



## ADDENDUM

PROJECT TITLE: Architectural Services: Loyalist Plaza & Fundy Quay Harbour Passage Extension	ADD. NO: 1
RFP NO: 2021-094501P	DATE: Feb 3, 2021
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Make the following modifications to the above project. Include in the amount of the Proposal, any additions to or deductions from the cost of the work by reason of these instructions.

**Sign and attach this Addendum to the Proposal documents and submit with your Proposal. Failure to do so may result in the rejection of your Proposal.**

**Please find below a list of questions and answers.**

Q1. On page 3 "The consultant will oversee and manage....each phase." This is a new sentence to this RFP and should be in a red font.

*A1. This is incorrect. This sentence was not altered from the previous RFP issued for a similar scope.*

Q2. On Page 9 "Part E: Detailed Design & Tender Documents" should be Part D.

*A2. This is correct. The title for Detailed Design and Tender Documents should read "Part D". This is an error.*

Q3. Items in Addendums 1 and 2 from the previous RFP should be reviewed and included where applicable in this new RFP. It appears that several the clarification points would still be valid.

*A3. Several clarifications provided for the previous RFP issued for a similar scope have been provided below*

**Clarifications Points/Additional Questions**

Q1. Are the identified contingency funds intended to be allocated to archeological services or climate vulnerability assessment, both listed in the RFP as "if required" or should these services be included within the consulting fees?

*A1. The costs for archeological services and climate vulnerability assessment should be included with the consulting fees.*

Q2. The RFP indicates that permits are to be obtained by the consultant prior to any work commencing. Are costs associated with permits reimbursable expenses or to be included within the consulting fees?

*A2. All costs in the preparation of documents for design approvals and permits as well as follow-up*

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BY:   
Monic MacVicar, CCLP, CPPB  
Procurement Specialist, Materials Management

\_\_\_\_\_  
Contractor's Signature



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*correspondence shall be included in the consulting fees.*

*Costs for the actual permit fees if any, charged by Government departments are reimbursable expenses and are not to be included in with consulting fees.*

Q3. Page 6 – 3. Professional Services Required Part A3 “If required the consultant is expected to work with the First Nations Groups to ensure that all concerns are identified, documented and addressed”. How is this unidentified scope to be priced as part of lumpsum quote? Or as additional work? “If required, the consultant shall retain the services of an Archeologist to participate in a review of the affected parcels of land”. How is this undefined scope to be priced as part of lumpsum or as additional work?

*A3. The proponent should account for these services in their scope of work and pricing.*

Q4. Page 6 - 3. Professional Services Required Part A4. “If required, conduct a climate vulnerability assessment using various protocol...”. How is this potential scope to be priced as part of lump sum or as additional work?


*A4. The proponent should account for these services in their scope of work and pricing.*

Q5. Page 9 – 3. Professional Services Required Part D: Detailed Design & Tender Documents. “For each project, the consultant shall be responsible for applying for, and obtaining, all of the design approvals and permits necessary from all approval agencies...” Does “responsible” mean pay the associated permit fees? Building Permit fees are typically carried by the General Contractor as a percentage value. WAWA Permits require a fee as other permits might. Please clarify as this could have significant impact on projected expenses.

*A5. All costs in the preparation of documents for design approvals and permits as well as follow-up correspondence shall be included in the consulting fees. Costs for the actual permit fees if any, charged by Government departments are reimbursable expenses and are not to be included in with consulting fees.*

Q6. Page 17 – 4. Method of Payment “...not to exceed the Recommended Minimum Hourly Rates as contained in The Atlantic Provinces Association of Landscape Architects – Consultant Fee Schedule for Landscape Architectural Consulting Fees and The Association of Consulting Engineering Companies – New Brunswick fee guideline to a maximum of the upset fee for Parts A, B, C, D, and E as required”. In some cases, the recommended fees are based on a sliding scale of range, for

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instance a principal architect with 10 years experience would typically charge at the lower range and a 40 year principal at the upper range. Does the City really want the least experienced personnel to do most of the work if the Minimum fee range is to be applied? Please clarify.

*A6. The City intends to contract for architectural services in line with current market rates. It is not suggesting that the least experienced personnel conduct the majority of the work. The City is requesting that interested proponents determine the appropriate personnel and experience level for the tasks included within their proposal. Those personnel should be at an acceptable rate given their qualifications and experience.*


Q7. Page 19 – 6B. Financial Proposal “All sub-consultants such as geotechnical, legal survey, electrical, structural and others shall have their fees identified and included in the appropriate part of the proposal”. How should the fees be identified, by task, by team member, in a chart, by discipline? Is the provided summary chart to include an itemized list of sub-consultants’ fees and expenses or totals only?

*A7. Fees should be provided in the form of a chart outlining the project tasks, team members assigned, estimated hours, hourly billing rates and total costs.*

Q8. Page 15 - Part F indicates a scope of work called “construction management,” however, this is an unusual term to use or the types of services listed. Typically, these services are called “contract administration” and, in fact, “construction management” has an entirely different legal definition. Projects can typically be executed by a General Contractor or a Construction Manager and they are responsible for advancement of the construction, the work site, and the subcontractors. Can you confirm that the services anticipated to be delivered under this proposal do not involve management or any responsibility of any portion of the construction but, instead, only administration of the contract requirements between the selected Construction Manager / General Contractor and the City of Saint John?

*A8. The City of Saint John has traditionally used the term construction management within its Engineering Services RFP’s. The scope of Part F does reference the administration of the contract requirements between the Contractor and the City of Saint John. The written scope within the proposal should provide adequate information on the details of this component.*

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Q9. Please confirm: peer review requirements noted in Part D may be executed internally to the firm(s) (i.e., not an external peer review) but must be by a non-project-involved staff member. Yes?

*A9. Yes, this is correct.*


Q10. Page 13 - Under the section labelled "Drawing Standards," there is a request to deliver drawings in .dwg standard referring, typically, to the use of AutoCAD. Our firm has transitioned primarily to more advanced BIM software that cannot easily be exported to AutoCAD .dwg format. Is the expectation that this project be developed in AutoCAD or are we free to choose software so long as we provide digital files compatible with that software?

*A10. Yes, the City will accept other compatible file formats for this proposal and proponents are welcome to use their preferred software provided that this objective is met.*

Q11. Page 15 - Under the section labelled "Media", digital files are requested on CD-ROM. We no longer have any computers that support this. Is a USB drive acceptable?

*A 11. Yes, in fact not many of our computers can support CD-ROM either.*

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## CONFIRMATION - RECEIPT OF ADDENDUM

**Upon receipt of this document, fax this page to  
(506) 658-4742 to confirm receipt of this addendum.**

CONSULTANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

RECEIVER NAME (PRINT) \_\_\_\_\_

RECEIVER SIGNATURE: \_\_\_\_\_