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# **Request for Proposal ADDENDUM No. 2**

| DATE:               | November 5, 2020                          | METHOD OF DELIVERY: EMAIL |
|---------------------|---|---------------------------|
| PROJECT NAME & NO.: | Judicial Dept. Interior Renovation @ DLBE |                           |
| RE:                 | <b>RFP Documents</b>                      |                           |
| TO:                 | All Proponents                            |                           |
|                     |   |                           |

The following information supplements and/or supersedes the RFP documents dated October 21, 2020.

This RFP Addendum forms part of the contract documents and is to be read, interpreted and coordinated with all other parts. The cost of all work contained herein is to be included in the contract sum. The following revisions supersede the information contained in the original documentation issued for the above named project to the extent referenced and shall become part thereof. Acknowledge receipt of this RFP Addendum by inserting its number and date on the RFP Form. Failure to do so may subject the Proponent to disqualification.

#### No.: DESCRIPTION:

## **Clarification to Proponent's Queries-**

- 1. Has a construction budget been established, and if so could you please share? Response to Q1 \$2.2 million
- 2. Has a budget for FFE been established, and if so could you please share? Response to Q2 No.
- 3. Has a deadline/move-in date been established, and if so could you please share? Response to Q3 No.
- Can some guidelines be provided for the preferred sized of the Courtrooms? While we note that during the walkthrough the 2nd floor Courtrooms were the example, but wanted them to be 'larger'. Response to O4 – To be determined at Schematic Design Phase meetings.
- 5. Will the preferential treatment of this project be granted for applications and revisions? Response to Q5 No.
- Please confirm if it will be the Government's responsibility to communicate the proposed works with those departments affected by the proposed works. Response to Q16– Yes; Government will notify the Government Departments currently occupying the space effected by this project.
- Further to Annex C, please provide an updated Statement of Requirements for those phases, added via Addendum 01. Response to Q7 – The additional phases mentioned in Addendum 01 should be in alignment with the AIA Document B152-2019.
- 8. Has a Strategy for phasing been developed, or is this assumed part of the proposal's Pre-Design services? Response to Q8 No, the strategy for phasing shall be developed as part of the Pre-Design services.
- 9. With regards to those departments currently operating in the note areas, will Government coordinate the temporary relocation of work to enable the renovations? Response to O9 – Yes
- 10. Will the project require a furniture mock-up or staging process for Owner's review and sign-off?



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Response to Q10 – Yes

- 11. Will the FF&E be purchased through the Governmental Purchasing Department or a secondary Response to Q11 The FF&E will be purchased through the Government Client Department.
- 12. Referring to 1.1 Invitation to Proponents, page 3 of the PDF, there seems to be an error with the areas provided, notably the 4th floor. Could you please review and provide an updated set of areas. Response to Q12 – 4<sup>th</sup> floor affected area is approximately 4,152 sq.ft.
- 13. Refer to 1.5.3 Proposals to be submitted in Prescribed Format, could you please provide an updated date of when the proposals will be opened. The date noted appears in the past, before the issuance date of this RFP. Response to Q13 As per the RFP Time Table the submission deadline is Friday November 20, 2020 @ 3pm; due to COVID-19 restrictions there will be **no** open tender.
- 14. We would like clarity FF&E items. We have noted that that an inventory of furniture included in the RPF. Please clarify the expectation of reuse and new ratios for each floor. We noted that the existing chairs for the Jury/Panelist are a faux leather and are splitting. Is the intentions to replace everything or reuse or a mix of existing and new spread throughout?

Response to Q14 – All new FF&E

- 15. This is a summary of functions for each floor please confirm our understanding of this:
  - a. 3rd-Function is Courts 2- Supreme Courts (Court of Appeal & Supreme Court Criminal) Response to Q15 – 3<sup>rd</sup> Floor Function- (2) Supreme Courts and associated Judges Offices/ Chambers/General Office; and Administrative space
  - b. 4th Function is Administration, 1 Supreme Court, Registrar's Chambers and Administrative Staff Response to Q15 – 4<sup>th</sup> Floor Function- (1) Judge's/Registrar's Chambers; and Administrative space; no Supreme Court
  - c. 5th Function is Courts 1 Unified Family Court and 2- (Supreme Court and Magistrates' Court) Response to Q15 – 5<sup>th</sup> Floor Function- (2) Judge's/ Registrar Chambers; (2) Courts; Administrative space and Bailiffs Section

16. Section 1.5.3 Proposals to be Submitted in Prescribed Format

- a. Wednesday October 07, 2020 (need a corrected date) Response to Q16 – Refer to question 13 response.
- 17. Will AutoCad drawing be issued to successful candidate
  - Response to Q17 Yes
- 18. Schedule:
  - a. In order to have some thought on timing/resources do you have a start date for when Planning will vacate? Response to Q18 To be determined.
  - b. Is there a specific deadline for the Court rooms to be operational? This will help if overtime will be required to meet schedule

Response to Q18 – To be determined.

- 19. Finishes:
  - Assumption that the maple doors and other salvageable millwork from Planning / Community & Cultural Affairs might remain for reuse or will they take that furniture with them to their new location? Response to Q19 - New
- 20. Security / Court Guidelines:
  - a. I noticed on site very specific hardware on door frames and doors (assume for sound and also for protection/vandalism) are there any guidelines that we should be following for the spaces? Response to Q20 – Adhere to Industry Standards



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b. Assumption that Elevator 5 is for judges and the Elevator 6 will bring the prisoners from holding, please advise. It appears that Elevator 3 may be for prisoners as well but stops at the Third Floor, any thought for this elevator to be extended up?

Response to Q20 - In reference to the 3<sup>rd</sup> Floor Elevator 6 is for the Judges; Elevator 3 is for the prisoners.

- 21. General:
  - Are the Family courts currently on the 3<sup>rd</sup> floor going to be relocated to the 5<sup>th</sup> Floor as per the design brief? And these areas now be occupied by the Supreme courts?
    Response to Q21 Refer to question 15 response.
  - b. Parking: assume that the parking requirements listed our outside of the Interior Design scope. Response to Q21 – Correct
  - c. Supreme Court Library: we did not receive drawings for this area, is this to be included in the scope? Response to Q21 – Currently the Supreme Court Library resides at Session House; the intent would be to incorporate this function into the DLBE building on the ground floor or other.
- 22. Please confirm that the Project Schedule for all deliverables noted in section E. PRE-CONDITIONS OF AWARD in the RFP issued on October 21st, 2020 is not required as part of the RFP response but is due by the successful Proponent prior to the contract award.

Response to Q22 – Correct the successful Proponent shall provide this information at the Pre-award meeting.

23. L&S Design Ltd. usually pay the Fire and Building Permit application fees on behalf of our clients. The Annex B - Pricing Form states that "All duties, taxes, and other levies payable by the Proponent under the Contract, or for any other cause, as of the submission deadline, shall be included in the rates, prices and total." Please confirm whether the Proponent is responsible for paying the Fire and Building Permit application fees or if those should be excluded from this contract?

Response to Q23 – Exclude from this RFP the payment applications to BFRS and Building Control.

- 24. Per Annex B Pricing Form requesting pricing for Existing FFE Inventory, can you confirm whether the intention is to relocate and reuse the existing furniture and equipment from the Sessions House, Government Administration Building and DLBE Building? If reusing existing furniture will there be reupholstery/recovering work required? This may require removing furniture from the existing spaces prior to the new space being ready for move in, if so temporary furniture or arrangements may be required. Or can you confirm whether all the furniture will be new and therefore can be installed ready for the move with little disruption to the Court business. Response to Q24 – All new FF&E
- 25. Please confirm whether it is the intention to reuse existing millwork, i.e. doors, baseboard, transaction counters, kitchen cabinet, etc.?
  - Response to Q25 All new
- 26. Please confirm whether it is the intention to reuse or match existing finishes, i.e. tile, carpet, ceilings, or if new selections will be required?
  - Response to Q26 All new
- 27. Per The Judiciary Accommodation Brief Third Floor Requirements DLBE (Court of Appeal & Supreme Court Criminal, please confirm whether new restrooms solely for use of Judges (Court of Appeal Judges) and others for Jurists are to be in addition to the existing restrooms or if existing restrooms will be fit out for these uses? Response to Q27 Additional restrooms are required.
- 28. Per Addendum #1 The Judiciary Accommodation Brief Third Floor Requirements DLBE (Court of Appeal & Supreme Court Criminal, secure elevator access to their Chambers and Court is required so as not to interact with the general public. Our assumption is that an existing elevator will be designated for this use and that a new elevator is not required for this purpose, please confirm that this is an accurate assumption.



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Response to Q28 – Correct

- 29. Please confirm if the reconfiguration of current parking facilities to accommodate secure parking is part of the RFP services to be included per Addendum #1 The Judiciary Accommodation Brief Third Floor Requirements DLBE (Court of Appeal & Supreme Court Criminal) Response to Q29 – Refer to question 21 (b) response.
- 30. Please confirm whether IT, cabling, a/v and digital services will be provided by the Government internally or an outside vendor to be contracted by the Government but coordinated through the designer? Response to Q30 - Correct
- 31. Please confirm that the Government will provide CAD drawings with the existing layouts to the successful Proponent. Response to Q31 – Correct

End of RFP Addendum 2