



**ADDENDUM No. 1 –  
PROPOSAL SUBMISSION FORM**

RFP #:	RFQ/RFP 2017-005
CLOSING DATE:	August 3, 2017

**REQUEST for QUALIFICATIONS AND PROPOSALS (RFQ/RFP) No. 2017-005**

**FOR: Project Management, Professional Design and Architectural Services  
for Digital Media and Post-Production Facility**

**CLOSING TIME: 12:00 noon (Eastern Standard Time), Thursday, August 3, 2017**

<p>I/WE HEREBY SUBMIT MY/OUR PROPOSAL FOR THE PROVISION OF THE GOODS AND/OR SERVICES AS DESCRIBED WITHIN THE REQUEST FOR PROPOSAL DOCUMENT FOR THE ABOVE NAMED PROJECT.</p> <p>I/WE HAVE CAREFULLY EXAMINED THE DOCUMENTS AND HAVE A CLEAR AND COMPREHENSIVE KNOWLEDGE OF THE REQUIREMENTS AND HAVE SUBMITTED ALL RELEVANT DATA. I/WE AGREE, IF SELECTED TO PROVIDE THOSE GOODS AND/OR SERVICES TO THE TEDCO/TPLC IN ACCORDANCE WITH THE TERMS, CONDITIONS AND SPECIFICATIONS CONTAINED IN THE PROPOSAL DOCUMENT AND OUR SUBMISSION.</p>
<p>STATE TERMS FOR PROMPT PAYMENT IF OTHER THAN NET 120 DAYS.</p> <p>_____</p>
<p>ACKNOWLEDGE RECEIPT OF ADDENDA BY NUMBER AND ISSUE DATE.</p> <p>Addendum No. <u>  1  </u> dated <u>  07/24/2017  </u>, Addendum No. <u>      </u> dated _____,</p> <p>Addendum No. <u>      </u> dated _____, Addendum No. <u>      </u> dated _____.</p>

SUBMITTED BY: \_\_\_\_\_  
Proponent's full legal name.

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
\_\_\_\_\_  
FAX: \_\_\_\_\_  
\_\_\_\_\_  
DATE: \_\_\_\_\_

SIGNATURE OF AUTHORIZED SIGNING OFFICER: \_\_\_\_\_ TITLE: \_\_\_\_\_  
\_\_\_\_\_

PRINTED NAME OF SIGNING OFFICER: \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH YOUR PROPOSAL.**

**TO: ALL BIDDERS**

**RE: REQUEST for QUALIFICATIONS AND PROPOSALS (RFQ/RFP) No. 2017-005  
for Project Management, Professional Design, and Architectural Services  
for a Digital Media & Post-Production Facility, Port Lands, Toronto, ON**

Addendum No.1 is hereby expressly incorporated and made part of RFQ/RFP No. 2017 - 005 dated July 5, 2017. The following information supplements and/or supersedes the bid document issued on July 5, 2017.

**ADDENDUM No. 1 - QUESTIONS AND RESPONSES**

Q1: Which firms attended the Voluntary Information Meeting?

A1: The following firms attended the VIM (in alphabetical order):

- B+H
- Dialog
- Diamond Schmitt
- IBI
- JLL
- KPMB
- Moriyama & Teshima
- Quadrangle
- Raw
- RDHA
- Stantec
- SvN
- Sweeney Sterling Finlayson
- Ware Malcomb
- WZMH
- Zeidler Partnership

Q2: Can the slideshow presentation from the VIM be shared?

A2: A version of the slideshow has been added to the TPLC Data Room – 1 Procurement Documents. Please contact [procurement@tplc.ca](mailto:procurement@tplc.ca) should you wish for access to the Data Room.

Q3: Can you clarify the Project Delivery Method for this RFQ/RFP?

A3: The project delivery method is “Design – Bid – Build”. The selected Proponent would be retained to design and produce bid documents, including planning and regulatory approvals, construction drawings, and technical specifications, on which contractors will in turn bid to construct the project, within the timeline specified. TPLC will arrange the financing of construction.

Q4: Can the selected Proponent/Architect bid on the construction contract?

A4: The selected Proponent/Architect may choose to bid on the construction contract phase on work, but will have to choose to be the Owner's Architect/Design Compliance Team or on the Construction Implementation Team. The Proponent/Architect must fulfil the contractual obligations of the Owner's Architect before bidding on the construction contract, however. This can be negotiated at the Project Agreement phase.

Q5: What is the level of detail to which the initial design must be done?

A5: It is expected that the selected Proponent will facilitate a complete development package suitable for regulatory review. Please refer to Appendix A, Page 7, and Appendix D, Page 4-5, Section 1.3.1 and 1.3.2.

Q6: Is the design of the public streets part of this contract?

A6: Yes, the selected proponent team would need to have strong representation for all aspects of the public realm design.

Q7: Could you please clarify the dates reflected in the project schedule? Do they reflect an absolute timeline or alternatively can there be further development of the schedule once a formalized design proposal is achieved?

A7: The schedule is predicated on the tenant's operation needs as well as the need to outfit the facility within their business plan timelines. An alternative schedule can be better formalized in partnership with the Proponent/Architect Team, TPLC, and the Tenant once the Project Agreement is reached.

Q8: Can you clarify the length of the Phase 1 contract? Does the contract end when the submission is made?

A8: The Phase 1 contract ends tentatively in December when the submission package is made. However, the project agreement will allow for extensions, if needed.

Q9: Why was Pinewood Studios not included in the case studies for flood mitigation and storm water management found in the RFQ/RFP document (Appendix B)?

A9: The Toronto and Region Conservation Authority (TRCA) has since deployed more contemporary flood modelling. This project requires an innovative project team to address flood mitigation and green building features, as there are more unique site constraints given the proximity to the Don River.

Q10: Are consortiums permitted? Architectural firms don't typically have extensive project management experience.

A10: Consortiums are acceptable. A strong project management structure will be critical to the success of the project.

Q11: What is the official date for tenant occupancy?

A11: The proposed timeline in the RFQ/RFP contemplates tenant occupancy in 2020.

Q12: How is the evaluation process structured?

A12: The evaluation process can be found in Appendix E of the RFQ/RFP document.

Q13: Do the forms that outline fees apply to Stage 1 or 2?

A13: The forms are applied to Stage 2 (RFP) and at the Project Agreement stage (Stage 3).

Q14: Are any figures or numbers relating to costs or fees needed in the RFQ stage?

A14: No, the RFQ phase is strictly focused on qualifications, team development, and capacity. Proponents can supplement their submission should they qualify for the RFP phase of the RFQ/RFP.

Q15: It is not clear whether proponents should be identifying within their submission the Consultants that will be paid by the Client (Appendix A, Section 5, page 6 of 11) or whether TPLC have or will be selecting those Consultants separately.

A15: As per to Appendix A, Section 5, paragraph 5 and the Project Agreement in Appendix D, Section 1.2.2 and 1.2.3:

The following Consultant(s) list shall be paid by the Client directly, but it is expected that a level of coordination and Project Management will be required between the Architect, the Client, and listed Consultants, which can be assembled by the Proponent:

- Archaeological Consultant;
- Environmental Engineering Consultant;
- Landscape Architect, Arborist, and Natural Heritage Consultant;
- Planning Consultant;
- Public Art Consultant;
- Stormwater and Flood Management Consultant;
- Survey Consultant;
- Any other consultant deemed necessary

The following list is the Architect's Consultants and Sub-Consultants, and shall be Project Managed by the Architect directly, under the final Project Agreement:

- Acoustic Consultant;
- Barrier Free Design;
- Building View Studies Consultant;
- Civil and Municipal Engineer;
- Code/Life Safety Consultant;
- Cost Consultant (Cost Planning, Control, and Estimating);
- EMF Consultant;
- Energy Strategies Consultant;
- Envelope Consultant;
- Electrical Engineer;
- Geotechnical, Shoring and Foundation Design Consultant;
- Interior Design Consultant;
- Inspection and Testing Consultant;
- IT & Telecommunications Consultant;
- Sustainability/LEED Consultant (up to Gold Standard);
- HVAC and Mechanical Engineer;
- Security Engineer;

- Structural Engineer;
- Sun and Shadow Consultant;
- Wind Study Consultant;
- Interior and exterior Building Signage and Wayfinding
- Traffic Consultant; and,
- Any other consultant deemed necessary

Q16: Page 6 of Appendix A makes reference to Project Management services; however there is no specific requirement for the proponent to name a Project Management Consultant. Is it the intent that the Successful Proponent Team can perform their own project management, or would it be preferable to name a Project Management Firm as part of the Team?

A16: Refer to Question 15. The successful Proponent/Architectural Team may choose to name a Project Management Firm or perform various functions inhouse.

Q17: How fixed is list of client consultants and architect/team consultants? Is it acceptable if within our submission we suggest the arrangement of consultants?

A17: Yes, the proponents may suggest the arrangement of consultants to fulfill the project on time and on/within budget.

Q18: Please confirm whether the insurance information is to be completed and submitted at the RFQ stage?

A18: The insurance information is required for Stage 3. Please refer to Question 13.

Q19: Appendix H, Form #10 – Bid Form – states that “Submissions of the bid form at the RFQ stage is welcome”. Could you please confirm that no fees are to be submitted until the RFP stage? Please clarify if the blank bid form is to be included at the RFQ stage.

A19: Please refer to Question 13.

Q20: Appendix H – Form #4 – Project Experience states that “Proponents should provide all information listed below preferably for three (3) projects as per section 5.4, subsection 3...” Could you please clarify what the statement in Form #4 is referring to in regards to projects following section 5.4?

A20: Form #4 has been uploaded to the Data Room and forms an Addendum to this RFQ/RFP.

Q21: Is the zoning in place to support the program as described in the RFQ/RFP?

A21: Please refer to the Data Room documents. Some planning permission may need to be sought.

Q22: Where is the Site Location Plan referred to in Appendix A, Page 2 of 11?

A22: Please refer to the Data Room documents under AutoCAD, Maps & Surveys (items 48 to 56).

Q23: Appendix A, Page 10, states: "The Proponent's profile should be categorized as per the sub-categories in the Proposal Evaluation Criteria Table (Appendix E)." By "sub-categories", please confirm you mean "part A thru D" under the Stage 1: RFQ Submission.

A23: Correct. Please refer to the Evaluation Criteria Table (Appendix E).

Q24: Appendix A, Page 10, states: "Preferably, Proponents are advised to provide a minimum of three (3) projects in the last five (5) years for each sub-category." By "each sub-category", please confirm you mean: "type, size, scope, geography and complexity".

A24: Correct.

Q25. Will previous report data be available in native files (draft work, excel, AutoCAD files) to the successful RFP proponents, to aid in more efficient preparation?

A25: Past report data is currently house in the Data Room, and any further data will be made upon award of Project Agreement and agreements executed. Not all native files are readily available or accessible and there will be a need to create some files.

**Form # 11 of 11**

**Project Experience – Firm Experience with similar Projects in the Last Five (5) Years**

*(Proponents should provide all information listed below preferably for three (3) projects. Proponents may use the below and submit with their Proposal.)*

1. Project: \_\_\_\_\_ Date: \_\_\_\_\_  
Brief Scope: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Key staff \_\_\_\_\_  
\_\_\_\_\_  
Assoc. sub consultants \_\_\_\_\_  
RFP Bid Cost \$ \_\_\_\_\_ Final Cost \$ \_\_\_\_\_  
Reason for cost variation \_\_\_\_\_

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Client Reference: Company \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Contact: \_\_\_\_\_

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2. Project: \_\_\_\_\_ Date: \_\_\_\_\_  
Brief Scope: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Key staff \_\_\_\_\_  
\_\_\_\_\_  
Assoc. sub consultants \_\_\_\_\_  
RFP Bid Cost \$ \_\_\_\_\_ Final Cost \$ \_\_\_\_\_  
Reason for cost variation \_\_\_\_\_

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Client Reference: Company \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Contact: \_\_\_\_\_

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3. Project: \_\_\_\_\_ Date: \_\_\_\_\_  
Brief Scope: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Key staff \_\_\_\_\_  
\_\_\_\_\_  
Assoc. sub consultants \_\_\_\_\_  
RFP Bid Cost \$ \_\_\_\_\_ Final Cost \$ \_\_\_\_\_  
Reason for cost variation \_\_\_\_\_

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Client Reference: Company \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Contact: \_\_\_\_\_

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**All other RFQ/RFP No. 2017-005 specifications remain unchanged.**