

REQUEST FOR PROPOSAL

**FACILITIES GREENHOUSE GAS REDUCTION
PATHWAY STUDY
RFP NO.: CRA2024-R-004**

ADDENDUM #2

February 26, 2024

This Addendum shall form part of the above referenced Request for Proposals (RFP) document and is to be read, interpreted, and coordinated with all other parts. The following revisions supersede the information contained in the original instructions and specifications issued for the above-named project.

This Addendum is issued to answer the following Questions or make the following changes:

Question 1: Given our teams experience with the FCM program and turnaround times, we're wondering if the November 2024 deadline is driven by the FCM application approval or if this is an internal deadline. Is this date firm?

The project deadline is primarily driven by the grant, and negotiations with FCM would be required to adjust the project deadline. For the purposes of this RFP, proposals should include a schedule that meets the deadline. The final schedule will be negotiated between the City and the successful proponent, and may be subject to changes due to the occurrence of risks, change orders, or other factors that cannot be reliably predicted at this time.

Question 2: The RFP is asking the Project Manager, Project Lead, and Support staff to have "similar size and scope/value". Can the city clarify that the "similar size and scope value" requirement is for the individual building type, for managing, or involved in a 30 (or multiple building scale) of project? The bidder's team member has significantly similar experience (energy audit and decarbonization study and design) in most of the individual building types of the city's facilities list but not for one single project that includes 30 facilities. Would you be able to consider this experience a competent candidate for the city? Or does the city only consider similar experiences with similar size and scope/value for 30 building projects?

The proponents' team qualifications and experience are evaluated in the "Qualifications & Experience" weighted criteria. Meeting the minimum experience outlined in Section 2.5 is preferred. The experience of the Project Manager and the Project Lead in implementing projects of a similar size, scope, and value is of greater importance and will carry a greater weight than for the support staff. For a subject matter expert supporting the project, it may be more important to demonstrate that team member's expertise than it is to demonstrate experience executing multi-facility projects.



Question 3: Please clarify which buildings have Building Condition reports, Energy Studies and Hazmat reports available?

The below table summarizes the available reports:

Building	Condition Report	Energy Study	Hazmat Report
Western Financial Place	Yes – 2009. Additional asset inventory in 2019	Level 2 - 2015	
Curling Centre	Yes - 2009 Additional asset inventory in 2019	Level 2 - 2015	Yes - 2016
Memorial Arena	Yes - 2009 Additional asset inventory in 2018		Yes - 2016
Kinsmen Arena	Yes - 2009 Additional asset inventory in 2019		Yes - 2016
Public Works	Asset inventory in 2019		Yes - 2016
City Hall	HVAC – 2016 Asset inventory in 2019		Yes - 2016
Rotary Park Washroom	Asset inventory in 2019		Yes - 2016
Cranbrook Public Library	Asset inventory in 2019	Level 1 - 2019	Yes - 2015
Firehall	Asset inventory in 2019		
Senior Citizen’s Hall	Asset inventory in 2019	Level 1 - 2022	Yes - 2016
Spray Irrigation Pumphouse	Asset inventory in 2019	Level 2 - 2016	Yes - 2016
Spray Irrigation Booster Pumphouse		Level 2 - 2016	
Airport Terminal Building		Level 2 - 2019	
Airport Maintenance Building			
Airport Firehall			
Airport Pumphouse			
Balment Building	Asset inventory in 2019		Yes - 2015
Community Theatre	Asset inventory in 2019		
8 th Ave Building	Asset inventory in 2019		



Question 4: There are two buildings noted as 'Heritage Building', please clarify the heritage designation. Does it include Exterior or specific features of a building, or does it also include interior as well?

The three buildings noted as heritage buildings in the RFP have been designated by the City of Cranbrook in Heritage Bylaw No. 3899, and alterations to these buildings are regulated according to this bylaw. According to Section 6 of this bylaw, the exterior of the heritage buildings may not be altered without a Heritage Alteration Permit. According to Section 9 of this bylaw, a Heritage Alteration Permit is not required to alter the interior of the heritage buildings. The bylaw can be found at <https://cranbrook.civicweb.net/document/20919/>.

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