

**May 26, 2026**

**Request for Proposal**

**Project: Cochenour Arena Renovation Design Services**

**ADDENDUM 12-2026-001**

This addendum forms part of the Bid Documents and amends the original Request for Proposal issued on April 29, 2026.

- Q1 Can the Municipality confirm what existing documentation will be made available to the successful proponent, including as-built drawings, previous condition assessments, mechanical/electrical reports, accessibility reviews, structural assessments, or prior renovation studies?
- Q2 Is a building floor plan available?
- Q3 Can existing drawings/ as-built drawings be provided for the building?

Available background information, including any as-built drawings or floor plans may be incomplete and will be provided for reference only. The successful proponent will be provided with available municipal records, if any, following award. Proponents remain responsible for verifying existing conditions.

- Q4 Can the Municipality clarify anticipated operational requirements during construction, including whether portions of the facility may close temporarily or if continuous operation of all arena functions is expected throughout the construction period?

Plant start-up commences mid-August with a phased full operation occurring early September to end of March, no portion of the facility will close during this time. Construction schedule can be determined in consultation with the Municipality to ensure operations can continue.

- Q5 Can the Municipality confirm whether the "core requirements" listed in Section 4.1.1 are intended to be treated as mandatory scope items within the available project budget, or if prioritization between scope components can be prioritized during design development if cost pressures arise?

A prioritization of scope components can be made during design development if cost pressures arise.

Q6 In the scope of work for the Core Requirements the second last bullet point indicates "Structural and lifecycle renewal items that are identified in the facility assessment". It does not appear that this assessment has been provided, are you able to provide the document for bidding purposes.

Q7 Is an existing condition assessment available?

The prior building condition assessment is available on our website under Plans, Reports and Studies.

Q8 What number of meetings should consultants allow for during design?

Proponents should allow for meetings necessary to complete the required review stages, including kick-off, concept review, detailed design review, pre-tender review, and final tender-ready coordination.

Q9 Is the Time Task Matrix expected to include hourly rates with sum totals or are number of hours per staff and phase accepted without pricing totals?

The time-task matrix should include sufficient detail to show hours by staff/resource and phase, with pricing sufficient to support the fixed-fee breakdown. The matrix is for evaluation only and will not form the basis of payment.

Q10 Can you expand on the expectations for 4.5.2.2 Capacity & Resources "information about the equipment and facilities available for fulfilling the contract" and the specifics of the ask in relation to consulting firms?

For consulting firms, this means available personnel, key roles, subconsultants, current capacity/workload, and tools/resources needed to meet the schedule, such as design software, project management tools, and ability to complete site reviews.

Q11 I see that "interior finishes and flooring replacement" is a secondary component; I am wondering if that possibly includes skate-resistant rubber flooring?

Yes, skate-resistant rubber flooring may be considered under "interior finishes and flooring replacement," subject to budget confirmation and design development.

Q12 Appendix G is referenced in section 1.10, provided appendices only go up to F, please provide or clarify.

Appendix G referenced in Section 1.10 was included in error. Submission requirements are contained within Sections 1.9, 1.9.1, and 4.6 of the RFP

- Q13 Please clarify the cost estimates/stages required. Typically, a Class B estimate would be done at 60-75% DD stage (instead of the Class D noted in section 4.2.2) and a Class A estimate would be done at pre-tender stage (instead of the Class C noted in section 4.2.2.).

The Municipality is requesting a Class D estimate during the detailed design development stage and a Class C estimate at the pre-tender/final tender-ready stage, as outlined in the RFP

- Q14 Section 2.5.4 seems to imply that the proponent is responsible for shipping of materials, please clarify.

Pricing should include all costs required to complete the consulting deliverables.

- Q15 Should our pricing include work for both the core and secondary component scopes of work together?

Pricing should include the services required to assess, design, estimate, and tender both the core and secondary components identified in the RFP. Final scope and prioritization of components will be determined during the design process and remain subject to budget confirmation

- Q16 Can it be assumed that the renovation work will not include any additions or extensions to the existing building footprint/ foundations?

The scope of construction will be determined through the design process and budget assessment.

- Q17 Will there be an allowance for further investigations of concealed conditions if deemed necessary? I.e if we need to do openings etc. because base building drawings don't clearly indicate structural components.

The base scope should include reasonable non-destructive review and verification of existing conditions. Any intrusive investigation/openings beyond the agreed scope would require prior municipal approval and may be treated as an additional service.

- Q18 Should pricing include for building Permitting/ CA services or not? or as separate prices?

Pricing should include all services required to deliver a complete tender-ready design package, including drawings and specifications suitable to support applicable permitting and regulatory approvals. Contract administration/construction support services identified in Section 4.2.4 are a provisional item only, are not guaranteed, and should be identified separately from the base design services fee if proposed

Q19 Will the contract be based on a standard OAA type contract?

The Municipality anticipates using an agreement generally consistent with standard architectural consulting agreements; however, the final form of agreement will be determined during negotiations with the successful proponent

Q20 Should all the consultants (subcontractors) be listed out on the same form provided or each on a separate form?

Subconsultants should be identified using Appendix F – Subcontractor Disclosure Form. Up to four (4) subcontractors may be listed on a single form. If additional subcontractors are proposed, proponents may submit additional Appendix F pages as required