

**RFP #2018-001 (April 20, 2018)**  
**Medical Centre Renovation Project and Optional Construction Supervision**  
**Questions as at May 8, 2018**

**A final list of questions will be posted  
following the May 11, 2018 noon deadline.**

**1. Question – Construction Manager:**

A construction manager is usually a person who is hired by the Owner to oversee, manage and supervise the trades in the performance of the actual construction. Architects offer Construction Administration (CA) through the construction phase which is to say that we perform a “general review” of the work as it progresses to ensure the drawings and specifications are being followed and to the expected quality standard defined in the documents. We do not “supervise” or “manage” the Contractor and trades. The RFP appears to be after the former, construction manager role, as an optional price. I would expect a project of this scale to go through a fairly traditional Design-Bid-Build process with a general contractor performing the construction. The Architect would then administer the contract (likely a CCDC2 contract) on your behalf. This would include general review, chairing site meetings on your behalf and certifying payment to the contractor based on our assessment of the work progressed each month. There are also other functions we perform during CA which would include answering requests for information from the Contractor, creating supplementary instructions, change orders and change directives if required during the course of construction. *Please confirm that “Construction Administration” is acceptable as opposed to the Contractor function of “Construction Management”.*

**Response:**

Addendum No. 1, has been posted on May 8, 2018 to provide for Construction Administration as well as Construction Management.

**2. Question - Phasing:**

Please clarify the intent of occupancy during construction. We heard the mention of portables etc. during construction and that the dental office will remain in operation during construction. This may have an impact on our design scope especially if building permit submissions need to address portables and egress/exiting for the dental office.

**Response:**

The dental office must remain operational in its present location during construction. The physicians, the nurse practitioner and their administrative staff may be re-located to temporary portable units, if necessary. The goal is to minimize disruption of service and be cost-effective. Consideration should be given to completing the work by “shifting” staff within the premises, if possible.

**3. Question – Building Measurements:**

We will require at least one other opportunity to complete a more thorough building assessment and measurement. Please confirm future site visits and access to the building will be available.

**Response:**

Future site visits will be scheduled with the successful bidder outside of the medical centre's operating hours at mutually agreeable, scheduled times.

**4. Question – Site Work:**

Please clarify if the parking modifications should be broken out as a separate fee within the overall proposal if that scope may follow a different schedule to that of the interior renovations.

**Response:**

The parking modifications, although noted in the proposal, are not part of this request. Parking modifications will form part of the construction tender to be released after the award of the drawing contract.

**5. Question – Insulation:**

Is thermal or acoustic insulation required between interior walls?

**Response:**

Acoustic insulation will be required to soundproof the exam rooms.

**6. Question – Exterior:**

Are any exterior improvements required?

**Response:**

No exterior work is required, however the interior set of glass doors in the vestibule at the eastern entrance will require removal to create the desired interior floor plan.

**7. Question – Basement:**

Is there a basement or crawl space under the building?

**Response:**

The area where renovations are required is slab on grade. A basement exists under the north-eastern part of the building, which is not the subject of the proposal.

**8. Question – Heating:**

Is there one furnace for the entire building?

**Response:**

The building is heated with a combination of forced air gas, electric base-board heaters and an in-floor radiant heat system.