

## Addendum 1 – December 17, 2024

Request for Proposals for Design Services New Town Office  
Town of Peace River • RFP 2024-011 Design Services New Town Office

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The following information supplements and/or supersedes the RFP documents issued on Friday November 29, 2024 and any addenda issued to date.

The following questions were submitted in response to the Town of Peace River's RFP for Design Services New Town Office. This Addendum is being posted publicly along with RFP documents, and it is assumed that all proponents responding to the associated RFP have reviewed this Addendum ahead of providing their submission.

### Mandatory Site Visit Adjustment

Due to many scheduling issues noted during this time of year, we will be offering a second option for the Mandatory Site Visit:

#### **Mandatory Site Visit – Second Date Option**

**Date: Wednesday, December 18, 2024**

**Time: 1:30 pm until 3:00 pm**

**Location: 9715 100 Street, Peace River, Alberta**

Attendance at one of the two mandatory site visit options is required, but not attendance at both.

Attendees of one of the two mandatory site visits who wish to attend the site for an additional visit may schedule a date and time prior to closing by contacting the Director of Infrastructure and Development, Pat Fisher, at 780-219-4167.

### Additional Questions:

1. The budget was noted as \$1 million inclusive of design fees. A project of this scope and scale would be expected to come in at \$200/ square foot just for construction which at 20,000 sq.ft. would be \$4 million, which does not include design fees, FF&E or abatement. Is the Town willing to increase their budget or decrease the scope of work to align with current market conditions for construction costs? Please confirm which method is preferred, increase of budget or decrease of scope.

A: Decrease scope to fit or phase. It's not a wholesale retrofit of the building though – it was being used for an office and is in passable shape, and we are aware that there will need to be choices made about what is included or deferred.

2. The project schedule is noted as substantial completion of the council chambers by October 2025. If this project is awarded as noted January 31st, with project start up

February 14th, typically schematic design would take 6 weeks at a minimum (end of Mar), design development possibly 4 weeks (end of Apr), construction documents 12 weeks (end of Jul) and tender 4-6 weeks (mid-Sep), putting construction kick-off at end of September. This leaves 4 weeks to abate, demo and construct, which does not appear feasible. What is the proposed overall schedule in the Town's view? Is there expected phasing involved and potentially multiple tender packages required to fast track the process?

A: We would like to be in a space where the emergency space and the council chambers are ready for use by October 2025. It is reasonable to look at multiple tenders, phasing, or alternative delivery if necessary.

3. Is construction management or prequalification of contractors being considered to help the schedule or will this be going to general tender for contractors once all design is complete?

A: Alternative delivery is on the table if necessary. If it is critical to your firm's approach then it would be worthwhile noting that in your proposal.

5. The RFP states that compensation for this project will be based on time and materials. An estimated time and cost will be provided, but please confirm the Town will compensate by actual hours spent, and if there are any expectations on limitation of hours.

A: Time and materials seemed the most fair approach for a building retrofit. If there are significant deviations from the submitted estimates they would need to be defensible. We have a pretty firm budget cap for this project and will be challenged to get additional funding unless there is a pretty solid business case or it is for a future phase of work.

6. Please confirm the scope of work is only related to the new location 9715 100 Street, and no work is required at the old location 9911 100 Street.

A: No work is required at the old location as part of this work. The scope of work is for the new location so that it can be move-in ready for our operations.

7. Can you please confirm if the site visit is mandatory for sub consultants as well?

A: It would be up to the design lead to decide who needs to be in attendance and not necessary for all subconsultants to attend necessarily. It certainly wouldn't hurt but we appreciate there is a cost involved in coming to look at our site.

8. For the Mandatory Pre-Bid Meeting on December 12, can the Proponent's attendee be a member of the proposed subconsultant engineering team?

A: It would be reasonable for the attendee to be a subconsultant as long as they identify the design lead they're onsite for at the time of visit, or that the lead identify who on the design team was in attendance for the site visit.

9. Is there any building inspection reports that can be provided.

A: Yes. The Town obtained a commercial building inspection report prior to purchasing the building. We will upload that report onto APC so interested proponents may view the report if they wish. Some items have been addressed (Some of the abatement, some of the plumbing concerns noted...etc.). We will review this report in detail with the successful proponent as part of a project kick-off meeting.

10. Are there any drawings for the building available?

A: The Town does have paper drawings of the building available from when permits were applied for; however, they're old, not digital, and may not be accurate as it is apparent that changes have been made inside the building at multiple points in time. We will, however, make these available to the successful proponent.