



SUNSHINE COAST REGIONAL DISTRICT

ADDENDUM NO.2

Request for Proposal No. 18 370

Corporate Space & Site Planning

Date: December 6, 2018

This addendum forms part of the contract documents and shall be read, interpreted, and coordinated with all other parts. The costs of all work contained herein shall be included in the tender submission. The following revisions, clarifications, changes, additions, or deletions supersede the information contained in the original documents to the extent referenced and shall become part thereof:

Number of pages including attachments: 3

Item No.1

Question: How many existing offices are there in the Field Road Main Office?

Answer: Approximately 45.

Item No.2

Question: How many people will be the evaluators of the draft design?

Answer: The Regional District's Senior Leadership Team (6 people) plus some key members (not more than 4 people) yet to be identified.

Item No.3

Question: Does this project require board approval for the design?

Answer: Board approval is required for changes to an established level of service, addition of a new level of service, or financial decisions related to the aforementioned. Any modification of front counter services is an example of an established service that would require Board of Directors approval. It is not expected that the proponent will prepare any reports directly to the Board of Directors. Presentation from the design and rationale report will be taken care of by staff in conjunction with the Regional District's asset management policies and procedures.

Item No.4

Question: Is the design presentation to all staff or select members of staff?

Answer: The draft presentation will be made to the evaluation committee aforementioned. If further presentation is required for general staff, the Regional District will commit to change order to add that item to the scope of work.

Item No.5

Question: Addendum 1 identified that the project timeline can be modified by the proponent during submission. However, due to tight timelines for the project it may be difficult if it is required to present to all staff members. To what extent is the project timeline flexible?

Answer: A draft design is required before April 2019 for budgetary decisions. Aside from that, all other deadlines are flexible. Scheduling will be considered as an evaluation criteria for submission; however, extended project schedules will not eliminate candidates without consideration to all other criteria provided.

Item No.6

Question: There are varying degrees of space planning. It can be minimal or large. How open is the design? For instance, should the proponent be redefining the reception area as well?

Answer: The request for proposal provided three levels for planning intervals: short term, medium term, and long term with the expected level of effort to meet each of these definitions. The functional issues that are the focus of this work is improving staff workspaces, improving meeting spaces (including breakout offices or spaces), and ensuring that there is space for new staff in the future. The reception area, specifically, is functional as laid out, but recommendations for aesthetic improvements are welcomed. As aforementioned, items that change level of service provided to the public require board approval and should be considered by the proponent accordingly.

Item No.7

Question: How many people will the successful proponent be interviewing as part of the scope?

Answer: The Regional District will identify a focus group to work with the proponent on design. The Regional District will coordinate this through their Senior Leadership Team. The Regional District is a unionized environment and maintains approximately 195 full time equivalent staff. At this time, the Regional District perceives the number of interviews would be approximately 15 people or a joint focus group session. Ideally, the proponent will provide professional guidance from the proponent on this item, and the Regional District welcomes methodology recommendations from the proponent.

Item No.8

Question: Does the Regional District require a full building code analysis of the building?

Answer: Not at this time. The building under current configuration was performed legally under building inspection provided by the District of Sechelt. It is expected that the proponent will identify the level of review required for different levels of design and will conduct itself in conjunction with the Architects Act.

Item No.9

Question: With respect to the list of subcontractors required as part of the submission. Design companies are only able to go up to a certain space size before they would need to have an Architect and/or an Engineer to provide review and approval. Is an Architect required as part of the project?

Answer: The Regional District is aware of the professional limitations of non-Architect designers and the implications on the size of the buildings being evaluated. At this point, the Regional District has not specified an Architect as firm requirement in project scope, because the scale of the potential space reorganization that will need to take place is not clear at this time. It is recommended that proponents evaluate our future requirements based on their professional judgment and provide a bid that reflects what will be required to commission the design that is provided.

Item No.10

Question: Section 2.2 is referenced in the document and does not have a titled location in the document. Can you provide clarification on this item?

Answer: Section 2.2 should actually reference Section 3.1 and should be considered accordingly by the proponents.

Item No.11

Question: There are a few areas in the document where a written report is referenced. What does the report entail?

Answer: This is intended to be a design rationale document to support changes to building organization, potential changes to level of service, or other changes considered to be substantial from the perspective of the designer. This is intended to be a support document to be used by the evaluation team as part of their presentation of the design to staff.

Item No.12

Question: Should the submission include a price for professional services, an estimated cost of performing design changes, or both?

Answer: This project is to cover just professional services. Quantity estimates, Class D (*Budget Guidelines for Consulting Engineering Services, EGBC, 2009*) or similar, are part of the project itself as identified in Section 3.2.

Item No.13

Point of clarification provided by Regional District staff to the visiting proponent.

Our inactive records storage in the IT Building on Field Road is currently close to capacity. However, the amount of our financial records intake per year has substantially decreased with the addition of our Enterprise Resource Planning software (Unit4 Business World).

Item No.14

Question: Is the proponent required to review the design and usage of the small meeting room outbuilding (Dogwood) to the south of the Field Road main office?

Answer: This item was not included as part of the scope of work, but this building is considered a part of the Field Road Office and should be considered a part of the space planning exercise.

Item No.15

Question: Will there be additional layout drawings provided?

Answer: Dimensioned building layouts are not available at this time. The Regional District recommends that interior spaces are measured as discussed in the scope of work on a “Conceptual Purposes” level of accuracy. Exterior spaces are best evaluated, measured, and planned using our Web Mapping tool with its current (2018) aerial photos or to the proponent’s methodology using sound professional judgement. All site survey plans are currently outdated.

Addendum No.2 is issued prior to receipt of submission and shall form part of the contract documents. The revisions shall clarify the information contained in the original Proposal documents issued on November 16, 2018.

If you have any questions regarding the above, please contact the undersigned.

Vanessa Schilling, Buyer
Sunshine Coast Regional District