

ADDENDUM #2

RFP No. SI 26-01 PROJECT MANAGEMENT SERVICES FOR MUNICIPAL FACILITIES OPTIONS ANALYSIS

Please note the following Clarifications, Questions and Answers for the above noted RFP is to be known as Addendum #2. Bidders are to reference receipt of Addendum #2 in their submission.

Proponent Questions and Township Answers:

Question #1: What level of architectural design or concept development is expected during Phase 1 of the project?

Answer #1: Phase 1 is intended to support a facilities options analysis and preliminary project approval. The Township anticipates a level of concept development sufficient to evaluate and compare options, identify space requirements, operational considerations, key building and site requirements, project risks, and budgetary/Class D-level cost estimates. Detailed design development and tender-ready documentation are anticipated as part of Phase 2, subject to Council approval.

Question #2: Per Section 3 – Scope of Work & Project Deliverables – Phase 1, what is the intended role or assumed disposition of the Temporary Fire Hall in Scenario 3?

Answer #2: The Township has not predetermined the future role or disposition of the Temporary Fire Hall. Scenario 3 is intended to assess the feasibility of right-sizing and renovating the existing VicPD space within Municipal Hall to create additional office space while also considering alternative uses for the Temporary Fire Hall, including accommodating other municipal functions or divestiture of the facility, as outlined in the RFP.

Question #3: The Temporary Fire Hall includes two truck storage tents (fabric structures). Are these tents included in the scope of the retrofit/conversion option, or would VicPD occupy only the conventional office/admin portion of the building?

Answer #3: Proponents should assess the Temporary Fire Hall facility, including the storage tents, as part of the options analysis. The Township has not predetermined whether these would be retained, repurposed, or removed. Any opportunities, limitations, and cost implications associated with these structures should be identified as part of the evaluation.

Question #4: Does the Temporary Fire Hall's current zoning permit the policing uses required by VicPD, or would relocating VicPD there require a zoning amendment, variance, or rezoning application?

Answer #4: The Township expects proponents to identify and assess regulatory, land use, zoning, permitting, and approval considerations associated with each option as part of the Phase 1 options analysis. Any requirements related to zoning, variances, permits, approvals, or associated risks should be identified and considered in the analysis. Regarding VicPD specifically, the current zoning of the Temporary Fire Hall site is P-1 Public Institution, which does allow for police services. As such, no rezoning would be required to accommodate VicPD relocating to the Temporary Fire Hall.

Question #5: What year were Municipal Hall and the Temporary Fire Hall constructed, and has either had major additions or renovations since?

Answer #5: Municipal Hall was constructed in approximately 2003. The Temporary Fire Hall was constructed in 2022. Various renovations and upgrades have occurred over time; however, proponents should rely on the available information and documentation provided by the Township and identify any assumptions made in their analysis.

Question #6: Per the RFP, Architectural and Mechanical drawings are available for both Municipal Hall and the Temporary Fire Hall; do these drawings reflect all upgrades or renovations completed to date?

Answer #6: The Township believes the available architectural and mechanical drawings represent the most complete records currently available; however, the Township cannot guarantee that all upgrades, renovations, or modifications completed over the life of either facility are reflected in the drawings. Due to operational security requirements associated with a police facility, detailed internal layouts has been limited. Proponents should identify any assumptions and information gaps as part of their submissions.

Question #7: Have any building condition assessments (e.g., structural, hazardous materials, code/accessibility review) been conducted on both Municipal Hall and the Temporary Fire Hall?

Answer #7: Yes. The Township's Facilities Master Plan included facility condition assessment information relevant to Municipal Hall and other municipal facilities. Proponents are encouraged to review the Facilities Master Plan as part of their understanding of the project. The document can be found [here](#). Additional reports or information available for release will be provided through the RFP process.

Question #8: Are you able to provide the number of additional FTEs that are to be accommodated in Municipal Hall. Roughly how many new offices have to be created? Of the FTE, how many need enclosed offices vs cubicles? Are you able to provide this information at this point? our space planner/designer needs for phase 1.

Answer #8: The Township anticipates modest growth in staffing levels over the coming years; however, specific future staffing numbers and detailed space requirements have not yet been determined. One of the objectives of Phase 1 is to assess current and future space needs and evaluate options to address identified capacity constraints within Municipal Hall. Proponents should describe their proposed methodology for confirming space requirements and accommodating future growth. Additional information will be provided to the successful proponent as required to complete the assignment.

Question #9: It is our understanding that the Township of Esquimalt foresees this project using a CCDC 5B Construction Management Contract transitioning to a CCDC 2 Stipulated Price Contract. Would the Township be open to considering alternative project delivery models, provided they are demonstrated to offer enhanced value and outcomes?

Answer #9: Yes, alternative project delivery models will be considered. Per the RFP, the successful proponent is to determine the appropriate construction contract in discussion with the Township. A CCDC 5B Construction Management Contract transitioning to a CCDC 2 Stipulated Price Contract was listed as one example that could be used. Proponents are encouraged to identify their recommended delivery method in their proposals.