

Request for Proposal

Addendum #1

CS-2022-01



Consulting Services for an Administrative Office Expansion Feasibility Study

Closing Date: **Tuesday, May 3rd, 2022**

Closing Time: **1:00pm, Local Time**

Submission Location: **4432 George Street, Box 100,
Sydenham, Ontario, K0H 2T0**

Addendum # 1 – Questions and Answers

1. Will the Township please consider extending the deadline by 3-4 weeks? As there is uncertainty regarding the scope and required project team, additional time may be needed to assemble required sub-disciplines should these be required (e.g. hydrogeologist, demographic analysis, septic designer, etc.).
A. The deadline for submission has been extended to Tuesday May 3rd, 2022 at 1pm.
2. Section 1 says “new or expanded offices” and section 2 says “up to alternative satellite/additional offices”. Could you please clarify. Is the intent that one option is to relocate all the Admin Offices to another site, or is the intent that analysis of other sites would be to supplement the current location rather than replace?
A. The intent of the analysis would be to maintain the current offices and provide information on alternatives to expand the existing offices or to supplement the current administrative offices with a satellite office to compare what is provided under each option.
3. If to supplement, is the intent that 1 of the 3 would be recommended or is the intent to spread offices over up to 4 locations?
A. The intent is that the recommendation would support expanding our current administrative offices or 1 optimal satellite location.
4. Do you have 3 specific other sites in mind? If so, what sites? Are they municipally owned, or is property acquisition contemplated?
A. Although staff may have some tentative locations to proposed, there has not been a finalized list created. These locations are not anticipated to be municipally owned.
5. Will the Township provide the data gathering referenced in this section to the successful proponent? If so, which property or properties do these documents pertain to?
A. The Township will provide the documents in relation to the existing administrative offices. We will also provide any available information on other sites but it is not expected that the successful proponent will need to gather these themselves.
6. Program template development and review of administrative offices - Please clarify the purpose of the tasks listed in this section, and what the expected role of the consultant is. Is the intent for the RFP respondent to determine the required size of the administrative offices (e.g., number of staff, etc.) based on demographic trends and resultant municipal staffing needs provided to us by the township?

- A. The intent is for the RFP respondent to work with the municipality in trying to anticipate further needs, service delivery impacts, possible process changes along with what the recommended expansion would provide for the Township.
7. Will the Township provide details on the existing septic field and planned capacity? Would this report simply note that the septic system would be realigned, or are you actually anticipating that a septic analysis is part of this report?
- A. The Township can provide details on the existing septic field and planned capacity with the existing administrative offices. We are not anticipating that a septic analysis would be required.
8. Could you clarify what areas of land are currently owned by the Township?
- A. The Township owns the adjoining land to the south which is known as the Point Memorial Park.
9. Is a Traffic engineer required?
- A. A traffic engineer will not be required.
10. The items reflected in Item 3.3 are not generally pertinent to a Class D estimate and would not be known at a Feasibility Study stage. Listing those parameters imply that you anticipate that this is a Concept Study not a Feasibility Study, which is a much more involved process.
- A. The items being requested are intended to be provided at a very high-level estimate.
11. A feasibility Study would not normally be able to analyse and recommended based on factors such as environmental assessments, designated substances reports, geotechnical reports, etc unless those studies already exist for each site and can be reviewed. I presume that you are not asking for those studies to be done as part of this feasibility study, as they are costly and time-consuming reports, and cannot be part of an architectural feasibility study scope.
- A. We are not asking for the studies itemized in the question to be completed as part of the Feasibility study,
12. 4.2 lists “operating costs” as a factor. A Feasibility Study cannot comment on operating cost comparisons except at a very high level and assuming that past energy cost reports are made available to us.
- A. The intent of the feasibility study is to provide a very high-level estimate of operating costs.

13. In 5.2.3. can the reference projects be in the last 10 years? 5 years is a very narrow timeframe.

A. The Township will accept reference projects for a time period up to 10 years.