

# **Project Manager for the Firehall No.1 Replacement Project**

Salt Spring Fire Protection District

## **Addendum #1**

**July 21, 2022, 4 pm Pacific Standard Time**

The following questions were presented by email on July 21, 2022. The questions and responses will clarify key elements of the RFP package and evaluation process.

- 1) The first item in the Pre-Construction scope of work section notes proponents are to “inform the scope of work for the Construction Manager and Architect and manage the public procurement process”. We assume this means that the Project Manager will procure the entire consultant team, in addition to the Construction Manager at a later date. Could you confirm if this is correct, or have any members of the consultant team already been brought on board?*

The Proponent will work with the Owner to prepare request for proposals for other consultants required for this project. These consultants would include the Architect, Construction Manager and other professionals and consultants as planned and required to achieve the stated goals of the project.

The award of key consultants is a priority and should occur as soon as possible once a Project Management firm has been awarded the contract associated with this request for proposals.

It is the Project Managers responsibility to maintain a project schedule and prioritize tasks and activities to meet the project deadlines and budget.

- 2) You have asked for a lump-sum fee for all work, and it appears the fee is to be based on the schedule provided on page 19. The first activity on this schedule is to procure the architect in early 2023. Is the intent to have the project manager start work next year, or will they be starting work this year? A clear timeline of when the Project Manager is to start work will assist in being able to provide fees.*

One of the first activities is to procure an architectural firm. This should occur in 2022 if possible. The intention is to have the Project Management contract awarded before the end of September 2022. The work on planning and priority activities should begin immediately after the contract award. It is likely the Project Management work can begin by October 1, 2022.

- 3) *Would the District be open to fee models other than lump sum, such as hourly rates, maximum upset, etc?*

Proposals for fee structures other than lump sum are acceptable. Alternate fee structures can include a combination of hourly fees and a fixed price component. Please include assumptions for planned hours if hourly fees are proposed.

The bids will be evaluated by the documented criteria in the RFP. Only proposals with a 75% or better evaluation score will be considered for contract award. The lowest total fee, of those firms achieving the total score of 75% or better, will be considered for the contract award.

- 4) *A Project Manager RFP was issued for this project on March 4<sup>th</sup>, 2021. Will the successful proponent of that RFP be permitted to submit a proposal for this current RFP?*

The successful firm, which was awarded a contract based on the March 4, 2021 tender, completed their contracted work in June of 2022. They provided a comprehensive business plan and project charter among other deliverables which will be key documents for this project going forward.

The deliverables for this RFP are significantly different from the RFP in March of 2021. A firm's experience with this type of project, work history, project references and the scope of work required for this contract are oriented to actual planning and execution of the construction rather than pre-construction planning and governance models.

The success firm, which was awarded the contact for pre-construction planning will be allowed to bid on this RFP. The owners do not feel they hold any advantage over firms new to this project.