



**COWICHAN VALLEY REGIONAL DISTRICT
ENGINEERING SERVICES**

ADDENDUM NUMBER 1

**REQUEST FOR PROPOSALS
ES-020-17 CVRD CONDITION ASSESSMENTS
April 24, 2017**

This Addendum shall be read in conjunction with and considered as an integral part of the Proposal Documents; revisions supersede the information contained in the original drawings, specifications or previously issued Addendum. Proposal Price submitted shall include all items of this Addendum.

No consideration will be allowed for any extra due to any proponent not being familiar with the contents of this Addendum.

RECEIPT OF THIS ADDENDUM MUST BE ACKNOWLEDGED ON THE PROPOSAL SUMMARY SHEET (Page 2) AS BEING RECEIVED AND THE REQUIREMENTS INCLUDED IN SUBMISSIONS FOR PROPOSAL NO.ES-020-17.

The Addendum is as follows:

A. Changes

Page 4 currently reads:

PLEASE INFORM THE CVRD OF YOUR INTENTION TO BID SENDING AN EMAIL BY APRIL 19, 2017 TO:

atokarek@cprd.bc.ca

This is to be replaced with:

PLEASE INFORM THE CVRD OF YOUR INTENTION TO BID SENDING AN EMAIL BY APRIL 24, 2017 TO:

atokarek@cprd.bc.ca

B. Clarifications

1. What is the CVRD's Budget for this project?

Answer: The CVRD's Budget for this project is \$84,250. Budgets for each individual site have now been added to the attached *UPDATED Schedule A - CVRD Scope of Work with Building Descriptions with Price Breakdown and Optional Pricing and CVRD Budgets*. Please fill out this excel file and include it in your sealed pricing envelope. Note that all parks sites have been allocated a total budget of \$40,000. Individual site budgets



have not been identified. Addendum 1 includes an **UPDATED Schedule A** excel file that replaces the **Schedule A** linked to on page 12 of the RFP.

2. Does CVRD require testing of any mechanical systems?

Answer: No. The CVRD is expecting a high level visual inspection.

3. If awarded the contract will the consultant have access to maintenance records?

Answer: Yes, if they are available.

4. Is it the intent of the CVRD to award all work to one entity? And how will the CVRD be using the optional pricing in the evaluation of the proposals?

Answer: The intention is to hire one consultant to provide a consistent approach to all CVRD sites.

Total cost excluding optional pricing will be used to evaluate proposals. Not all locations and corresponding pricing may be approved for condition assessments to take place. Proponents should provide pricing with built in profit on an individual location/facility basis, as it is possible that the CVRD may not include all locations for budget reasons.

Each CVRD Department will determine which optional pricing assessments they may want to have included by the same consultant. As part of this addendum the budget for each site is included. Addendum 1 includes an **UPDATED Schedule A** excel file that replaces the **Schedule A** linked to on page 12 of the RFP. Please submit a completed and printed copy of the **UPDATED Schedule A** in your sealed pricing envelope.

5. Can consultants arrange to visit other sites on their own time?

Answer: Yes, if time permits. Please send an email to atokarek@cvrd.bc.ca to make arrangements.

6. Do any of the sites have heritage status?

Answer: Youbou Community Hall, Honeymoon Bay Hall, Mesachie Lake Community Hall, and Sahtlam Fire Hall are locally designated heritage buildings (not federally). There is no protection of these sites to maintain heritage appearances.

7. Does CVRD want to include a capital plan and for what duration?

Answer: Yes. Please include an optional price for a 10 year capital plan for each site. An additional column has been included in the **UPDATED Schedule A** excel file that replaces the **Schedule A** linked to on page 12 of the RFP.

8. Does the CVRD require security clearance of accessing any of the sites?

Answer: No. Consultants will need to provide a list of staff who will be entering the facilities, and wear Company identifiable clothing.



9. Are there any issues with consultants taking pictures that may contain CVRD staff members?

Answer: CVRD staff members must be asked by consultants prior to any such photos being taken. Incidental photos that clearly do not identify individuals should not be an issue. CVRD staff may deem some areas of limits for security reasons (ex. Child care facilities).

10. Are any of the CVRD sites emergency gathering places?

Answer: Cowichan Lake Sports Arena and Cowichan Lake Centennial Hall are both designated primary reception centres. Yubou Community Hall and Honeymoon Bay Community Hall are designated secondary reception centres. Island Savings Centre and Kerry Park Recreation Centre are designated primary reception centres. Shawnigan Lake Community Centre is designated a secondary reception centre. CVRD Head Office is designated as the Emergency Operations Centre.

11. Is the water tower structure at the Sahtlam Fire Hall considered in scope?

Answer: Yes. It is included in minimum requirements.

12. Are any construction details available for parks structures?

Answer: Plans are available for newer parks structures (washrooms) but not for older picnic shelters. Available plans will be posted as an Addendum by April 26, 2017.

13. What are the addresses for Bright Angel Park and Sunrise Park?

Answer: The Address for Bright Angel Park is 4528 Tigwell Rd, Duncan, BC V9L 6N2. Sunrise Park (also referred to as Sunrise Road River Access Park is located at the end of Sunrise Road in Sahtlam. Access to the mobile home property is actually from Irvine Drive (address 4366 Irvine Drive). Addresses have been revised in the **UPDATED Schedule A** that is included in Addendum 1.