

September 5, 2025

**Request for Proposal
Project: Municipal Facility Condition Assessment**

ADDENDUM #22-2025-002

This addendum forms part of the Bid Documents and amends the original Request for Proposal issued on August 26, 2025.

Q1: As we are still within vacation season, is it possible to extend the deadline for questions?

A1: These inquiries were received after the deadline for submitting questions but prior to the deadline for issuing responses. As the Municipality considers them beneficial to all proponents, we have elected to provide responses through this addendum. Please note that the question deadline will not be extended.

Q2: I noticed that Section 4.3.1 Report Timeline seems to be incomplete at the end of the paragraph. Could you provide the missing part for clarification?

A2: Section 4.3.1 should read:

"The Municipality anticipates that all draft facility reports and the consolidated final report will be submitted by January 2026, with exact reporting schedule to be confirmed with the successful Proponent after award. Proponents may propose an alternative reporting schedule, provided it is clearly outlined in their Work Schedule and demonstrates feasibility and value to the Municipality."

Q3: We're a bit concerned about meeting the original completion date, given the expected award date. Is the Municipality open to discussing a revised project timeline? We're happy to include a proposed schedule in our proposal and are more than willing to discuss and confirm any adjustments to ensure the project's success.

A3: The Municipality recognizes that the project schedule may require adjustment depending on the award date and project circumstances. Proponents are encouraged to include a proposed schedule in their submission, clearly outlining

Q4: Is following the ASTM standard for BCAs (ASTM-e2018) considered equivalent to the BOMA or PWGSC guidelines?

A4: No. It is not equivalent.

Q5: Can you please provide appendix G outlining proposal content if any other than what is provided already in the RFP document?

A5: Appendix G was a legacy reference and is not applicable to this RFP. All mandatory submission requirements are outlined in Section 4.7 of the RFP document.

Q6: Can you please clarify if each building assessment should include assessment of interior finishes, millwork, fixtures, furniture, etc. to be included in the report? Or is the assessment strictly regarding building envelope only (physical condition and energy efficiency)?

A6: The assessment is limited to the building envelope (physical condition and energy efficiency). Interior finishes, millwork, fixtures, and furniture are not required.

Q7: Should the building assessment include space utilization, adaptability, and suitability for intended programs (not just physical condition)?

A7: The assessment is limited to the physical condition of the facilities. Space utilization, adaptability, and program suitability are not required.

Q8: Is the AODA assessment limited to base building elements (entrances, washrooms, circulation) or does it extend to interior elements furnishings, finishes, signage, and program-specific spaces?

A8: The AODA assessment is limited to base building elements such as entrances, washrooms, and circulation. It does not extend to furnishings, finishes, signage, or program-specific spaces.

Q9: Regarding site: Should the review include compliance with zoning/by-law requirements, or just functional performance?

A9: The review is limited to functional performance. Zoning and by-law compliance are not required.

Q10: For facility replacement budgets, is a conceptual design required (massing/blocking, programming), or just cost scenarios?

A10: Only cost scenarios are required. Conceptual design is not required.

[End of Amendment 22-2025-002]