



ADDENDUM No. 1

REQUEST FOR PROPOSAL

**PRC 24-37 – Public Consultation for
Adaptive Use of former Oxford Mills Town Hall**

Date: July 10, 2024

Addendum Issued By: Mark Guy, Director
Parks, Recreation and Culture
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The request for proposals (RFP) is modified as set forth in this addendum. The original RFP documents and any previously issued addenda remain in full force and effect, except as modified by this addendum, which is hereby made part of the RFP. Respondent shall take this addendum into consideration when preparing and submitting its proposal.

The purpose of this Addendum is to provide written responses to Proponents questions

Please include a signed (below) copy of this addendum in its entirety in each proposal submission.

Company Representative

Date (DD/MM/YYYY)

QUESTIONS AND WRITTEN RESPONSES

- Q1. What is meant by "concept designs" insofar as what level of detail is expected to be presented? Are the concept designs intended to have architectural drawings or more general design options for the space detailed in the report? The intention of what is expected here will reflect the cost of work and time required to deliver intended results.
- A1. Concept plans are sufficient.
- Q2. What is the preferred format for responses? (PDF, page size, page limit, etc.)
- A2. PDF, 8.5 x 11, no page limit.
- Q3. Please outline any Insurance requirements. (General Liability/Professional Liability)
- A3. A broad insurance section has been added to the amended RFP attached – Section 2.6 page 4. We would require insurance applicable for this type of project.
- Q4. Do the concept proposals as part of the deliverables need to include a level of Costing, D or other?
- A4. No
- Q5. Can you elaborate on the requirement regarding "One or more proposals/responses to the RFP" (Page 4, Item 4.2)? Does this mean multiple methodologies/pricing proposals are to be submitted by bidders?
- A5. N/A. Please see amended RFP attached.
- Q6. Do the concept proposals need to include frameworks for navigating heritage authorities given its Part IV designation (action plan or other?)
- A6. Yes, that is preferred.
- Q7. Have the structural reviews completed to date indicate areas of deficiencies and areas of existing conditions that can be maintained? Is this clearly articulated to be able to provide an informed concept design?
- A7. Yes
- Q8. Does the scope include any level of a building review?
- A8. No
- Q9. What disciplines do you anticipate as being part of Consultant Team?
- A9. Knowledge of Heritage buildings and designations. Structural Engineer.
- Q10. For the Consultation, will the Municipality be facilitating the Public Consultation in any way? For example, will the Survey be facilitated through the Municipality's website/Engage? Is the Consultation assumed to be in-person or online, or a mix of the two depending on availability.
- A10. Our Communications Staff can assist with the survey and its integration on our Municipal website. The consultation can be a mix of in-person and hybrid.