

## Appendix E – Questions Response Addendum

This addendum, issued 10/06/2025 for the RFP for Architectural and Engineering Services for an affordable housing project led by HRSPRO in Rockland, Ontario, aims to answer questions raised by those looking to submit proposals. Questions may continue to be raised following the issue of this addendum.

1. I wanted to clarify the intent for the proposed childcare space on the ground floor. Will this space be delivered as a fully fit-up childcare centre, or is the plan to provide a base building shell only at this stage?

Delivery as a fully fit-up childcare centre is preferred as the intent is for HRSPRO to operate the childcare centre themselves.

2. Is an outdoor play space for children included in the scope of work.

As an outdoor play space for children is mandated for childcare centres, it would be included in the scope of work, but the amount of space dedicated for this is something that would need to be decided upon coordination with HRSPRO.

3. In regard to the Evaluation Process mentioned on page 11, can you confirm the evaluation 'rubric' and 'key priorities' are those outlined in the table on page 12?

I can confirm that the rubric and key priorities are included in the matrix on Page 12. It remains somewhat subjective, but scores will be based on those descriptions and weights so long as the minimums described on Page 13 are met.

4. In regard to the note on page 15 regarding intellectual property rights—does this refer to the proposal document itself? Or to our building design?

The last paragraph on Page 15 (referencing "intellectual property rights") is in regard to the building design. We expect that most firms will want to maintain the rights over their own drawings, however, and do not have an expectation otherwise – we just want to make sure it is clearly included in contract documents.

5. Is there a page limit for the proposal?

There is no page limit for proposals.

6. The RFP does not indicate whether a topographic survey has been completed. Could you please confirm if any surveys have been conducted and, if so, can these be shared?

A topographical survey has not yet been completed. Our hope is that one can be completed parallel to the schematic design phase.

7. Is it the Owner's responsibility to seek approval from the Ministry for daycare space on the Ground floor?

The Owner will seek out approval for operation of the daycare on their own (and has secured some preliminary approval already), however, the portion of the building dedicated for daycare space must be designed to enable the usage of the area for said purposes. As such, finalized drawings should include all of the necessary requirements as indicated in the RFP attachments.

8. Please clarify that the Owner will be consulting with an Energy Modeller for all deliverables required for funding programs.

An Energy Modeller will be hired to meet funding program requirements, but will also hope to be included in earlier stages to enable energy efficiency considerations to be embedded into the project early on. If the proponent has an in-house team that is well-versed with approaches to reaching energy efficiency requirements (including the architect themselves), this should be included in the proposed fixed-fee, however, an outside Energy Modeller will be hired regardless in order to ensure third party verification (through an EM Report) of Issued For Tender or later drawings.

During the interview stage, greater discussion can be had about the structure of consulting services employed to inform design but not to complete an Energy Model Report. The estimated budget allocation for an Energy Audit in Appendix B is not inclusive of such consulting services.

In any case, energy attestations required to be completed in accordance with funding program requirements will be completed by the third-party Energy Modeller, not the proponent.

9. The RFP does not speak about expectations regarding meetings and the frequency of meetings during each stage of the project? Can meetings at design stages be virtual with an allowance for in-person meetings?

Frequency of meetings can be set as laid out by the proponent's own preferences, so long as they can enable input from the Owner and be reasonably foreseen to enable achievement of milestones by the dates specified at the end of Page 4 of the RFP. The expectation is that meetings are roughly bi-weekly in early stages of the project, becoming more frequent as the project approaches construction, and less frequent once again once the project is in the construction stage.

Meetings in the design stages may absolutely be virtual (and are encouraged to be). An allowance can be made for in-person meetings, so long as a reasonable estimate of what such an allowance would amount to is included in the proposal. During the construction stage, there is an expectation for regular site visits (either monthly or more frequent).

10. The target TEUI is challenging. In the event that ground source heat pumps become necessary to meet the energy targets, can we assume that a specialist consultant would be hired by the owner to model, design, specify and carry out the CA of the required ground heat exchanger? The Project Mechanical engineer will allow for connection to the ground heat exchanger if required.

For any additional incurred design requirements, including for contract administration of a ground source heat pump, a specialist consultant may be hired, but costs not included in the architect's fixed fee will be considered as a part of the additional project costs from which Stage-Based Percentage Savings Incentives are reduced.

11. The RFP does not indicate a requirement for Communications, Security, TV and/or AV services. Will the owner be hiring a specialty consultant for this ? The Project Electrical Engineer will include empty containment based on Owner's specialty consultant' requirements.

Communications, security, and other items are expected to be included in the scope of work of the proponent – a specialty consultant will not be hired. Certain items, like AV services, are not expected to be a necessary part of the design. Only those that are traditionally included in multi-unit residential and commercial buildings need be included.