

RFP 2025-01 | Addendum #05

RFI submitted by: Prospective proponents	Date: July 17 2025
Project Manager: Nathanael Wood	Contact: rfp@langford.ca

No.	Category	Question	Answer
1.4	Proposal submission - design	Please confirm what playground equipment is expected for the secure outdoor play space.	Prospective proponents are advised to review pages 15–16 of the RFP for information related to the outdoor play space. Design should align with the <i>Design Guidelines for Child Care Centres</i> and other relevant resources, including the <i>TC's Informational Guide to Young Children's Outdoor Play Spaces</i> . The successful proponent will collaborate with the City and the childcare operator to finalize the design and equipment for the secure outdoor play space.
1.5		The RFP notes: Passenger elevator: Accessibility compliant, appropriate capacity for both uses, including pottery clay deliveries, preferably in close proximity to the clay storage room. Please confirm how big and heavy the clay deliveries are expected to be and the weight of the kiln.	Clay is delivered on a pallet with a hand jack. The max weight of a pallet is 1800 lbs and the elevator would need to fit the width of the pallet and a hand jack. Elevator would also need to take up a kiln if replacement is required. Kiln specifications have been included as an attachment to Addendum No. 5.
1.6		The RFP notes Electrical service as required by kiln specifications & High-capacity service for kilns and equipment as required – please provide those specifications and the other equipment requirements.	The current WSPRS art studio at 2805 Carlow Road includes 3 kilns. Specifications for these kilns have been included as an attachment to this addendum.
1.7		What is the approximate square footage of the rest of the art studio spaces (clay preparation area, kitchen, office & admin, specialized storage) or is that something that can be assumed roughly based on what is left considering the min. total area required?	The pottery studio glaze, mixing, and storage area is approximately 200 sq. ft. Proponents may make reasonable assumptions based on functional needs and overall space requirements for the remaining art studio spaces (e.g. kitchen, office/admin, additional storage).
1.8		Addendum 004 notes: “No cooking or reheating of food that can produce grease laden vapors.” I. II. III. IV. Can you confirm whether any food preparation equipment (e.g., convection ovens, microwaves, warmers) will be required at all? Is this intended to be a warming or plating kitchen only, with no ventilation system required? Are commercial-grade appliances (e.g., warming cabinets, dishwashers) still expected even without cooking? Will there be a	Each childcare program room is anticipated to include a small kitchenette (e.g., counter, cupboards, fridge, sink, microwave, and dishwasher) for simple food preparation (e.g., cutting fruit, reheating). The art studio will include a kitchen equipped with a microwave, fridge/freezer, electric range/oven, dishwasher, stainless

		requirement for a commercial dishwasher or just residential-grade fixtures?	countertops, and storage. Residential-grade fixtures may be used where deemed appropriate.
4.7	Project Budget	Clarification Regarding Cost Estimation: Page 19 of the RFP states under "Schematic Design" that preliminary cost estimation and value engineering are to be identified. However, the proposal requirements request that proponents provide a fixed fee for the full scope of work. We would appreciate clarification on this point—specifically, why preliminary cost estimation is being requested?	<p>The reference to "preliminary cost estimation and value engineering" during Schematic Design (page 19) is intentional and consistent with the progressive design-build approach.</p> <p>Purpose of Preliminary Cost Estimation:</p> <ul style="list-style-type: none"> - Proposal Stage: Your indicative pricing demonstrates understanding and confidence in the project scope - Schematic Design Stage (Post award): Preliminary cost estimation refines and validates costs as design develops collaboratively with the City - Value Engineering: Identifies optimization opportunities to maximize value within the funding envelope - Final Pricing: Leads to the negotiated stipulated price for CCDC 14 execution <p>For Proposal submissions:</p> <ul style="list-style-type: none"> - Provide indicative pricing based on your current understanding of scope - Describe your approach to cost estimation and value engineering during design development - Demonstrate confidence in achieving the funding targets through your methodology - Outline your collaborative process for cost refinement and optimization <p>Post-Award Process: The preliminary cost estimation during design development ensures the final negotiated price reflects the refined scope, validated site conditions, and optimized design solutions developed collaboratively</p>
4.8		Addendum 3 notes that FFE is to be included in the budget and that some of the WSPR FFE will be repurposed. Please elaborate on what FFE is to be included in the proposals and costing. A cash allowance to be accrued by the design builder would be more appropriate, please advise.	<p>The City will establish a cash allowance of up to \$250,000 for FFE to be managed by the Design-Build team. The allowance is intended to cover essential operational equipment and furnishings required for both the childcare centre and art studio components to achieve functional occupancy. Some existing WSPRS equipment from their current facility will be relocated to the new art studio, reducing the overall FFE requirements.</p> <p>Proposal Requirements: Similar to the overall budget approach, the City is requesting that proponents identify their understanding</p>

			<p>of appropriate FFE costing within this allowance framework. Your proposal should demonstrate how you would approach FFE procurement, coordination, and budget management to ensure both facilities are operationally ready for their intended users.</p>
<p>4.9</p>		<p>Along with the pricing tables provided on pages 30 and 31 of the RFP, would you like the pricing broken down by Project Phase (Predesign, Schematic Design, etc) or are the tables sufficient?</p>	<p>Using the provided tables is sufficient for the purpose of submission evaluation. Detailed phase breakdowns and cashflow projections will be further developed post-award, collaboratively as part of establishing the final contract pricing.</p>
<p>4.10</p>		<p>Addendum 004 notes: "The fee proposal is intended to introduce the collaborative process that will be undertaken between the City and the successful proponent DB team. Initial forecasts for design fees are expected in your submission for design development and will be evaluated accordingly, whereas submitting forecasted construction budgets allows the City to understand a prospective proponent's confidence to achieve the project's goals within the funding limit." Given that the RFP identifies the contract as a CCDC 14 Design-Build, which typically involves a fixed-price agreement, we are seeking clarification on the following:</p> <ol style="list-style-type: none"> a. Are the initial design fee forecasts and construction budgets provided in the proposal expected to be binding, or are they intended as indicative only until further scope refinement? b. Is the City intending to enter into a CCDC 14 contract based on a final stipulated price to be determined through a collaborative design development process post-award? c. Will there be an opportunity to refine pricing during a preconstruction/design development phase before the final contract price is established? 	<p>The City confirms a Progressive Design-Build approach will be used for this project. The following clarifies the revised contract structure:</p> <p>a) Pricing Submission Requirements: The initial design fee forecasts and construction budgets in your proposal are indicative only and intended for evaluation purposes. These are not binding commitments but demonstrate your understanding of project scope and confidence in achieving the funding targets.</p> <p>b) Contract Execution Process: The City will enter into a CCDC 14 contract based on a final stipulated price determined through collaborative design development post-award. The process will be:</p> <ol style="list-style-type: none"> 1. Award based on best overall value (qualifications + pricing reasonableness) 2. Collaborative design development phase with successful proponent 3. Final scope and price negotiation 4. CCDC 14 contract execution with agreed stipulated price <p>c) Price Refinement Opportunity: Yes, there will be a formal preconstruction/design development phase (approximately 16 weeks) where scope will be refined, and final pricing established collaboratively before CCDC 14 execution.</p> <p>In light of this, the evaluation method is now updated as follows:</p> <p>1. Modified Pricing Evaluation Criteria (Section 5.2.5): Current: "20 points - Cost competitiveness" Revised: "20 points - Pricing Reasonableness and Value Approach"</p> <p>New Evaluation Focus:</p> <ul style="list-style-type: none"> • Reasonableness of cost forecasts relative to project scope • Demonstrated understanding of cost drivers • Value engineering approach and cost optimization strategies

			<ul style="list-style-type: none"> • Lifecycle cost considerations • Contingency planning and risk pricing methodology <p>2. Revised Pricing Evaluation Formula: Current formula replaced with qualitative assessment:</p> <ul style="list-style-type: none"> • Excellent (18-20 pts): Comprehensive cost forecasts demonstrating deep project understanding, realistic contingencies, strong value engineering approach • Good (14-17 pts): Reasonable cost forecasts with adequate detail and contingency planning • Satisfactory (10-13 pts): Basic cost forecasts meeting minimum requirements • Unsatisfactory (0-9 pts): Unrealistic forecasts or insufficient cost detail <p>3. Additional Post-Award Process (Section 2.9): Following contract award, the successful proponent will enter a collaborative design development phase (target 16 weeks) including:</p> <ul style="list-style-type: none"> • Detailed scope refinement and program validation • Value engineering workshops with City stakeholders • Final design development and cost confirmation • Negotiation of final stipulated price for CCDC 14 execution • If final price cannot be agreed within 120 days of award, the City reserves the right to terminate and invite the next-ranked proponent <p>4. Updated Schedule (Section 4.3):</p> <table border="1" data-bbox="1165 982 1948 1198"> <thead> <tr> <th>Milestone</th> <th>Revised Date</th> </tr> </thead> <tbody> <tr> <td>Collaborative Design Development</td> <td>August - November 2025</td> </tr> <tr> <td>CCDC 14 Contract Execution</td> <td>December 1, 2025</td> </tr> <tr> <td>Construction Start</td> <td>December 15, 2025</td> </tr> <tr> <td>Substantial Completion</td> <td>February 28, 2027</td> </tr> <tr> <td>Final Occupancy</td> <td>March 31, 2027</td> </tr> </tbody> </table> <p>5. Updated Budget Information Requirements (Appendix B): Disclaimer: "All pricing submissions are indicative forecasts for evaluation purposes only. Final contract pricing will be established through the collaborative design development process post-award."</p>	Milestone	Revised Date	Collaborative Design Development	August - November 2025	CCDC 14 Contract Execution	December 1, 2025	Construction Start	December 15, 2025	Substantial Completion	February 28, 2027	Final Occupancy	March 31, 2027
Milestone	Revised Date														
Collaborative Design Development	August - November 2025														
CCDC 14 Contract Execution	December 1, 2025														
Construction Start	December 15, 2025														
Substantial Completion	February 28, 2027														
Final Occupancy	March 31, 2027														
4.11		Addendum 004 notes: "The City may waive certain application fees (e.g. Development Permit, Building	The City will be responsible for Building Permit and Development Permit fees.												

		Permit) as an in-kind contribution to the project.” We would appreciate a clear confirmation regarding the application fees referenced in your response. This clarification is critical to ensure proposals reflect the correct cost structure.	
6.15	Site Design	Can the City request that the bus stop in front of 1100 Jenkins be relocated?	Yes, the City can request that the bus stop in front of 1100 Jenkins Avenue be relocated.
6.16		We noted in the review that conceptual drawings have been prepared by another architectural office, and on page 13 of the RFP it notes that “Development Approvals, including rezoning and lot consolidation are underway...”. If a rezoning application is currently underway, is the expectation that a rezoning amendment will be submitted by the successful proponent using their own design?	The successful proponent will need to submit their own design. The rezoning of the site was not tied to a specific design, despite a concept design being created. No zoning amendment would be required for a different design. The successful proponent’s design must comply with the City’s Design Guidelines and is subject to a Form and Character Development Permit that has been delegated to staff. Bylaw adoption for the rezoning text amendment is anticipated on July 21, 2025.
6.17		The previous draft proposal showed “7 parking stalls” and “2 additional stalls” can this be assumed to be adequate for the daycare and the other arts components in this building? The Langford “Part 4: Parking Regulations” for a “Group daycare” are only 6, but that number is linked to a different site. The requirements for an arts facility are unclear. Please clarify parking requirements.	<p>As described in Addendum #3, a conceptual floor plan for the lower level, was developed in support of an application to the ChildCareBC New Spaces Fund.</p> <p>Proponents were advised to use this concept as a baseline for:</p> <ul style="list-style-type: none"> • The approximate footprint of the building; • The minimum usable floor area required for the childcare program; and • The key interior and exterior spaces related to childcare. <p>Part 4 – Parking Regulations within Zoning Bylaw Bylaw NO. 300 specifies that a group daycare must have 2 stalls plus 1 per staff person plus required parking for any other uses. Based on type and number of childcare spaces anticipated, 9 staff are required, for a total of 11 required stalls for the daycare use.</p> <p>Part 4- Parking Regulations within the Zoning Bylaw Bylaw NO. 300 specifies that Public Assembly uses (Bylaw No. 1992) must provide a minimum of 1 off-street parking space per 35 m2 (376.7 ft2) GFA.</p> <p>The City is seeking to maximize on-site parking, including but not limited to at-grade parking beneath the building footprint. The City acknowledges site constraints and encourages creative proposals. Proponents should indicate if a variance is being sought.</p>

<p>6.18</p>		<p>Is it permissible to reconfigure the existing playground/park parking area as long as the net number of stalls is replaced elsewhere on the site(s)?</p>	<p>Yes. Reconfiguration of the existing playground/park parking area is permitted. The City does not require exact one-to-one replacement of removed stalls and is open to a net change of up to +/- 2 stalls, provided overall site functionality is maintained.</p>
<p>6.19</p>		<p>Can the City please confirm number of existing parking stalls required to remain for the memorial?</p>	<p>The City confirms that the number of existing parking stalls serving the memorial may be adjusted by +/- 2 stalls, provided overall site access and functionality are maintained.</p>
<p>6.20</p>		<p>Addendum 3 notes: “Will the parking need to be assigned to certain functions i.e. staff? Yes” How many parking stalls should be allocated for staff? Is the staff parking allocation in addition to the required parking stalls for the overall project, or is it included within the total parking count?</p>	<p>Part 4 – Parking Regulations within Zoning Bylaw Bylaw NO. 300 specifies that a group daycare must have 2 stalls plus 1 per staff person plus required parking for any other uses. Based on type and number of childcare spaces anticipated, 9 staff are required, for a total of 11 required stalls for the daycare use.</p> <p>Part 4- Parking Regulations within the Zoning Bylaw Bylaw NO. 300 specifies that Public Assembly uses (Bylaw No. 1992) must provide a minimum of 1 off-street parking space per 35 m2 (376.7 ft2) GFA.</p> <p>The City is seeking to maximize on-site parking, including but not limited to at-grade parking beneath the building footprint. The City acknowledges site constraints and encourages creative proposals. Proponents should indicate if a variance is being sought.</p>
<p>6.21</p>		<p>The previous design shows zero setback on some sides (i.e. rear and/or side yards) of the property, can this be assumed for final design?</p>	<p>As described in Addendum #3, a conceptual floor plan for the lower level, was developed in support of an application to the ChildCareBC New Spaces Fund. Proponents were advised to use this concept as a baseline for:</p> <ul style="list-style-type: none"> • The approximate footprint of the building; • The minimum usable floor area required for the childcare program; and • The key interior and exterior spaces related to childcare. <p>Area C of the CD2 (Comprehensive Development 2 – Hull’s Field) Zone does not require setbacks. However, proponents should note that a zero setback from property lines may increase building costs</p>

			and reduce functionality (e.g., limitations on window placement). Design solutions should consider these implications.
6.22		Addendum 004 notes: With regards to zoning, staff are proposing an amendment to CD2 (Comprehensive Development 2 – Hull’s Field) Zone to add Public Assembly and Entertainment as a permitted use to facilitate the relocation of the art studio. Is there a requirement for a public hearing or council approval, and what is the timeline for adoption?	<p>Bylaw No. 2227 – Amendment to the CD2 Zone to allow Public Assembly and Entertainment Uses as a permitted received First, Second and Third Readings on June 16th</p> <p>The Staff Report can be found here Council Meeting - May 20, 2025.</p> <p>Bylaw adoption is anticipated on July 21, 2025.</p>
6.23		Off Site Development: Please provide greater details as to the extent any bike/bus lanes and/or street developments that will be the DB’s responsibility on Jenkins Avenue and Glen Lake Road?	Refer to Addendum No. 3. 6.5. Final frontage improvements will be confirmed in coordination with the City and successful DB team, during design development.
6.24		The schedule shows "Completion of Development approvals, including rezoning and lot consolidation" anticipated by Summer 2025. Can the City provide an updated status on these approvals and confirm if any potential delays might impact the Design Phase?	<p>Bylaw No. 2227 – Amendment to the CD2 Zone to allow Public Assembly and Entertainment Uses as a permitted received First, Second and Third Readings on June 16th Staff Report can be found here Council Meeting - May 20, 2025. Bylaw adoption is anticipated on July 21, 2025.</p> <p>Lot consolidation is in process but may be finalized once the contract is awarded to the successful proponent to allow for coordination between the City and successful DB team, during design development. The City does not anticipate any delays that would impact design development.</p>
6.25		Is there an expectation for fencing along Hull’s Trail as part of this project? If so, please confirm whether the installation of this fencing is to be included in the project scope and budget. Additionally, could you specify the type of fence material that is expected or preferred?	<p>Yes, there should be fencing along Hull’s Trail and included in the budget. Permanent fencing solutions will be determined during design development, in coordination with the City, the successful Design-Build team, and potentially the CRD, as the trail is located within CRD right-of-way.</p> <p>The adjacent Cst. Sarah Beckett Memorial Playground includes both black powder-coated chain link fencing and split rail fencing. These are the most likely materials that would be used for fencing along Hull’s Trail.</p>

			As part of site demarcation, temporary fencing may be required.
7.4	Procurement	The RFP notes stakeholder consultation with the childcare operator. Has an operator for the space been identified and will they be working with the City (similar to the WSPRS)?	Yes, the anticipated childcare operator has been identified. The City has been working in close collaboration with this operator since project inception. The operator will be introduced to the successful proponent at contract award.
8.6	Proposal submission - Evaluation Criteria	Section 5.2.3 of the RFP asks for “three examples of projects...”. Can you please confirm if that is 3 total, or 3 from the builder and 3 from the designer (ie 6 total)?	3 total.
10.1	Technical requirements	The project energy target listed in the RFP (Step 3 of the BC Energy Step Code) is not applicable to this building type. This type of building is outside the scope of the BC Energy Step Code and does not have Step Code target values. Applicable energy targets for this type of building could be the NECB 2020 Energy Performance Tier targets, see Table 10.1.2.1 of the NECB. There are also many other appropriate green building standards which could be applied to this building type.	The intent of requesting energy modelling to reflect Step 3 of the BC Energy Step Code is to ensure the building is designed with energy systems that exceed the minimum requirements. In this case, NECB 2020 energy performance targets or equivalent green building standards will be acceptable.
10.2		The airtightness target given in the RFP (2.5 ACH @ 50Pa) is not acceptable for demonstrating BCBC compliance for this type of building. BCBC airtightness compliance can be demonstrated by the prescriptive values of 3.2.4.3 of NECB 2020 or tested to 3.2.4.2 of NECB 2020. Is it the intent of the RFP that 2.5 ACH @ 50Pa is a requirement in addition to demonstrating airtightness compliance with the BCBC? This may require two airtightness tests to two different testing standards	<p>Intent is to ensure air tightness target is BCBC compliant. No duplicate/additional testing is required. The City's intent is to exceed energy performance while maintaining code compliance. The following approach will be used:</p> <p>Single Test:</p> <ul style="list-style-type: none"> - Demonstrate BCBC/NECB 2020 airtightness compliance per applicable code requirements - If the NECB 2020 testing standard allows target ≤ 2.5 ACH @ 50 Pa as a performance goal using the same test method - Single test satisfies both code compliance and performance objectives <p>City's Intent: The technical requirements in the RFP are intended as performance guidance to communicate the City's sustainability objectives. The specific airtightness target of ≤ 2.5 ACH @ 50 Pa</p>

			<p>was included to indicate the City's preference for exceeding building envelope performance standards.</p> <p>Approach for Proposals:</p> <ul style="list-style-type: none"> - Code compliance is mandatory - demonstrate your approach to meeting BCBC/NECB 2020 airtightness requirements - Performance targets are aspirational - describe how you would optimize building envelope performance within the applicable code framework - Testing approach - propose the most appropriate testing standard and methodology for this building type - Value engineering opportunity - this will be refined during the collaborative design development phase <p>Evaluation Focus: Proposals will be evaluated on your technical approach and understanding rather than strict adherence to specific numerical targets. The City values innovative solutions that achieve superior performance within code requirements.</p> <p>Post-Award refining: Final technical specifications, including airtightness requirements and testing protocols, will be collaboratively developed during the design development phase to ensure optimal performance and code compliance.</p>
<p>10.3</p>		<p>We are seeking clarification regarding the requirement noted in the RFP under Wayfinding and Signage: A comprehensive system for both internal and external navigation. Typically, proposals of this nature include life safety and code-required signage, with wayfinding signage systems—particularly branding, naming, and visitor experience elements—developed and provided by the Owner. Could the City please clarify the extent of the expected scope for wayfinding? Specifically, are you expecting the consultant team to design a full signage and wayfinding package (e.g., naming conventions, graphic design, directional signage layouts, exterior monument signage, etc.), or will this be developed separately by the Owner with coordination from the design team?</p>	<p>The Design-Build team is expected to provide a fully developed wayfinding and signage package that includes both life safety and code-required signage as well as comprehensive wayfinding elements for visitor navigation and facility identification. This encompasses interior directional signage, room identification, exterior building identification, and any monument or entrance signage required for the facility.</p> <p>Collaborative Branding Process: While the technical design and installation of the signage system falls within the design-build scope, the City will coordinate post-award on naming conventions, branding elements, and graphic design standards. The City recognizes that effective wayfinding requires owner input on facility naming, room designations, and visual identity elements that reflect both the childcare and arts programming functions. Proposals should include provision for a complete wayfinding and signage system within your scope and pricing, while describing your collaborative approach to developing owner-approved</p>

RFP 2025-01 | Addendum #05



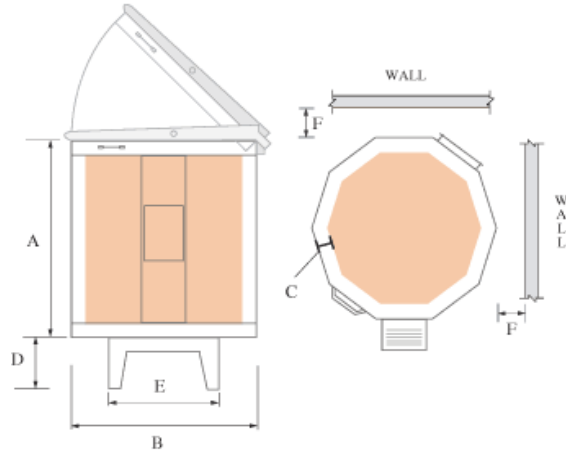
			branding and naming elements during the design development phase.
10.4		Please confirm the security system requirements and electronic controls expectations.	Proposals should describe your approach to security system design for mixed-use institutional facilities, demonstrate understanding of childcare security requirements, and outline how you would collaboratively develop security specifications with the end users during the design development phase.
10.5		In Appendix C - Mandatory Technical Requirements, are the items listed in the required documentation of each section sufficient for our submission to be permissible? There are multiple instances where the required documents won't convey the information requested in their respective sections, such as 1.4 - Financial Capacity amongst others	The mandatory technical requirements represent the City's minimum qualification standards, while the "Required Documentation" lists were intended as baseline submission requirements. The City recognizes that some sections may require additional supporting documentation to fully demonstrate compliance with the stated requirements. Your submission should provide a complete overview of your ability to comply with the various requirements, rather than checking boxes on the documentation list.
Miscellaneous		Could you please provide us with a recording of the meeting?	Yes, a recording of the meeting will be provided to those that request it.
		We would like to request a one-week extension to the submission deadline, moving it to August 1st .	Yes, a one-week extension of the submission deadline to August 1, 2025, at 4:00 pm local time is acceptable.



PRODUCT SPECIFICATION. KM-1027-3



DIMENSIONS



SPECIFICATIONS & DIMENSIONS

MODEL	Phase	Volts	Maximum		Chamber			O.D.Dimension						Power		Copper Wire Size	NEMA Rec. Conf.	BTU's
			Cone	Temp	Depth	Opening Width	Cu.Ft.	A	B	C	D	E	F	Amps	Watts			
KM-1027-3	1	240	10	2350	27	22.00	6.4	33	28.5	3	8	17	18	48	11520	6	6-50	18940

OPTIONAL ACCESORIES

1027 ROLLING KILN STAND	Optional
ENVIROLINK	Optional
ENVIROVENT 2	Optional
KILNLINK BOX PACKAGE	Optional
LINKBOARD SERVICE 1 YEAR	Optional
LINKBOARD SERVICE 5 YEAR	Optional

CONTROLLER

Thermocouple: K
 Clock: 60 Mhz
 Voltage: 24 DC Relays
 Output: 12 Volts DC
 Fuse: 1 AMP

