

**REQUEST FOR PROPOSAL (“RFP”) NO. PS20201156
ARCHITECT SERVICES AT VIENNA HOUSE**

QUESTIONS AND ANSWERS NO. 3

ISSUED ON: December 14, 2020

Q1	In the Schematic Design phase is more than one design option required or are you generally satisfied with the design as proposed in the Letter of Enquiry? If additional options are required, how many?
A1	That is at the discretion of the architect to advise, and it is anticipated that the current Schematic Design package will be improved upon.
Q2	Will the owner retain the Passive House Certifier indicated in Part B Section 2.8 or should we assume that the Prime Consultant will carry them?
A2	The Prime Consultant will carry the Passive House Certifier.
Q3	Are preparation of formal meeting agendas and minutes required during design and documentation phases? During construction?
A3	Yes. Preparation of formal meeting agendas and minutes are required during these phases.
Q4	Are any additional interim design review submissions required? (In addition to the DD, 50%, CD and 90% CD?)
A4	At this time no additional interim design review submissions are required.
Q5	Is the Architect expected to assist with any stakeholder or public engagement? (presentation boards, etc.)?
A5	Yes.
Q6	Is the Architect required to present at a virtual open house?
A6	Yes, unless the virtual open house is a City led event in which case the Architect will act as a subject matter expert for responding to enquiries.

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Q7	At what project phase will the Construction Manager be engaged?
A7	It is anticipated the Construction Manager will be engaged during the rezoning phase.
Q8	Will the Construction Manager hired by VAHA have specific modular experience? Has one been hired and if so who?
A8	The Construction Manager has not been selected and when the Construction Manager RFP is posted the City will be requesting proposals from proponents that demonstrate experience in multiple forms of construction.
Q9	In Part B - Scope of Work, Table 1, under cost estimate the table notes, “Cost Estimate- Per square foot including all hard costs, furniture, appliances, landscaping, etc”. Please clarify what furniture and appliances are included? (eg. unit furnishings, fridges, stoves, common area BBQ).
A9	The suites contain an oven with range hood, refrigerator, dishwasher, the furniture layout may be drawn in the unit layout for visual reference. No common area barbecue, and common laundry facilities will be provided in the building.
Q10	In Part B - Scope of Work, Table 1, under cost estimate the table notes, “Cost Estimate - Per square foot including all hard costs, furniture, appliances, landscaping, etc”. Please clarify if furniture is included in architectural scope, and who will tender?
A10	This is not included in the architectural scope and will be facilitated by the Construction Manager at a later date.
Q11	Does the architectural scope include window coverings/interior sunshades?
A11	This is included. It is recommended that the Architect consult with certified window providers to determine any recommendations, understanding the unique qualities and accessibility requirements for a Passive House development project.
Q12	In the Architect Agreement, in Schedule A - Basic and Additional Services, Part i) signage is noted, is building code-related signage included as a Basic Service in the Architectural specification?

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A12	Yes, this is included.
Q13	<p>Please confirm the form of contract. The scope of services listed in the architect’s agreement are akin to a traditional CCDC2 design/ bid/ build contract. But page 4 of the RFP summary itself references the engagement of a Construction Manager, which suggests that there will be a CM contract (CCDC5A or 5B). The architect’s agreement talks about administration of the contract, certificates of payment, CCNs, COs etc, none of which would be applicable for the architect under a CM contract. The architect has no contractual link to a contractor or subtrades in a CM contract (the CM and trade contractors contracted directly to the client) and therefore does not have a contract to administer and does not get involved in Certificates of payment, change orders etc.</p> <p>Will there be a project manager rather than a construction manager?</p>
A13	<p>The form of contract, which is an Architect Agreement as attached to the RFP is materially what the successful proponent will be required to agree to. The scope of services in the architect’s agreement are substantially based on the RAIC document, and have been utilized in other projects with the City of Vancouver.</p> <p>The Construction Management contract will be entered into by the successful proponent that will be awarded at a later date through a Construction Management request for proposal process.</p> <p>It is anticipated the Construction Management RFP will include both a pre-construction management services contract and a construction contract, the latter a CCDC2-2008 with BC Housing supplementary general conditions. This document includes the language that is in question, with processes that include certificates of payment and change orders.</p>
Q14	<p>In the Architect Agreement, under Section 2) Architect’s Responsibilities a) Basic Services and Additional Services could you please clarify:</p> <p>“The Basic Services required to be provided by the Architect include the coordination required to integrate all parts of the Services to be provided by the Architect, the Architect’s Consultants, the City and any City’s Consultants. The Architect shall also work closely, and consult, with City representatives in performing the Basic Services.”</p>
A14	<p>To clarify, this statement means it is the Architect’s responsibility to coordinate the parties mentioned: the Architect, their sub-consultants, the City and any of the City’s consultants. As per previous responses the Architect will have responsibilities to coordinate with other parties and may have to schedule meetings with these parties. Please state all meetings and reviews in the commercial proposal.</p>

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Q15	Could you please also provide more information on what is meant by a “full coordinated site review and building performance report” so that we may scope this item correctly.
A15	This will be part of the Architect team’s responsibility and is in the Architect Agreement, as well as in the RAIC Agreement that the Architect Agreement is based upon. This references post construction services that include the warranty review where the architect undertakes a review for defects or deficiencies and notifies the “Constructor” in writing of items requiring attention of the “Constructor”. The City cannot provide any more information on this.
Q16	Is the PH Certifier required to meet the same insurance requirements as the Consultants? They typically do not carry WorksafeBC or PLI as their role as Certifier is different than that of a typical consultant.
A16	The insurance requirements apply to all consultants.
Q17	Is there a need to retain a Traffic Consultant?
A17	This is not required during the Rezoning Phase; however it is possible that further engineering requirements may be identified during the DP and BP phase. For further information please refer to QA No. 1 posted December 1, 2020.
Q18	Can you confirm whether whole-building life cycle analysis will be required for this project?
A18	This is not a requirement for this RFP.
Q19	Does the City require any other energy modeling aside from Passive House modeling?
A19	Please see Questions and Answers No. 2 posted December 8, 2020. Passive House Planning Package (“PHPP”) is the only Energy Model required.