

ADDENDUM #1

RFP No. SI 26-01 PROJECT MANAGEMENT SERVICES FOR MUNICIPAL FACILITIES OPTIONS ANALYSIS

Please note the following Clarifications, Questions and Answers for the above noted RFP is to be known as Addendum #1. Bidders are to reference receipt of Addendum #1 in their submission.

Proponent Questions and Township Answers:

Question #1: We would like to request an extension for RFP No. SI 26-01.

Answer #1: The Township has extended the deadline for submission to August 17, 2026, 2:00 P.M. local time. The question period will be extended to August 6, 2026, 4:00 P.M. local time.

Question #2: Has any previous work related to this initiative been completed by other firms? If so, can this be published? Is there any other related background material that can be provided?

Answer #2: As noted in the RFP, previous high-level schematic floor plan concepts for municipal office space within the existing VicPD area at Municipal Hall will be made available to the successful proponent. The Township is not aware of any previous comprehensive facilities options analysis that is directly applicable to the scope of this assignment. Attached to this document is a layout of the existing space and as-builts for the Temporary Fire Hall. Any additional information available for release will be provided through the RFP process.

Question #3: The scope includes "Retain and coordinate architectural and specialist consultants as required (e.g., architectural, security, cost estimating) and in alignment with the Township's Purchasing and Disposal Bylaw. Prepare comparative budgetary / Class D - level cost estimates for each option." Could you clarify if your intent is for Proponents responding to this Proposal to engage architectural and specialist consultants, and to include these costs in their fee proposal.

Answer #3: No. The intent of the RFP is to retain a Project Manager that will support the Township in identifying, retaining, and coordinating any architectural and specialist consulting resources required to complete the Phase 1 options analysis. Proponents should clearly identify their proposed approach for managing this process. Alternatively, where a proponent proposes an alternative delivery model, this should be clearly described in their submission for the Township's consideration. Any architectural, engineering, security, cost consulting, or other specialty services identified by proponents are provided for information purposes only and are not to be included in the fee proposal or evaluation of fees for this RFP.

Question #4: Will the Township consider the Project Manager to self-perform all disciplines should they have in-house resources?

Answer #4: Yes, provided the Project Manager can demonstrate that appropriately qualified personnel are available in-house and that all required professional qualifications, registrations, insurance requirements, and applicable standards are satisfied. In such a scenario, these additional services may be identified and described in the proposal, but are not to be accounted for in the fee proposal at this time. All future procurement, including additional consulting services, must satisfy the Township's Purchasing and Disposal Bylaw, as noted in the RFP.

Question #5: Is there any sustainability, energy efficiency, decarbonization, or climate action objectives that should be considered in the options analysis and future facility planning?

Answer #5: Proponents should consider opportunities to support the Township's sustainability and climate action objectives, where appropriate and practical, as part of the options analysis. The Township does not have specific performance targets established for this project at this stage; however, energy efficiency, lifecycle costs, and environmental considerations may form part of the evaluation of options.

Question #6: How many stakeholder workshops, user group meetings, and steering committee meetings should proponents assume for Phase 1?

Answer #6: Proponents should recommend an engagement approach that they believe is appropriate to successfully complete the scope of work. At a minimum, proponents should anticipate meetings with Township staff, VicPD representatives, and project stakeholders sufficient to develop and evaluate the options and prepare a recommendation for Council.

Question #7: Can you provide site plan and legal survey?

Answer #7: Documents that can be shared are addressed in Question #2.

Question #8: Can the Township confirm if the Project Manager is to retain the following specialty consultants:

- IT/ Data Comms/ AV
- Signage
- Door hardware
- Acoustics

Answer #8: The Project Manager will be responsible for determining and recommending any specialty consultant requirements necessary to complete the options analysis and subsequent project phases. The need for specialized consultants such as IT/Data Communications/AV, signage, door hardware, acoustics, or others should be assessed based on the preferred option and project requirements. To clarify, proponents are not to retain additional services beyond Project Management services at this time. Per Answer #4 in this addendum and as noted in the RFP, the role of the Project Manager is to lead and coordinate the future procurement of additional services on behalf of the Township, in alignment with Township bylaws.