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**RFP14-1473**  
**ADDENDUM #1**

**Date: September 22, 2014**

**Re: RFP14- 1473 ARCHITECTURAL & ENGINEERING SERVICES**  
**RESIDENCE 1 RENOVATIONS**  
**PRINCE GEORGE CAMPUS**

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A mandatory site visit was held at the Prince George Campus on September 19, 2014 at 2:00 p.m. The following firms were in attendance and will receive all addendums by email and fax.

1. Chernoff Thompson Architects North
2. DMB
3. KPL James
4. Kasian Architecture
5. HCMA
6. NRS Engineering
7. Studio B Architecture
8. Landmark Architecture

The group had a pre tour meeting in room 1069 where the terms and conditions of the RFP were explained. The group then toured the residence building and was asked to direct questions to David Claus or Lori Beaulieu. Once the tour was completed the group reconvened in 1069 where all of the questions were reviewed and any new ones recorded. Following are the questions asked to date and the answers which will make up and form a part of RFP14-1473. All future questions must be faxed to Sheila Keith, Director 250 960 5507.

There are two (2) drawings that accompany this addendum. The spreadsheet detailing the products used in the demo suite will be forthcoming.

**Q:** What is the budget?

**A:** A preliminary estimate of between 4-6M excluding furniture and cost consultant, who has not yet been identified

**Q:** Clarify what components of building envelope are to be replaced, for example it mentions windows

**A:** Yes, replacing the windows. Open to suggestions as long as they are good quality and energy efficient.

**Q:** Are you looking to our expertise to comment on if that is a worthwhile investment at this

point?

**A:** Yes, we are looking for your expertise on the whole scope of this project because of the three distinct components

**Q:** Are you looking for an energy efficient building?

**A:** Yes. We are not looking for Leed Certification but definitely looking for an energy efficient building such as electrical equipment, LED lights and low flow showers however we are not looking to upgrade exterior walls

**Q:** Is there Electrical consulting required?

**A:** Yes

**Q:** UNBC has a list of preferred consultants, are we limited to them?

**A:** No

**Q:** How comprehensive are your as-built drawings and what format are they in?

**A:** We have issued for construction drawings only

**Q:** Are they in digital form or only hard copy?

**A:** A partial set – UNBC will identify and post what we have with this Addendum

**Q:** How will the contract be structured? Construction Management or ?

**A:** The default format of construction would be a CCDC2, however given the very short installation timeline for this project we would be open to discussion on using a CCDC5B, Construction Management for Services and Construction or to the successful proponents suggestions.

**Q:** Are there hazardous materials?

**A:** Confirmed no Asbestos. Have results from testing done on duct sealant. Only thing may be some mold

**Q:** What do you want done in the hallways and common areas?

**A:** Cosmetic and capital improvements of hallways, stairwells & entry ways include but are not limited to

- relocation or addition of mail boxes
- security related improvements such as CCTV camera
- repositioning of exit signs to be wall mounted where appropriate
- painting walls, carpet replacement where required
- installation of Pawling wall guard (or equivalent) to a height of 3'6" in all hallways.
- Replacement of sprinkler heads and relocation of heads where required by code
- dorm room signage

**Q:** Does that include lighting in the hallway?

**A:** No, not the lighting in the hallway, only in the suites and in the new common areas and office areas

**Q:** Where is the riser that is part of the piping project?

**A:** There will be a supply and return riser installed within mechanical spaces (just north of intersection of Baylines J-5 on the drawings). The piping will branch off from this central riser on each floor level, and run through the ceiling space to serve each bedroom radiator. Routing will roughly follow the building perimeter. Piping to each

radiator will come up through the floor, if wall mounted, or drop down through the ceiling, if ceiling mounted radiators are selected, and for the slab on grade portion of the building.

**Q:** Where is the current common room and what size is it?

**A:** On the second floor, the approximate size of a two bedroom suite. It will be converted to bedrooms once the new common room is created

**Q:** What hardware is to be used for the doors in the suites?

**A:** UNBC is moving towards a One Card system and the Residence will be the first building converted, coinciding with opportunities presented during this construction. UNBC will be identifying the door hardware and depending on that selection there may be potential hard wiring involved and/or other tasks associated. The University will select the door hardware and configurations that best meet its needs and will supply the door hardware schedule

- The installation of card access doors is comprised of approximately:
  - One building entrance
  - 75 suite entrances
  - 350 individual bedroom doors
  - 10 office or utility doors
- External, office, utility and suite level doors may be hard wired with a powered door handle mechanism. Bedroom doors will likely use a dual credential system with proximity reader and PIN number pad

**Q:** Are you open to new options for light fixtures within the suites?

**A:** Yes, as long as they are LED, a known name brand and similar price point and function

**Q:** Is this wall protection limited to the suite hallway?

**A:** No. Although we didn't extend it in this suite, the project scope is expanded to include wall protection within the individual suites, with a goal to decrease maintenance

**Q:** Which furniture grouping did the students prefer?

**A:** The bunk beds. We are open to any options within the Foliot furniture family, but final decision remains with UNBC. Not restricted to Foliot for identifying the large common room furniture.

**Q:** Is there an access panel in other suites?

**A:** No, this lockable access to shower valves is a new, required feature

**Q:** When you stripped the gyproc did you upgrade the electrical?

**A:** No, wire meets code. Depending on suite layout you may need to add new plugs.

**Q:** Are all panels going to be of an adequate size?

**A:** Yes

**Q:** Is the demo suite bathroom layout final?

**A:** No, we are open to ideas/discussions on possibly extra shower and/or toilet. We would like to emphasize function over form.

**Q:** In upgrading sprinkler heads do you need to increase the pipe size?

**A:** Clarification - The scope of this project is to replace every sprinkler head in the building and also to relocate approximately 100 sprinkler heads slightly, as they are in contravention of code. No, there will be no need to increase pipe size

**Q:** Will the consultant supply all sanitary fixtures?

**A:** Yes, must be 1000 MPG

**Q:** Will the spreadsheet identifying materials used/preferred (with costs) in the demo suite be circulated?

**A:** Yes, will be part of Addendum #1

**Q:** Have you upgraded the alarm systems, bell, strobes?

**A:** Initiating devices are new, the annunciating devices are original

**Q:** How much of the exterior is original?

**A:** Asphalt shingles are original and needs replacing. Stucco and siding are both original. Painting was done within the last 5-7years.

**Q:** What is your expectation of us with regard to the exterior?

**A:** Do a detailed examination and identify specific maintenance issues. We are looking to increase the life of the building and are open to ideas on cosmetic improvements that would put a fresh face on the building.

**Q:** You mentioned mold – how much should we expect

**A:** It is a 25 year old building. You are likely to encounter it everywhere there was water overflow such as internal leaks in the walls caused from toilet overflows, and leaky showers.

**Q:** How many people are the offices holding?

**A:** Currently six (6) Office space description: Open space concept with a strategically located customer service counter and one closed office. Across the hall in the 2 bedroom suite, an additional office space could be created to also be an open concept working space with the need for one closed office as well. Both offices should have flex spaces. Open to suggestions on office location if suitable location elsewhere on first floor is identified.

**Q:** In the key dates, can you clarify what phase 1 and phase 2 are

**A:** Phase 1 is the Pre-design and Schematic Design Phase, Phase 2 is the Design/Specification phase (Appendix A, Page 16)

**Q:** Contract start date - if the successful proponent starts Oct 17<sup>th</sup>, that is less than 3 weeks to get conceptual drawings out.

**A:** It is 5 weeks. All the timelines on this project are short and tight and a risk to the project if any one falls behind. UNBC is committed to ensuring very timely feedback.

**Q:** Given the frequency of on-site representation during the summer construction, is there an opportunity for that representative to rent rooms in the second residence building?

**A:** Yes, rooms can be made available in residence for out of town consultants during the summer (May 2 – Aug 31) and can include guest passes to the meal hall. Lunch passes for local members of the consulting team on-site all day will also be provided

- Q:** Is the Consultant Team to include a Cost Consultant or will this service be provided by UNBC?
- A:** UNBC will provide and contract the cost consultant.
- Q:** Does the project incorporate Civil Engineering/Site Works or is the project scope limited to the building proper?
- A:** The scope of work is limited to the building proper.
- Q:** Professional Liability Insurance Aggregate Claim Coverage of \$5 million is higher than any of our other institutional clients. Can this requirement be reduced to \$2 million?
- A:** As UNBC is insured through the Ministry of Finance and the University College and Institute Protection Program we are following their requirement of \$5 million. I will request a reduction but I do not think it is likely to be granted.

## **CLAIRIFICATIONS**

**Page 5:** Option 2 is identified as the preferred option (combining the kitchen and common space into a larger bedroom which can then be configured as a shared 2 bed suite or a 1 bed executive suite)

**Page 5:** 'Retrofit' of air handler. Change to read 'Replacing' of air handler

**Page 16:** 'A preliminary Building & Occupancy code analysis is to be submitted as part of the Pre-Design Deliverables. Add: This addresses not just current code issues but any new code issues that will arise from the planned renovation

**Page 17:** Change to read: Ancillary Advisory Committee will consist of: Director, Ancillary Services; Maintenance & Projects Supervisor, Facilities or other Facilities representative; Project Manager, Ancillary.

**Page 19:** Scope of suite renovations to Bathroom, add to include door frame & hardware

**Page 19:** Scope of suite renovations in Common Space. 'Replacing common room furniture including couches, mini fridge' amended to read: There will be no common room furniture required within the suites as that space will be removed in the new design. Depending on the room design and cost feasibility, there may be one ½ size mini-fridge within each individual suite.

**Page 19:** Scope of suite renovations in Common Space - applying cosmetic improvements in 2 bedroom & 4 bedroom disability suite. Cosmetic improvements are the same as identified in the 'scope' for the suite renovations with the exception that the kitchens are not being removed. As a result, additional scope in these rooms will include replacing kitchen appliances, countertops and cupboards.

**Page 19:** Scope of suite renovations in Common Space. Add 'new enter phone'

**Page 19:** Scope of suite renovations in Common Space. Add 'conversion of current meeting room on second floor into additional bedrooms'

**Page 19:** Excluded from scope section. Add 'low voltage controls for bedroom radiators, both design and specification'

Thank You

A handwritten signature in cursive script, appearing to read 'Sheila Keith'.

Sheila Keith, Director  
PCRM