



PURCHASING SECTION
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ADDENDUM 2

REQUEST FOR PROPOSALS (RFP) No.: 1220-030-2014-023

TITLE: ARCHITECTURAL AND PROFESSIONAL DESIGN SERVICES – RECREATION, LIBRARY AND ARTS CENTRE IN CLAYTON HEIGHTS

ADDENDUM ISSUE DATE: July 14, 2014

CLOSING DATE AND TIME: ON OR BEFORE THE FOLLOWING DATE AND TIME (THE “CLOSING TIME”):

TIME: 3:00 P.M. (LOCAL TIME)

DATE: JULY 24, 2014

INFORMATION FOR PROPONENTS

The following information is provided to answer questions raised by Potential Proponents for the above name project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to the Proponent or any sub-Proponent not being familiar with this addendum. This Addendum No. 2 contains three (3) pages in total.

QUESTIONS AND ANSWERS

Q1. Is there an indicative building area or budget?

A1. As per the RFP, “Due to the unknown scope of construction, proposals should include details on how the fees for future consulting work beyond Phase 2 will be calculated. All fees will be considered in evaluation of the proposals but only Phase 1-2 will be awarded until Mayor & Council approve a preferred option, which is anticipated in early 2015.”

To clarify, Phases 1 and 2 are intended to determine ultimate project scope (program area and budget). Phase 1 and 2 fees should be detailed according to the intended work plan of the proponent and be fixed.

A suggested method for submission of Phase 3 fees (fixed and/or percentage) would be against ranges for various project scales (i.e.: \$5-10M, \$10-15M, \$15-20M, etc.).

Current program assumptions are as follows:

Recreation may include one full size Gymnasium (6300 SF), 8000 SF Weight Room, 2500 SF Fitness Studio, 650 SF Preschool, 3000 SF for Multi-purpose Rooms, usable

lobby/community space, plus support, service and circulation space. Possible Library of 25,000 SF as per RFP.

Q2. The RFP suggests that the project will be executed in two phases. Phase 1: Gymnasium and Library program and Phase 2: Arts program. Are proponents to base fees on the construction of both Phases or just Phase 1 as a part of this RFP?

A2. **The intent of the RFP is for proponents to assume one construction project in Phase 3 as described in the RFP. If there was a second construction project to add more space to the building it would likely have years of separation between projects so it would not be included in this contract.**

Q3. Will there be a commissioning agent for this project?

A3. **A third party commissioning agent will be required and hired by the owner separately.**

Q4. Does the City of Surrey have a joint development permit/building permit process?

A4. **The City of Surrey development permit and building permit processes can be reviewed with the City of Surrey Planning & Development Department, and the proponents should be familiar with the requirements. The requirements will not be issued as part of this RFP.**

Q5. What is the scope of off-site engineering?

A5. **Off-site engineering scope will be issued as by separate addendum.**

Q6. Is the Hazelgrove Annex remaining and will it form part of the scope for this project?

A6. **The intent does not include the retention of Hazelgrove Annex.**

Q7. Under Instructions to Proponents, Paragraph 2.2 - has the City determined whether there will be an information meeting?

A7. **Suggest there is no need for an information meeting; the site is open to review.**

Q8. Schedule C-2, items (ii) and (iii) - Would a description of successfully completed similar projects suffice to answer both item (ii) 'relevant experience' and item (iii) 'demonstrated ability'?

A8. **It is up to the proponents to supply sufficient information for assessment of experience and demonstrated ability.**

Q9. Schedule C-2, item (viii) - Can the workplan and schedule be limited to Phases 1 and 2 (Area Study and Concept Design) at this point? Until the project scope is fully defined a workplan and schedule for Stage 3 would be quite rudimentary.

A9. **The RFP intent is to establish broader cost for consulting services and considers continuous involvement of one design team.**

Q10. Schedule C-4 - similar to question 5 above, can the schedule be limited to Phases 1 and 2 at this stage?

A10. **This is not the RFP intent.**

Q11. What is the construction budget?

A11. **Please refer to the RFP. The construction budget has not been determined.**

- Q12.** Under item 10, Project Details - to help us more accurately address the scope of work in our proposal, is there a preliminary program or gross area for the recreation facility component that could be made available?
- A12. Estimates of some component areas can be found in the RFP and in this addendum.**
- Q13.** Schedule C-1, Statement of Departures, item 2(b) Prime Contractor qualified coordinator - can you confirm whether this is a requirement for professional design services, and if so clarify what qualification is required?
- A13. Refer to section 12 (WCB)**
- Q14.** As the scope of the project, construction cost and program for phase 3 will be dependent on the outcome of Phases 1 & 2, should the fee for phase 3 be expressed a percentage of the construction cost of the project? If **SO**, at what stage of the project should the construction cost be determined? (e.g. at the end ph. phase 2 or pre-tender, tender, or project completion?) If **NOT** how would you like to see the fee expressed?
- A14. Percentage fees for future consulting work beyond Phase 2 can be submitted as a percentage of the Construction Cost (refer to this addendum). Budgeting will be developed through Phases 1 and 2 for project funding and taken to Mayor & Council for approval at which point we will be able to enter into a contract for Phase 3 based on the approved project scope.**
- Q15.** Does the RFP respondent team need to integrate a theatre consultant or audiovisual/multimedia consultant on board?
- A15. No, not at this time. A/V will form part of Electrical Consulting services.**

Owner initiated addendum item:

The proponents are asked to provide a description of an optional scope of work for targeting LEED Gold Certification. If there are additional costs for this outside the requirement to meet the City Sustainability Charter, provide a separate price.

END OF ADDENDUM

All Addenda will become part of the RFP Documents.