



TOWN OF PENETANGUISHENE

Request for Proposal Ref # 2018 – 21 BUILDING CONDITION ASSESSMENTS

ADDENDUM NO. 2

This addendum has been issued by the Town of Penetanguishene Recreation and Community Services Department to revise and clarify selected sections within the original Requests for Proposal document.

The following sections within the Request for Proposal will be clarified or revised to include the following:

COVER PAGE

DELIVERY OF SUBMISSIONS:

DATE: Thursday November 15, 2018

TIME: 11:00 am. E.S.T.

LOCATION: 10 Robert Street West, Penetanguishene, Ontario L9M 2G2

3.2 DELIVERY AND OPENING OF SUBMISSIONS

CLOSING DATE AND TIME

11:00 a.m. EST, Thursday November 15, 2018

3.18 SCHEDULE FOR RESPONDENT SELECTION

Activity	Date
Request for Proposal Issued	October 18, 2018
Proposal Closing	November 15, 2018
Notification of Selection	November 23, 2018

5.1 INSURANCE REQUIREMENTS

The Successful Respondent shall maintain throughout the term of the contract the following liability insurance(s). The Certificate(s) of Insurance must contain an endorsement indicating

that the insurer agrees to provide at least thirty (30) days written notice to the Town in the event of cancellation, coverage reductions, or any other changes.

GENERAL LIABILITY INSURANCE

General Liability Insurance from an insurer licensed in the province of Ontario, with limit not less than **Two (2) Million Dollars (\$2,000,000.00)** per occurrence with an annual aggregate limit of not less than **Five (5) Million Dollars (\$5,000,000.00)**, to indemnify and hold harmless the Corporation of the Town of Penetanguishene, Ontario against any liability for property damage or personal injury, negligence including death, which may arise from the Respondent's operations under this Contract.

The Corporation must be included as an "additional insured" on the Successful Respondent relevant documents and must submit copy of same prior to commencement of work.

VEHICLE LIABILITY INSURANCE

Ontario Standard Vehicle Liability Insurance from an insurer licensed in the province of Ontario, (for all licensed vehicles & equipment) for Two (2) Million Dollars (\$2,000,000.00), per occurrence with no annual aggregate limit, against claims for bodily injury and/or property damage including claims against the Contractor under any hold harmless or indemnity provisions of the Contract in respect of motor vehicles owned or leased by the Contractor which are required by law to be licensed. Upon notification of award, prior to commencement of any work and throughout the term of the contract the successful Respondent must provide a valid Certificate of Insurance.

PROFESSIONAL LIABILITY INSURANCE

Professional Liability Insurance coverage, from an insurer licensed in the province of Ontario, in compliance with the most recent version of the *Professional Engineering, Architects Act, or other act as applicable* and regulations thereof, with limit not less than **Five (5) million dollars (\$5,000,000.00)**, per claim and aggregate limit. Upon notification of award, prior to commencement of any work and throughout the term of the contract the successful Respondent must provide a valid Certificate of Insurance.

APPENDIX 2 SPECIFICATIONS

PROJECT SCOPE

The Town of Penetanguishene is seeking Proposal submissions from competent and qualified Proponents to conduct a complete BCA, for each of the **sixteen (16)** Town of Penetanguishene buildings listed on 'Appendix C'.

The following question has been asked during the tendering period for the Building Condition Assessments:

- Question:** Project Scope, item b) Accessibility. The scope entails a full review to identify priority retrofits to meet existing and future accessibility standards. What is meant by 'future accessibility standards'?
Answer: Any known legislated accessibility standards that are pending.
- Question:** What is the level of detail required for costing recommendations?
Answer: Bidders are expected to include how they will make the costing recommendations in their proposal for the evaluation committee's consideration.

3. **Question:** Is a costing consultant or quantity surveyor expected to be part of the team?
Answer: No.
4. **Question:** For the provisional DSS, do we need to access the roofs of the various buildings?
Answer: The buildings are equipped with roof attics/roof access.
5. **Question:** Is a costing consultant or quantity surveyor expected to be part of the team?
Answer: No.
6. **Question:** Does the Town want to carry units costs for analysis of materials such as mould, radioactive materials, and other materials? Alternatively can the Town provide a maximum number of samples for the provisional cost?
Answer: Bidders are expected to include a representative and appropriate amount of sampling based on the bidders experience and expertise in the this field.
7. **Question:** Will the successful consultant be provided with AutoCAD figures of the various buildings?
Answer: No.
8. **Question:** Will previously completed building condition assessment reports be made available to the successful bidder?
Answer: There are no previous Building Condition Assessment reports.
9. **Question:** Where fire alarm systems are present are the most recent annual testing and verification documents available?
Answer: We can make them available.
10. **Question:** Are maintenance records available for all HVAC systems indicating clearly filter changes, service calls, etc.?
Answer: We can make them available.
11. **Question:** Will the successful proponent have access to communicate with municipal facilities staff with respect to any current or ongoing issues at each facility?
Answer: Yes.
12. **Question:** What is the number of asbestos or lead samples to be included in the provisional DSS fee?
Answer: Bidders are expected to include a representative and appropriate amount of sampling based on the bidders experience and expertise in this field.
13. **Question:** Please clarify if Appendices as noted in section 3.21 are to be included in Envelope 1 or Envelope 2.
Answer: Envelope 1
14. **Question:** Are the consulting teams required to include the services of a professional Architect or is a professional engineer provided to provide the services within the practice of Architecture (ie. Accessibility)?
Answer: The tender document does not specify who is required to provide this service. It is up to the proponent to determine who they will utilize and include in their proposal for the evaluation committee's consideration.

15. **Question:** For buildings designated as heritage structures under the Ontario Heritage Act (Town Hall and Museum), are they required to include a heritage consultant or CAHP (Canadian Association of Heritage Professionals) member as part of the consulting team?
Answer: No.

Sherry Desjardins
Director of Recreation and Community Services
Town of Penetanguishene