



**Addendum No. 1**

**Issued: Friday, January 18, 2019**

**RFP-2019-02**

**SUMMERLAND BUILDING ENERGY AUDITS**

**Addendum No. 1 consists of:  
Questions and Answers; Updated Table for Part A, Section 2.2; Updated Appendix B**

The RFQ documents for this work are revised as noted herein. All such revisions become a part of the work and shall be included in your Quotation. No consideration will be allowed for extras due to the Proponent not being familiar with this Addendum.

1. Reference: Answers to Questions Received:

The following are answers to the questions received:

<b>Q01</b>	<b>Can you clarify the level of detail you are seeking from the energy audits?</b>
A01	The District is requesting ASHRAE compliant audits, the elements of which are standardized. Proponents may recommend adjustments to the District’s requested audit levels for each building, including the addition of Level 3 assessments, but should rationalize these recommendations and provide separate pricing for each suggested adjustment.
<b>Q02</b>	<b>Do you want each building to have its own report or can they be under one cover?</b>
A02	An audit analysis must be completed for each building individually, and an implementation plan presented. As part of their proposed methodology, Proponents should describe the presentation method they intend to use to provide the highest value to the District.
<b>Q03</b>	<b>Could you provide the annual electricity consumption for each building?</b>
A03	An updated table for Part A, Section 2.2, including 2017 electricity and natural gas consumption data for all buildings is provided below. Note that the Water Treatment Plant building area has been updated and that there is no natural gas usage at that facility (the 2016 values shown in the RFP were in error). Building construction dates have also been added.
<b>Q04</b>	<b>Section 2.3.7 Optional Additional Work, is this work specifically related to the buildings selected for energy audits or the 12 buildings outlined in the proposal or can be any building owned by the District of Summerland?</b>



A04	This work is intended primarily for the buildings selected for energy audits; however, the District reserves the right to request these services for any District-owned property.
<b>Q05</b>	<b>Section 2.3.7 Optional Additional Work, will some of this work schedule fall within the June 15<sup>th</sup> deadline for energy audit deliverables or after?</b>
A05	The schedule for this work, if requested, will be determined as the project progresses in consultation with the Consultant.
<b>Q06</b>	<b>When was the last round of energy audits completed for the 12 buildings?</b>
A06	This will be the first round of ASHRAE audits completed for the buildings.
<b>Q07</b>	<b>What is the approximate age of each of the buildings?</b>
A07	An updated table for Part A, Section 2.2, including the construction dates of each of the buildings is provided below. Some building have had renovations or additions over time, and available details will be provided to the Consultant.
<b>Q08</b>	<b>Appendix B Pricing Form, the table provided for the “Fixed Lump Sum Prices for the Services” does not match the 12 buildings listed in Section 2.2 on page 4 of the RFP. Can you please provide a revised pricing form that includes the museum, arts centre and new RCMP buildings?</b>
A08	An updated Appendix B - Pricing Form is provided below.
<b>Q09</b>	<b>Appendix B Pricing Form, can the line item for GST be removed from the “Optional Additional Work Item” hourly fee table since hourly rates cannot be totalled in this manner?</b>
A09	An updated Appendix B - Pricing Form is provided below.
<b>Q10</b>	<b>Can the District please confirm if the audit scope for the two (2) treatment facilities (water treatment plant and wastewater treatment plant) under the project scope is to include the treatment processes + plant buildings or the plant buildings only?</b>
A10	The core audit scope is for the buildings only. Proponents may choose to include additional scope items such as the treatment processes as optional work or value-add items, but should price these items separately.
<b>Q11</b>	<b>Can the District please confirm if the buildings under the scope of work have a Building Automation System currently installed and active?</b>
A11	No, they do not.
<b>Q12</b>	<b>Can the District please confirm if Facility Condition Assessments have been conducted for buildings under the scope of work?</b>
A12	Only the Pool and Recreation Centre has had a recent Facility Condition Assessment completed, and this can be made available to the Consultant.



Updated Table for Part A, Section 2.2 (pg. 4)

#	Municipal Facility Name & Address	Building Constructed (approx. year)	Building Area (m <sup>2</sup> )	2017 Natural Gas Usage (GJ)	2017 Electrical Energy Usage (kWh)	ASHRAE Level Required for Audit
1	Pool and Recreation Centre, 13205 Kelly Ave	1976	1330	3243.7	413,440	Level 2
2	Municipal Hall, 13211 Henry Ave	1992	1348	537.3	131,840	Level 2
3	Fire Hall, 13238 Henry Ave	1962; 1981 addition	463	366.1	63,949	Level 2
4	Water Treatment Plant, 16700 Prairie Valley Rd	2007	1424	0	1,113,600	Level 2
5	Waste Water Treatment Plant, 7630 Dunn St	1996	877	1523	1,212,120	Level 2
6	Arena, 8820 Jubilee Rd	1976	6503	2320.5	998,160	Level 2
7	Little Chicks Daycare, 9105 Peach Orchard Rd	1970	461	266.9	10,212	Level 1
8	Public Works, 9215 Cedar Ave	1982; 2003 addition	1085	821.5	145,440	Level 2
9	Electrical Dept, 9215 Cedar Ave	1994	228	261.1	43,226	Level 1
10	Museum, 9521 Wharton St	1985	222	205	3,000	Level 1
11	Arts Centre, 9525 Wharton St	1982	999	68.55	29,643	Level 1
12	RCMP, 9101 Pineo Court	2011	889	471.3	235,440	Level 2

## APPENDIX B – PRICING FORM



Proponents must complete the requested pricing in all tables in this Appendix B – Pricing Form and include the completed form in the Proposal, as detailed under Section 6.2 (Scored Criteria) of Part B. No changes to this form must be made, except for completing the requested information in the spaces provided.

In addition to completing this Pricing Form, Proponent should also provide a task fee schedule breakdown, as detailed under section 3 of this this Appendix B.

### 1. Pricing Basis:

Pricing entered into the tables of section 2 below, shall be on the following basis:

- a. All Prices are in Canadian funds, are inclusive of all applicable duties and taxes, except the GST which shall be itemized separately where indicated.
- b. The Total Lump Sum Contract Price is all-inclusive and includes for all labour, materials, supplies, site visits, travel, overheads, profit, insurance, expenses, disbursements, and all other costs and fees necessary to deliver the Services outlined in Part A.

### 2. Fixed Lump Sum Prices for the Services:

The District has identified the 12 municipal buildings to be covered by this project, plus the ASHRAE audit level for each (as outlined in Part A, Section 2.2); however, the District may remove or add facilities to this list or adjust the audit level before the award of a Contract, based on the pricing provided by the Proponent. As such, the Proponent should provide pricing for both ASHRAE audit levels 1 & 2:

#	SERVICES ITEM	FIXED LUMP SUM PRICE – ASHRAE LEVEL 1 AUDIT	FIXED LUMP SUM PRICE – ASHRAE LEVEL 2 AUDIT
1	Pool and Recreation Centre, 13205 Kelly Ave	\$	
2	Municipal Hall, 13211 Henry Ave	\$	
3	Fire Hall, 13238 Henry Ave	\$	
4	Water Treatment Plant, 16700 Prairie Valley Rd	\$	
5	Waste Water Treatment Plant, 7630 Dunn St	\$	
6	Arena, 8820 Jubilee Rd	\$	
7	Little Chicks Daycare, 9105 Peach Orchard Rd	\$	
8	Public Works, 9215 Cedar Ave	\$	
9	Electrical Dept, 9215 Cedar Ave	\$	

10	Museum, 9521 Wharton St	\$	
11	Arts Centre, 9525 Wharton St	\$	
12	RCMP, 9101 Pineo Court	\$	
13	Any Other Costs (please specify if any):	\$	
14	<b>TOTAL FIXED LUMP SUM CONTRACT PRICE: (SUM OF ROWS 1 to 13)</b>	\$	
15	GST:	\$	

### 3. Price For Additional Optional Work:

If the District chooses to add the Optional Additional Work, detailed in Part A section 2.3.7, the Consultant's price for this additional work will be as follows:

OPTIONAL ADDITIONAL WORK ITEM	HOURLY FEE
Perform retrocommissioning	\$
Engineer and design approved energy conservation measures	\$
Provide mechanical engineering support for energy and general maintenance-related projects	\$

### 4. Task Fee Schedule Breakdown

Proposals should include a Task Fee Schedule Breakdown provided with this Appendix B. This Task Fee Schedule Breakdown can be in a format of the Proponent's choosing, but should detail the following in order for the District to be able to evaluate the level of effort included as per the Scored Criteria (section 6.2 of Part B).

Task Fee Schedule Breakdown should provide the following detail:

- Detail of personnel, hours and the rate for each of the 12 municipal buildings identified in Part A – the Services, and section 2 of this Appendix B.
- Detail of all expenses and disbursements for each municipal building identified in Part A – the Services, and section 2 of this Appendix B.

**End of Addendum No. 1**