

## **RFP Addendum: Q & A's**

### **Question:**

The RFP suggests that construction of the renovation will be based on the Renovation plan. Can you confirm what level of detail of architectural and engineering drawings will be required as final deliverables? (i.e. Are plans to Schematic or Design Development level sufficient, or are fully-documented Construction drawings expected?)

### **Answer:**

The RFP for Arts & Cultural Centre Renovation is for an existing building with minor interior renovation and retrofits, meaning that design development and construction documents are expected from this RFP. It is envisaged that an architects' contribution will be largely from the perspective of space planning and that final drawings should be of a calibre that building can proceed from them. If the architect believes that to produce drawings of sufficient quality to proceed to construction will require additional funding, the architect may identify costs associated with each phase and level of preparation.

### **Question:**

Does the \$20,000 fee need to include structural, mechanical and electrical services? Is this fee for Architectural services only?

### **Answer:**

The building retrofits and costing required are for items such as an accessible elevator, potters kiln room, potters wheel room, and the HVAC to support such work. As such there is mechanical work to be done but it does not necessitate a mechanical engineer. A cost consultant may be required other than an architect to complete the RFP.

If the architect believes that to produce drawings of sufficient quality to proceed to construction will require additional funding, the architect may identify costs associated with each phase and level of preparation.

### **Question:**

Is there a specific desired number of meetings for the project? (in person with client rep and for public engagement)

### **Answer:**

It is expected that the architect will propose the number of meetings preferred. District of Summerland would expect at least 5 meetings; 2 with staff, 2 with the public and a final presentation to all stakeholders.

### **Question:**

Does the District intend to tender the renovation project on the basis of the provided Renovation Plan, or will preparation of tender documentation be included in a subsequent RFP?

### **Answer:**

The Renovation project will be overseen by a Project Manager who will arrange contractors to perform the various components of the work plan

### **Question:**

Does the building (1981) The RFP refers to a "Document" require any hazardous materials abatement?

### **Answer:**

The Hazardous Materials Assessment has been performed and a Report has been obtained. It is now included in the RFP package on the website.

**Question:**

Where on the Summerland Website would we find Addendum information?

**Answer:**

The Addendum is posted to the same page as the RFP package.

**Question:**

Will there be any Site modifications? Landscaping/Parking/Lighting etc..?

**Answer:**

A Proponent may suggest site modifications but they are not required as part of RFP. Such modifications may be considered a "value add".