



**ADDENDUM NO. #1
RFSQ-138-15**

Provision of Heritage Architectural Consulting Services to the Town of Richmond Hill

**Closing: January 21, 2016 at 2:00:00 p.m. local time
Total: 2 pages including this page**

A. Please delete the following sections in their entirety:

Section 2.3.1 Service Contract Awards
Section 2.3.7 Sub-Consulting
Section 3.1.2 Stage II
Section 3.3 Stage II – Review of the Respondent's Staff and Experience Form (Appendix E)

B. Please note the following questions and answers:

1. We are reviewing RFSQ-138-15 and have the following question with respect to Section 3.1.2 Stage II - "Inclusion of any external subconsultant(s) in the respondent's personnel assigned for the RFSQ services will result in the respondent's not being further considered."

Can you confirm you are looking for Heritage Architectural Services only, exclusive of other disciplines which might be involved in the project types described under Section 2.1?

Answer: As shown above, Section 3.1.2 has been deleted. In Part C-2 Additional Applicable Resources on the Rate Bid Form, there is space to provide additional services that respondents believe are relevant and could have been listed under Part C-1. However, the items listed under Part C-2 are not used as part of the evaluation process.

2. Please elaborate on the scale/scope/budget of the scope of services listed in 2.1 Description of Deliverables on page 5 of the RFSQ. This will help us provide more accurate project understanding, relevant projects, and fee information.

Answer: The Town is seeking the services of a Heritage Architect to provide services in accordance with the requirements of the RFSQ for a variety of capital projects. Projects and budgets are determined on a yearly basis and are not available at this time. The consultant may be involved in a variety of small and large projects from repair/restoration to addition construction or building renovation.

3. Page 16, Section 4.3.1, Item a: Respondent must submit one (1) original copy **and three (4) identical** hard copies. How many copies are required?

Answer: one (1) original copy and three (3) identical hard copies are required.

4. Are we to include engineering or other consultants like cost or landscape?

Answer: Respondents are required to fully complete Part C-1 in Appendix C – Rate Bid Form as is. If respondents believe any additional services are relevant and could have been listed under Part C-1, they may list them in Part C-2 Additional Applicable Resources. The items under Part C-2 are not factored into the evaluation process.

5. Staff at most municipalities are not able to provide written performance ratings. Would verbal reference be sufficient?

Answer: It is not the respondent's responsibility to obtain any performance rating. Town staff will contact the necessary references and obtain the necessary performance rating information.

6. Heritage projects frequently require testing or lab work or destructive testing to reveal hidden conditions. Assume to be additional to the scope.

Answer: Yes.

7. Is there a page limit?

Answer: No.

8. ProDemnity Insurance (Architectural Professional Liability Insurance Carrier) has a policy not to fill out forms. Will you accept the form they send to us?

Answer: The certificate on ProDemnity form is acceptable.

9. Are the insurance certificates (Appendices G, H & I) required as part of the submission or they will be required later from the successful proponents?

Answer: As the RFSQ states clearly, only the selected respondents will be required to submit these certificates as part of the contract requirements.

10. Are we required to include consultants and to provide their pricing (Appendix C has space for Additional Applicable Resources (Part C-2))?

Answer: See response to Question 4 above.

C. Change

1. Replace the language in Provision 4 of Appendix G – General Liability Certificate of Insurance and in Provision 2 of Appendix H – Automobile Certificate of Insurance in their entirety with the following one. The Town will update the two certificates with the following language and send them to the selected respondents for submission.

“If the insurance provided under the said policy(cies) is cancelled or endorsed to reduce coverage or limits or increase deductible during the period of coverage as set out in this certificate, the Insuring Company will give thirty (30) days prior written notice by registered mail of such a cancellation or endorsement to reduce the limits of liability or endorsement to increase the deductible to:

The CORPORATION OF THE TOWN OF RICHMOND HILL, Attention: Risk Management, 225 East Beaver Creek Road, Richmond Hill, Ontario L4B 3P4”

2. Section 3.4.4 Respondent's Staff and Experience (10 points)

Replace (a) in its entirety with the following paragraph:

(a) completed Respondent's Staff and Experience Form (Appendix E), listing all the respondent-employed personnel assigned for the heritage architectural consulting services, their positions, start dates with the respondent company, and professional designations.

Note: Respondents must make sure to correctly acknowledge the receipt of this addendum in Section 4 Addenda of Appendix A – Submission Form as per the instructions therein.