

**ADDENDUM NO. 2**  
**PROPOSAL NO. 56-20, DESIGN SERVICES FOR CIVIC ESPLANADE AND CITY HALL**  
**SQUARE PLAZA**

**June 25, 2020**

This addendum amends and forms part of the RFP Documents. The Bidder shall insert the addendum behind the cover page of the RFP Documents.

**CLOSING DATE:** The closing date is extended to **MONDAY, JULY 20, 2020**

**QUESTIONS/ANSWERS:**

**Question #1:** Can you please identify specifically which sub consultants you would like us to carry on our team?

**Answer:** *There are three disciplines that require demonstration of expertise.*

- 1. Demonstrate experience or a sub-consultants experience in designing out-door Ice Skating facilities.*
- 2. Demonstrate experience or a sub-consultants experience in designing and implementing large scale outdoor audio/visual equipment.*
- 3. An outdoor pavilion will be incorporated into the design. (washrooms, concessions, and mechanical equipment) This will require the design expertise of an Architect. (on staff or as a sub)*

**Question #2:** Is there a page limit to the submission?

**Answer:** *There is no page limit to the submission.*

**Question #3:** Is there a construction budget available?

**Answer:** *A budget of \$10 million has been estimated for the entire City Hall Square Project. This is an all-inclusive budget. The current RFP 56-20 is for the development of a conceptual design.*

**Question #4:** What stages are cost estimates are required? Assuming Order of Magnitude – 3 Options for the City Hall Square Plaza but the Esplanade portion only refers to “cost estimate ranges” – please clarify.

**Answer:** *Order of Magnitude will be the appropriate level of cost estimates for the Civic Esplanade segments. Any large cost program elements will be their own line item in the estimate.*

**Question #5:** Is there a construction budget in mind for the final design of this RFP and is funding in place or will it required to be applied and approved by other government funding requests?

**Answer:** *This project is included in the Investing in Canada Infrastructure Program grant application. The total estimated project cost for the City Hall Square Project is \$10 million. The ICIP grant application is currently being reviewed by the provincial government.*

**Question #6:** Is it confirmed that whomever is chosen for the conceptual development and design will continue into the developed design and construction contract documents or is the city planning to use the chosen concept and issue another RFP for the construction design team?

**Answer:** *The City makes no promise or implication that the successful proponent will be retained to complete detailed design. Please review Section 7 “Requirements and Deliverables of the Contract”, subsections 7.1.12 and 7.1.13. The successful proponent must have the qualifications and ability to see the project through detailed design and construction.*

**Question #7:** How are disbursements from outside the City of Windsor intended to be handled and reviewed in this RFP?

**Answer:** *All of the disbursements are to be included in the fixed All-Inclusive Lump Sum Price and it is up to each Proponent to properly allocate disbursement costs associated with this Contract. Please direct your attention to the definition section of the Instructions to Proponents for further clarifications.*

**Question #8:** With respect to Appendix “B”-“Submission Contents” section 7 and in Appendix G3 Preliminary Program Elements and Design Considerations, item b), can the City please clarify the intended use and scale of the audio/visual amenity?

**Answer:** *The preliminary program includes outdoor audio visual equipment for the City Hall Square Plaza. It is envisioned that this would include a large format projection screen(s), outdoor projector(s), that can interface with the City’s existing system at 400 City Hall. This will include audio capabilities that will serve the entire plaza. The audio equipment will be capable of making announcements, playing music in the plaza, and be synchronized with the visuals on the screens in order to broadcast council meetings or use during special events.*

**Question #9:** While it is understood that the proponent is to develop a detailed schedule, can the City please comment on the intended completion date for this project?

**Answer:** *The intent is to complete all consultations, adopt a project program, and have an approved Conceptual Design before May of 2021. The projected timeline will be taken into consideration as part of the evaluation.*

**Question #10:** With respect to Section 7 Requirements and Deliverables of the Contract, subsection 7.2.2.7 and subsection 7.2.3.8, can the City please clarify its intention with respect to the future use of the skating rink at Charles Clark Square? Is it to remove, refurbish, relocate, etc.

**Answer:** *The skating rink at Charles Clarke Square has reached the end of its usable life cycle. The intention is to review the possibility that a new ice rink will be included into the City Hall Square Plaza design. This will need to be confirmed during the consultation process. Charles Clarke Square will need to be reimaged in the absence of the skating rink*

**Question #11:** In Section 7 “Requirements and Deliverables of the Contract”, subsection 7.2.1.5 on page 10 requires provisional pricing for additional stakeholder meetings, however, there is no place for this identified in Appendix C - Cost Proposal in the RFP. It is also not found in the Evaluation of Cost Proposal on page 33 of the RFP. Can the City please clarify if/how this is to be captured in the cost proposal.

**Answer:** *Please refer to Appendix C, Section 2 of the Cost Proposal and Appendix D, Section 2(2.3) of the Evaluation Criteria.*

**END OF ADDENDUM NO. 2**

Yours truly,

**THE CORPORATION OF THE CITY OF WINDSOR**

*Elaine Castellan*

Elaine Castellan  
Purchasing Supervisor

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I hereby acknowledge receipt of Addendum No. 2 to the RFP 56-20 (4 pages).

The information contained therein is hereby noted and account of same will be taken in our RFP cost.

This information was received on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Company Name

**\*NOTE: You are required to acknowledge this addendum with your RFP submission.**

**PLEASE E-MAIL @ [purchasing@citywindsor.ca](mailto:purchasing@citywindsor.ca) SIGNED ACKNOWLEDGEMENT SHEET  
ASAP**