to see if the cost of the prime is all inclusive of whether there are other sub costs that will need to be considered as part of the overall evaluation. For now, please focus on the prime and expertise of any sub-contractors and their relationship with the prime.

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Please advise on / confirm:

- 1) The properties or parcels that will form part of this engagement including those which may be required to accommodate municipal off-street parking requirements in a dedicated or shared capacity.
- 2) The current legal, current utilized and desired occupant load for the Community Hall.
- 3) That property surveys, site utilities and servicing and geotechnical information is available and will be provided to the successful candidate prior to the commencement of Integrated Design Process services.

The responses to your questions have not been finalized and will be made clearer through the RFP process.
