



ST. CATHARINES PUBLIC LIBRARY

54 CHURCH STREET, ST. CATHARINES, ONTARIO L2R 7K2

(905) 688-6103 admin@myscpl.ca

ADDENDUM #2

REQUEST FOR PROPOSAL

Central Library Renovation Conceptual & Detail Architectural Plans RFT #21-04

This addendum shall form an integral part of the specifications and plans for the above project and shall be read in conjunction therewith. This addendum shall, however, take precedence over all requirements of the previously issued specifications and plans with which it may prove to be at variance, unless otherwise clarified by the Business Administrator.

This addendum should be signed by the bidder in the appropriate space and should be attached to the Form of Quotation for submission at the time of tendering.

Quotations not including this Addendum, signed as required, may be rejected as informal. There are eleven (11) pages in Addendum #2 (including this page and Appendix #1).

The questions that have been formally received, and the Library's subsequent answers/clarifications to those questions, are contained herein.

Authorized Signature: _____

Company Name: _____

Date: _____

1. Questions on costs as follows:

- **Could you confirm what the project budget is?**
- **Can the Library confirm the construction budget for this renovation project?**
- **Has SCPL determined a construction budget for this project?**
- **There does not appear to be a construction budget listed, has there been a budget established for this project?**
- **Is there a set construction budget for this project or at least an estimated range in budget? Should we assume the budget in the feasibility study is accurate?**

SCPL would like to keep the budget for the conceptual and detail architectural plans related to this RFP under \$100,000. The Feasibility study undertaken indicated construction costs of \$3,223,000 plus \$465,000 of furnishings.

2. Would the Library consider sharing the Feasibility Study with proponents as that vital information will greatly inform proponent's bids?

The Feasibility Study was published on September 16, 2021 through Addendum #1 on Biddingo and on our website.

3. Does the Library have a timeline for the completion of the renovation?

This project will encompass several years. After the design is agreed upon, sufficient funds must be secured prior to the renovations getting started. Funding will likely include components of capital funding from the City of St. Catharines, grant funding, use of reserve funds as well as other sources such as a community fundraising campaign.

4. In reference to Proposal Submission and Content point v, 'Company Profile and Personnel', would the Library like a breakdown of qualifications for the architectural team only or does this extend to sub-consultants?

Qualifications for the architectural team only are sufficient.

5. In reference to 27. 'Specification and Bid Requirements', h) Fees, Phase 2 fees are to be based on the estimated construction contract value. Can the Library share this value?

Phase 2 fees are expected to be a flat dollar amount that is broken down by percentage that represents each significant construction module (i.e. in reference to the Feasibility Study one component would be enclosing the Church St walkway while the roof top reading area would be another component). The intention is to be able to lower fees post Phase 1 should it be determined that sufficient funds cannot be obtained to allow for the full vision of the project to be achieved. The amounts from the Feasibility Study are outlined in question #1 of this addendum,

6. Would SCPL be able to share the site visit sign-in sheet with all proponents? Can the library provide a list of attendees from the mandatory site meeting?

Attached as Appendix #1 of Addendum #2.

- 7. Does the Library have a desired project completion/opening date? Is a project and construction schedule available for this project?**

This has not yet been determined. A project and construction schedule is not available.

- 8. Would SCPL be able to provide a draft agreement? I.e. the OAA 600-2013 Architects Scope of Basic Services?**

An OAA 600-2013 Architects Scope of Basic Services is not available. It is the Library practice to issue a purchase order as a contract for work to be completed as described on page 5 of the Request for Proposal.

- 9. Does SCPL have a list of required sub-consultants?**

No, there is not a list of required sub-consultants.

- 10. On page 10 of the RFP it states that there is an HVAC replacement project scheduled for 2022 which is in the planning stage. It sounds like there may already be a mechanical engineer involved with this project. If so I'm not sure how the mechanical scope of work for the renovation project would be affected by this. Can this item be clarified so that mechanical consultants can provide a fee?**

and

The RFP states that the HVAC systems are scheduled to be upgraded. Are the unit replacements going to be like-for-like? If not, will information be available regarding the new system such that the mechanical design for the Library renovation is coordinated with the new equipment?

SCPL has contracted with an engineering firm to provide recommendations for the replacement HVAC. The system currently in place is no longer manufactured so an alternative solution is required. The Feasibility Study has been shared with the engineering firm and as such, they are encompassing the concepts of the Feasibility Study into their recommendations. Information will be shared with the successful proponent as needed but it is the intention of SCPL that the two projects will remain separate as the HVAC completion is early 2022.

- 11. Please clarify what the scope of work will be for the Electrical engineers, mechanical engineers and if there is any structural engineering required for this project.**

It is up to the proponents to determine to what extent engineers are required based on projects completed, underway and anticipated.

- 12. If there is no structural engineering required, can I suggest that a cash allowance be carried for structural engineering services in the amount of \$10,000 so that all the proponents have the same for structural?**

An amount of \$10,000 can be included but this must be clearly marked on the RFP response.

13. In Phase 1, how many different layout options are required?

It is anticipated that 3 to 5 layouts will be provided so that SCPL can explore alternatives and the related costs.

14. In Phase 1, how many community information sessions are required?

Three community information sessions are required. It is anticipated that one will be offered during traditional business hours, one evening and one on a weekend.

15. In Phase 1, is a cost estimate only required for the selected concept? Or multiple concepts? If the latter, please indicated the number of estimates required.

Detailed cost estimates will only be required for the selected concept. High level cost estimates are requested for each alternative design in Phase 1 so that an informed decision can be made between the alternative choices.

16. How many cost estimates are required in Phase 2 and what type (Class A, B, and/or C)?

The architect will develop an industry standard Class D cost estimate at the completion of the conceptual design phase 1, a Class C cost estimate at the completion of the design development phase, a Class B cost estimate at approximately 95% complete contract documents and Class A cost estimate upon completion of contract documents. Prior to tendering, the architect will review and refine the cost estimate. Additional cost estimates may also be produced as necessary.

17. Is a professional cost consultant required as part of the project team?

No a professional cost consultant is not required as part of the project team.

18. Are any sub-consultants required to be carried other than Structural, Mechanical, and Electrical engineers?

This is not known at this time.

19. What existing drawings are available and in what format (eg. AutoCad or PDF)?

The Library will provide any existing drawings to the successful proponent. All drawings are either PDF or paper format. We have many of the original drawings from the build in 1975/76 but there is no way to ensure that we have all drawings as there is no inventory available. Some drawings are available from subsequent modifications to the building but completion cannot be ensured.

20. Please clarify how the 10% of points allocated to 'Presentation' will be evaluated.

Short-listed proponents will be invited to present the highlights of their RFP submission. The presentations may be either through Teams or in person depending on the status of the Covid-19 pandemic at the time. The purpose is to explore the "fit" between the

proponent and Library staff. The staff team composed of the CEO, Business Administrator, Central Branch Manager and the Building Manager will evaluate the presentations and the score will be added to the rest of the criteria outlined on page 5 of the RFP to determine the overall score and the successful proponent.

21. Will there be a commitment as part of this agreement that we will proceed with Phase 2/future phases, if we are the successful proponent in Phase 1?

SCPL is under no obligation to enter into negotiations with a Proponent or award an agreement or purchase order, and reserves the right to terminate the RFP process at any time. Award of the Proposal, in whole or in part, may be contingent upon budget, City Council and Board of Director approval. SCPL is under no obligation to proceed to Phase 2 of this RFP. Participation in Phase 1 does not imply a commitment by SCPL to proceed with the work detailed in Phase 2. SCPL reserves the right to end any agreement with the Phase 1 consultant, and retain the services of a different consultant for the Phase 2 work should it be in the best interests of SCPL to do so.

22. Can you clarify the list of consultants to be held as part of our agreement/response? It helps us ensure clarity for all and you to compare apples to apples in responses, if you have this information.

Use of any sub-consultants must be clearly identified in the Proposal submission. Any party who may be participating in the Proposal must be clearly identified. However, in the case of joint submissions, one party must be named as taking overall responsibility for successful completion of the work defined in the Proposal.

23. Will the full library be part of the scope? We appreciate that many of the questions of phasing and how the renovation unfolds is still to be determined, but we were hoping to clarify that all spaces are going to be renovated or whether there was a particular focus.

SCPL intends to renovate the entire Central Library but this is dependent on sufficient funding being available or obtained.

24. Are the consultants that performed the feasibility study open to bid on this RFP, or is their previous knowledge and relationship with the client seen as an unfair advantage?

The consultants that performed the feasibility study are open to bid on this RFP and will be evaluated using the same criteria as outlined in Section 13 on page 5 of the RFP. The Feasibility Study was released as Addendum #1 on September 16, 2021.

25. How many costings by PQS are expected for Phase 1 and Phase 2, and what level of costing (Class A,B,C) or is it up to consultants to determine?

Please see question #16 and its related response.

26. Will the client provide internal AV and IT design and the consultant provides the design of infrastructure?

Yes, this is the intention.

27. The feasibility study includes some vision of the exterior. How much scope, if any, for this project will be exterior related to landscape design and civil engineering?

The City of St. Catharines owns the building and SCPL leases the building for a nominal rent. The City of St. Catharines retains responsibility for the exterior of the Library including the landscape. The exterior is out of scope in terms of landscape design except where there maybe change necessitated to the exterior as a result of the interior changes.

28. Will the library procure the furniture and shelving outside of the contract? Will the library provide standards and the consultants will select and specify?

Yes SCPL will procure furniture and shelving outside the contract. Design ideas related to furnishings and shelving are welcome but procurement is not required.

29. Please confirm that Respondents are to base their fee proposal on the entire scope of work outlined in the RFP document, and further identified within the recently issued Feasibility Report (Items A-F in the High Level Cost Estimate Table).

Yes, the fee proposal should include the entire scope of work.

30. Please also confirm that the total High Level Cost Estimate for Items A-F represents the anticipated Construction Budget.

Yes.

31. The scope of work contained within Phase 1 – Design Development, should follow a relatively straight path, that can be quantified, and thereby facilitate a fixed fee proposal. However, considering that the Phase 2 scope - Tendering & Construction Admin is dependent on the scale of the project based on the ability to obtain adequate funding, it is recommended that this portion of the fee proposal be provided as a percentage, and not as a fixed fee. Please confirm if this differentiation of fees between Phase 1 & Phase 2 is acceptable.

Please see question #5 and the response.

32. Section 27 - Specification & Bid Requirements; j) Proposal Submission and Content: vi. Work Plan “Include a description of the methodology, tasks, timeline, and estimated amount of time that would be spent on the Phase 1 and Phase 2. Please also provide a detailed implementation plan on Phase 1 and Phase 2 which clearly indicates how and in what time frame you envision the scope of work to be completed.”

Please confirm if the Library has a loose framework / timeline in mind for reaching the key milestones/delivery dates in the Phase 1 Design Development process. For instance, when does the Library wish to have Phase 1 completed & approved? Similarly, how much time does the Library anticipate will be required for fundraising between the completion of Phase 1 (Design) and the start of Phase 2 (Tendering & Construction)? 6 months; 1 year; longer? Providing Respondents with an understanding of the Library's expectations, and knowing how much time is available to complete certain tasks will help us to generate a reasonable Work Plan for your consideration.

The anticipated milestone/delivery for Phase 1 is June 2022 to inform the 2023 Operating Budget timing and the 2024 Capital Budget submission.

- 33. Section 27 - Specification & Bid Requirements; j) Proposal Submission and Content: x. Accessibility Declaration "...selected Respondent must provide confirmation of completion of AODA training." As members of the OAA & ARIDO, the implementation of accessible design within our work in the public realm is an inherent component of our professional responsibilities & licensure. Please confirm if proof of membership to the above-mentioned is acceptable in lieu of proof of AODA training.**

Yes, proof of membership to OAA & ARIDO is acceptable.

- 34. On page 13 of the RFP document, Section v. Company Profile and Personnel, it is requested that we "identify the lead consultant and provide a breakdown of qualifications for each member of the project team ... ". Is SCPL referring to solely the Architectural Design team, or is SCPL referring to the sub-consultant team, as well? If the latter, can SCPL please identify which sub-consultants are expected to be carried/featured in our proposal?**

SCPL is referring to the architectural design team.

- 35. On page 12 of the RFP document, Section 4. h) Fees, it is requested that "total fixed fee for the Phase 1 work shall be clearly shown, including sub-consultant fees." Can SCPL confirm which sub-consultants the Proponent is expected to carry?**

Use of any sub-consultants must be clearly identified in the Proposal submission. Any party who may be participating in the Proposal must be clearly identified. However, in the case of joint submissions, one party must be named as taking overall responsibility for successful completion of the work defined in the Proposal.

- 36. On page 12 of the RFP document, Section 4. l) Minimum Qualifications and References, it states that "Proposal submissions must include a list of at least three (3) relevant completed projects with references and telephone numbers/email contact information for each key personnel." Is SCPL referring to solely the Architectural Design team, or is SCPL referring to the sub-consultant team, as well? If the latter, can SCPL please identify which sub-consultants are considered "key personnel"?**

SCPL is referring solely to the architectural design team.

37. Would the SCPL be amenable to providing an extension to the proposal deadline?

The RFP submission deadline is firm. No extension can be given.

38. Can you confirm which consultants you would like us to carry on our team for this project? A detailed list of all consultants will help ensure all bids are competitive.

Please see the response to question #9.

39. If a Civil Engineer is to be involved, would the SCPL be amenable to providing an allowance for this scope of work at this time?

An allowance is fine but must be clearly indicated in the response to the RFP.

40. Section h) Fees details that we should break our fee down by each percentage for the Phase 2 work based in the estimated construction contract value. Is a construction budget available for this project?

Please see the response to question #5.

41. Can you provide more information regarding the number of cost estimates required and the level of detail required? For example, can we assume estimates at: SD + DD + 30%CD + 90%CD?

Please see the response to question #16.

42. How many layout options we will be expected to provide for Phase 1? Will all Phase 1 options be costed? Or only the preferred option?

Please see the response to question #13.

43. Will the consultant be responsible for the telecommunications system design, or should we allow for rough-in only based on information from SCPL's IT department?

No the consultant will not be responsible for telecommunications system design. Please see question #26.

44. Will the consultant be responsible for the audio-visual (A/V) system design, or should we allow for rough-in only based on information from SCPL's preferred vendor?

No the consultant will not be responsible for AV system design. See question #26.

45. Will the consultant be responsible for the security system design, or should we allow for rough-in only based on information from SCPL's preferred vendor?

No the consultant will not be responsible for security system design, allow for rough-in only.

46. Does the existing building have sprinklers? If so, is the building fully sprinklered or partially?

The building is partially sprinklered. The interior has sprinklers above the first floor circulation desk and over the interior garden at the base of the central staircase across from the elevator. In addition, the parking garage is sprinklered but the parking garage is operated by the City of St. Catharines and is out of scope for this project.

47. Can you confirm that the coffee shop/food concession area would be a counter with no cooking beyond a microwave? A more fulsome kitchen with a grille would require hood and make-up air, fire suppression, etc.

This has not yet been determined at this time. The current café uses a stove and would benefit from improved equipment and ventilation.

48. The language of the indemnity clause under Item 19 is very broad and will not be acceptable to the architectural professional liability insurer Prodemnity and will result in voiding the insurance which is not in anybody's interest. The City should refer to the OAA and Prodemnity for the appropriate language that is consistent with the architect's responsibilities according with the Architects' Act.

This project has been initiated by the St. Catharines Public Library and it is not a City of St. Catharines initiative. Please submit acceptable language as part of your response to the RFP and it will be given consideration.

Request for Proposal #21-04
Site Visit
September 15, 2021 10:30 AM

Company	Name	Contact #
LEBEL & BOUANE	TIFFANY TSE	647-867-8433
Diamond Schmitt Architects	Parisa Kohbodi	647-569-9520
WARD 99 ARCHITECTS	SNEHJOT BUMRAH	647 828 7576
MASRI O INC. ARCHITECTS	OWEN MUSIAL	905-926-2096-CELL 519-579-0072
BBA	PETER OLENSKI	289 547 9010
Kongets Architects	carolanne Bédard-Reid	416-799-5988
TEEPLE ARCHITECTS	MYLES CRAIG	416 899 1371
LEMAY	Alejandro Fernandez	647 746 2413
Lemay	Dylen Freeman-Gris	905-861-1982
McCallum Sather	DAVID DONNELLY	289 969 6197.
TA/Thier+Curran Architects	Kyle Slate	905 975 5021.
E & M CONSULTING	ERNEST KITHIRI	289-700-3674
RPH ARCHITECTS	TYLER SHARP	416-458-1094.
LEA ARCHITECTS	EMIKA GAUETEVANU	647 882 3440
BAIRD SANDS AND NEBERT	JESSE DORMOY	416-363-8877.

