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TOWN OF STRATFORD

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February 2026

Request for Proposals

Stratford Wellness Centre Design Services

The Town of Stratford is now accepting proposals for the selection of a design consulting firm to provide architectural design and engineering services for a new multi-use Wellness Centre facility to be located on John Joe Sark Drive in Stratford, PE.

Three (3) copies of the proposal must be submitted in sealed envelopes clearly marked **Stratford Wellness Centre Design Services**. Consultants are required to submit proposals using a two-envelope system. One envelope shall contain the technical proposal of the services exclusive of professional fees. The second sealed envelope shall outline the fee cost of the services (i.e., SECTION 3 PROPOSAL FORM). The evaluation of the technical proposal will be completed prior to the second envelope with the fee costs being opened.

A non-mandatory site meeting for Proponents will be held **Tuesday, March 3rd, 2026 at 10:00am** on the project site at 174 John Joe Sark Drive in Stratford, PE.

All proposals are due at the Town of Stratford main office, 234 Shakespeare Drive, Stratford, PE C1B 2V8 **no later than 2:00 p.m. on Thursday, March 12th, 2026.**

Any questions may be directed to Carter Livingstone, Project Manager, via email at clivingstone@townofstratford.ca or phone at (902) 367-4448.

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SECTION 1 - INFORMATION & INSTRUCTIONS

1.1 Submission Requirements

The complete original proposal must be submitted in a sealed package and received in accordance with the instructions detailed in the cover letter. All proposals shall be clearly marked - "Stratford Wellness Centre Design Services".

Consultants shall be responsible for the actual delivery of proposals during business hours to the address indicated in the cover letter. It shall not be sufficient to show that the proposal was mailed in time to be received before the scheduled closing time.

No fax or email submissions will be considered. All entries in the Proposal Form shall be made in ink or by typewriter. Entries and changes made in pencil shall, unless otherwise decided by the Town of Stratford, be invalid or informal.

1.2 Proposal Format

Proposals shall include the following information at a minimum:

- Proposed solution to the RFP requirements that demonstrates, but is not limited to, the following:
 - Clear understanding of the scope of the project and the services required.
 - Demonstrated ability to complete the project and the services required.
 - Well defined workplan and approach to the design process.
 - Thoughtful considerations of project specific risks and mitigation methods.
 - Thorough plan to create an economic design meeting Net Zero Ready requirements.
 - Organizational chart assigning specific roles to various partners and individuals comprising the proposed project team.
- Section 3 – Proposal Form from this request for proposal document signed by an authorized representative.
- A copy of the Consultant's qualifications, experience, and examples with references and images provided for previously completed projects of similar scope as required in this RFP.
 - The Consultant must provide two (2) examples of projects completed within the past 10 years that demonstrate the Consultant's ability to complete the project and must include Net Zero or Net Zero Ready design elements and a significant mechanical design component.
- Profiles and experience of key employees and team members involved in this project
- Schedule of Deliverables & Milestones
- Any addenda issued during the solicitation period.

It is the sole responsibility of the Consultant to ensure that they have received the entire Request for Proposal (RFP). Any changes will be issued as an addendum and posted to the Town of Stratford website and the PEI Government Tenders and Procurement Opportunities website.

No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the Town of Stratford.

1.3 Right of Rejection and Clarification

The Town of Stratford is under no obligation to award this project to the Consultant having the lowest fee estimate, the highest score, or to any Consultant. The Town of Stratford has the right to award in whole or in part and to waive minor immaterial defects in proposal submissions. Evaluation criteria included in this document shall be used in evaluating proposals. The Consultant acknowledges that it shall have no claim against, or entitlement to damages from the Town of Stratford by reason of the Town's rejection of its proposal or of all proposals. The Town of Stratford reserves the right to request clarification of information from any Consultant.

1.4 Request for Additional Information

Prior to the final selection, Consultants may be required to submit additional information which the Review Committee may deem necessary to further evaluate the Consultant's qualifications.

1.5 Denial of Reimbursement

The Town of Stratford will not reimburse Consultants for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

1.6 Right of Withdrawal

A proposal may be withdrawn at any time up to the official closing time by submitting a letter bearing the signature of the authorized representative who has signed the proposal. Upon closing, a proposal may not be withdrawn before the expiration of sixty (60) days after the proposal due date.

1.7 Right of Negotiation

The Town of Stratford reserves the right to negotiate with the selected Consultant the exact terms and conditions of the contract.

1.8 Insurance Requirements

The Consultant shall secure and maintain a minimum of \$5,000,000 Commercial General Liability Insurance and add as an additional insured the Town of Stratford. The Consultant shall provide the Town of Stratford 30 days' notice of any material change or policy cancellation. The Consultant and any of the Consultant's specified sub-Consultants shall also provide Proof of Professional Liability Insurance in the amount of not less than \$5,000,000. The Consultant and their sub-Consultants shall provide the Town of Stratford with a Certificate of Insurance complying with this RFP upon award of the contract.

1.9 Rights to Submitted Material

All proposals, responses, inquiries, or correspondence relating to, or in reference to, this RFP, and all reports, charts, and other documentation submitted by Consultants shall become the property of the Town of Stratford upon final payment to the Consultant.

1.10 Basis of Award

A Review Committee will be formed to evaluate the proposals according to the matrix noted below. Following individual evaluations by each member, the committee as a whole will review and discuss the results prior to a final decision being made.

	Evaluation Criteria	Maximum Points
1.	Experience of Firm <ul style="list-style-type: none"> • Local knowledge of relevant and similar infrastructure systems • Experience incorporating environmental and community stewardship into design • Proven experience and success in similar projects with references and images provided 	10
2.	Team Experience <ul style="list-style-type: none"> • Qualified local staff with professional affiliation/membership • Experience of Key Personnel assigned to this project • Experience of project partners, suppliers and/or sub-consultants listed. • Demonstrated previous partnerships and experience of Consultant and sub-consultants working together with each other. 	15
3.	Understanding of Project and Services <ul style="list-style-type: none"> • Clear and thorough understanding of project and building scope • Full understanding and provision of services described in the RFP • Well developed ability to provide the services required for the scope of the project 	20
4.	Design Methodology <ul style="list-style-type: none"> • The proposed approach/workplan • Perceived issues and mitigation methods • Economic and environmental design and construction consideration • Compliance to the design requirements of the RFP 	30
5.	Project Schedule <ul style="list-style-type: none"> • Resources dedicated to the project • Will current workload affect time required for completion of project 	15
6.	Fees	10
Total Score		100

The Town of Stratford reserves the right to conduct interviews with any or all Consultants as it deems necessary.

The points for the fees will be calculated based on the lowest bid receiving the maximum of 10 points. All other bids will be prorated, e.g. a low bid of \$25,000 will receive 10 points, and another bid of \$35,000 will receive $(\$25,000/\$35,000) \times 10 = 7.14$ points.

The successful Consultant will be the submission with the highest score out of the possible 100 points, i.e. technical + financial.

Any proposal that receives a score below 60 points for the technical component shall be rejected and the fee component returned unopened.

1.11 Copies

Three (3) complete paper copies of the proposal and all supporting documents must be submitted in response to the RFP. Additionally, a digital copy of the proposal and supporting documents must be submitted on a thumb drive with the hard copies.

1.12 Termination of Contract

The Town of Stratford may cancel the contract at any time for breach of contractual obligations by providing the successful Consultant with a written notice of such cancellation. Should the Town of Stratford exercise its right to cancel the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation.

The Consultant may cancel the contract at any time for breach of contractual obligations by providing the Town of Stratford with a written notice of such cancellation and proper supporting documentation.

1.13 Assignment

The successful Consultant shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written consent of the Town of Stratford.

1.14 Conflict of Interest

The Consultant covenants that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The Consultant further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract.

1.15 Contract

The Contract between the Town of Stratford (the Town) and the Consultant shall consist of (1) this Request for Proposal (RFP) document and any amendments thereto, (2) the proposal submitted by the Consultant to the Town of Stratford in response to the RFP and (3) in the event of a conflict in language between the documents referenced above, the provisions and requirements set forth and/or referenced in the RFP shall govern. However, the Town of Stratford reserves the right to clarify any contractual relationship in writing with the concurrence of the Consultant, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Consultant's proposal. In all other matters not affected by the written clarification, if any, the RFP shall govern.

- 1.15.1 The Consultant shall be willing and prepared to formalize this contractual relationship with the use of the Canadian Standard Form of Contract for Architectural Services (RAIC Document 6), and any agreed amendments thereto.

1.16 Changes to Scope of Services

Services rendered by the successful Consultant that are outside the Scope of Services described in Section 2 shall only be considered for compensation by the Town of Stratford if the work was requested in writing by the Consultant or by the Town of Stratford. Extra compensation shall only be provided for services that fall outside the Scope of Services described in this RFP as mutually agreed upon by the Town of Stratford and the Consultant. The value of compensation shall be determined upon mutual agreement and/or negotiation between the Town of Stratford and the Consultant, and in all cases must be determined prior to the execution of the work.

Quotations and pricing for changes to the scope of services initiated under this section shall be prepared as follows:

- For work performed by the Consultant's own forces, 10% mark-up shall be allowed for overhead and profit and shall be applied only to the Consultant's actual costs.
- For work performed by sub-consultants directly contracted by the Consultant, the Consultant shall be allowed 5% mark-up for overhead and profit, and it shall be applied directly to approved sub-consultant invoices.
- Sub-consultants shall be allowed 10% mark-up over actual costs for overhead and profit for work performed by their own forces, and 5% mark-up for overhead and profit applied directly to approved invoices for work performed by further sub-consultants.
- In no case shall the total mark-up for a Change to Scope of Services exceed 30%.

1.17 Inquiry Deadline

RFP inquiries and questions will be accepted until March 5, 2026, unless otherwise extended via addendum.

1.18 Appendices & Renderings

Various survey information and reports informing the existing conditions of the site are available for Proponent's reference and are listed below. In addition, a variety of basic conceptual renderings and plans have been prepared for the purposes of this RFP. The intent of these concepts is to convey a general sentiment for the scope of the facility. The concepts provided are not to be construed as an exact representation of the wishes and needs of the Owner.

Appendices provided for the Consultant's review are as follows:

- Appendix A – Legal Survey Plan
- Appendix B – Topographic Survey
- Appendix C – Environmental Site Assessment
- Appendix D – Geotechnical Report
- Appendix E – Wetland Delineation
- Appendix F – Concept Renderings
- Appendix G – Preliminary Space Programming
- Appendix H – Conceptual Site Plan

SECTION 2 – SCOPE OF SERVICES

2.1 General

The Town of Stratford is seeking to engage the services of a qualified Design firm or team to provide professional design and contract administration services for a multi-functional Wellness Centre facility. The building shall be designed to facilitate economical construction and operation, shall be Net Zero Ready, capitalize on unique site features, and seamlessly serve its multi-functional role.

The Wellness Center will be a multi-use facility with various recreational, cultural, and community facilities. The Wellness Center will be located within the Stratford Community Campus at 174 John Joe Sark Drive, on Campus Lot 2 which can be seen on the legal survey in Appendix A. The estimated floor area of the building is 140,000ft². The building shall have amenities that include, but are not limited to the following:

- Ice rink (NHL size) and arena with seating for approximately 750 viewers, and associated required user and maintenance facilities.
- Practice ice rink (NHL size) with associated required user and maintenance facilities.
- Indoor field house with artificial turf and divisible partitions with associated required user and maintenance facilities.
- Walking track (which may be paired with other amenities).
- 3 Commercial lease spaces.
- Administrative space and offices for approximately 6 persons.
- Dedicated Youth Center space.
- Library with dedicated cultural and community space.
- 2 – 4 Meeting & Multi-use Rooms
- All other amenities incidental to a multi-use wellness facility of the described scope.

The budget for the construction of the Wellness Centre is \$68M. The Consultant shall design the facility such that total construction cost (excluding HST and the Consultant's design fees), including all applicable contingencies, does not exceed \$68M. Design decisions shall be guided by cost-effective solutions that maintain project quality, performance, and compliance with all applicable standards while adhering strictly to the construction budget.

The Consultant shall design the facility to be Net Zero Ready and shall incorporate high performance energy efficiency measures into the design that minimize overall energy demand and ensure that the facility is fully prepared to support on-site or off-site renewable energy systems capable of achieving net zero energy operation in the future. These measures may include optimized building envelope performance, efficient mechanical and electrical systems, and infrastructure provisions to accommodate renewable energy integration in future without major modifications to existing systems.

The Consultant shall be responsible for the design of the works. The Consultant shall retain or assemble a design team comprising of an Architect, Civil Engineer, Geotechnical Engineer, Structural Engineer, Electrical Engineer, Mechanical Engineer (with refrigeration expertise), and qualified Cost Estimator, Environmental Consultant, Energy Modeler, and any other design professional required for the works and to meet all municipal, provincial, and federal laws and regulations, and this RFP. All design professionals shall discharge their duties in accordance with their respective governing legislation. The Consultant shall act as the Prime Consultant and shall

be responsible to manage and coordinate the work of all sub-consultants and to ensure that all sub-consultants and parties carry valid insurance as required by this RFP.

Upon completion of the project, As-Built drawings, in hard copy and digital format (PDF and CAD), are to be provided to the Town of Stratford.

The scope described above, and further specified in Section 2.2, is not all-inclusive and the Consultant shall be responsible for identifying and executing the items of the Work required to fulfill the needs described for the project and in order to comply with all codes and standards. The successful Consultant shall provide all labour, material, support, and supervision for the design, tendering, contract management, site inspection as required, coordination of commissioning, generation of record drawings and warranty monitoring of a fully functional facility meeting all governing and applicable codes, laws and regulations, including all associated incidentals and appurtenances relevant to the design services.

If this RFP omits or incorrectly describes the Work necessary to be performed in order to deliver the Services, the Consultant shall not be excused from performing such omitted Work or incorrectly described details of the Services (no matter how extensive), and such Services shall be performed as if fully and correctly set forth and described in the Contract Documents, without entitlement to additional compensation except as specifically allowed under Section 1.16 Changes to Scope of Services.

2.1.1 Background Information

The Town of Stratford began construction on the Community Campus development in the Spring of 2023. The development features nine sports fields, three large institutional development lots, and a five-lot extension of the Stratford Business Park. The development is serviced with municipal water and sewer, features an asphalt multi-use active transportation path within the road corridor, and is complete with underground electrical servicing, decorative light standards, gravel active transportation paths serving sports fields and naturalized areas, and sediment control ponds. The Government of Prince Edward Island has purchased one institutional parcel, and the construction of the future Stratford High School is underway. The Town has retained the remaining two institutional lots for the development of the Wellness Centre and for future institutional partnerships with the Provincial government. The Atlantic Pickle Ball Club has purchased one lot, and the construction of the facility is ongoing. The Town continues to review business proposals that have been received in accordance with the framework governing the sale of the remaining business park lots.

Prior to undertaking the design for the Community Campus development, the Town completed a master planning exercise to gauge interest and to obtain public feedback from the Community on the amenities that the Campus could offer. Based on that feedback, the construction of the development was completed and conceptual plans for the Wellness Center were developed, and can be seen in Appendix F.

2.1.2 Experience

Proposals will be considered only from experienced Consultants who have demonstrated experience as designers of at least two community and/or multi-functional buildings of comparable scope and size within the past 10 years. Consultants must also demonstrate that the professionals (Architects and Engineers) identified in the proposal as sub-consultants have completed design in their specified discipline for at least two buildings of similar or greater scope and size and are licensed to practise architecture and engineering in the Province of Prince Edward Island. Consultants, sub-consultants, and other Key Personnel shall have examples included of past projects including size, value, and references with contact information in the proposal submission.

2.1.2.1 Personnel

Key personnel to be included in the Consultant's proposal as part of the design team shall include, but not be limited to the following:

- Architect
- Prime Consultant (if not the Architect)
- Geotechnical Engineer
- Civil Engineer
- Structural Engineer
- Electrical Engineer
- Mechanical Engineer
- Refrigeration Specialist (if not Mechanical Engineer)
- Cost Estimator
- Environmental Consultant
- Energy Modeler
- Contract Administrator

Individuals may be assigned to more than one role where it can be shown that the individual has the appropriate experience and expertise to fulfill each role.

2.1.3 Safety

The Consultant shall provide a letter of proof of good standing with the Workers Compensation Board of PEI upon award of the work.

The Consultant must comply with and enforce compliance by employees with safety requirements of applicable federal, provincial, and local statutes, regulations, and ordinances.

The Consultant shall identify and address foreseeable safety risks inherent in the design, ensure compliance with all codes and safety regulations, and clearly communicate design intent and safety-related project information through the design drawings and specifications.

The Consultant shall support overall project safety by delivering a coordinated, code-compliant design and by promptly addressing design-related safety concerns that arise during construction.

2.1.4 Schedule

A summary of the project schedule and milestones for design services is included below. The schedule does not include interim submissions, meetings or correspondence that may be required between the listed milestones in order for the Consultant to gather relevant information and receive feedback and comments in order to complete the work.

Milestone	Date
RFP Closing Date	March 12, 2026
Design Services Contract Award	April 9, 2026
Kickoff Meeting & Space Programming Review	April 14, 2026
Design Submission 1 – Schematic Design – Preliminary Net Zero Analysis and Schematic Design Report	June 12, 2026
Design Submission 2 - Preliminary Design – Architectural, Structural, M&E fundamentals, Net Zero & Sustainability Analysis Report	September 4, 2026
Design Submission 3 – Detailed Design - 33% Drawing Package & Specification Document	November 6, 2026
Design Submission 4 – Detailed Design - 66% Drawing Package & Specification Document	January 15, 2027
Design Submission 5 – Detailed Design - 95% Drawing Package & Specification Document	March 19, 2027
Tender Package	April 27, 2027
Tender Close	May 27, 2027
Construction Contract Award	June 10, 2027
Construction Start	June 14, 2027
Commissioning	June-Sept 2029
Substantial Completion	September 14, 2029

It is the Owner's intent that the Wellness Centre shall be substantially complete and available for use by the public for the Fall 2029 ice making season.

2.2 Consultant Responsibilities

2.2.1 General

The Consultant will act as an independent agent and provide design services, preparation of permitting documents, preparation of tender documents, preparation of construction plans and specifications, contract administration, on-site inspection during the construction phase of the project to ensure the Contractor completes the work in accordance with the plans and specifications, coordination of commissioning of all components, and warranty period review. Survey data acquisition and any geotechnical investigation deemed required beyond that contained in Appendix D will be the sole responsibility of the Consultant to ensure the necessary design information is collected.

In addition to the above and elsewhere in this section, the Consultant shall provide the following services:

- 2.2.1.1 The design and construction of the Project shall be executed in accordance with all applicable codes and standards, legislation, municipal, provincial, and federal laws and bylaws, and this RFP.
- 2.2.1.2 Organize project start-up meeting upon award of design services contract and record & distribute minutes.
- 2.2.1.3 Organize and chair design progress meetings at each design milestone and at minimum every six (6) weeks during design. Record and distribute minutes. The Town of Stratford may, at the request of the Consultant, provide regular meeting space for design progress meetings.
- 2.2.1.4 Provide design submissions according to the schedule provided in this RFP document. Provide submissions in PDF and two (2) 24"x36" hard copies. Allow for sufficient review time by the Owner in the design schedule.
- 2.2.1.5 Sub-consultants and individuals assigned to specific roles in the Consultant's design team shall be those undertaking the work. Design team personnel replacements shall be subject to the approval of the Owner.
- 2.2.1.6 Consultant response time (business days) to project requirements shall be guided by the response time matrix below.

Urgency↓/Impact→	High Impact	Medium Impact	Low Impact
Critically Urgent	Same day (imminent safety issue)	1 (urgent RFI or COR impacting active construction)	2-3 (RFI or COR concerning long lead item)
Urgent	1 (urgent RFI or COR impacting active construction)	2 (Owner inquiry, sub-consultant inquiry)	4-5 (payment certification)
Standard	2-3 (Change order approval, RFI or COR impacting upcoming construction)	4-5 (distribution of meeting minutes, standard RFI or COR)	6 (shop drawing review)

- 2.2.1.7 All Consultants shall discharge their duties as required by the PEI Building Codes Act and the Town of Stratford Building Bylaw.
- 2.2.1.8 Consultants shall complete the design of the building such that the construction can be phased. If it is determined that the construction of any portion of the

building is to be removed from the first construction phase, the Consultant shall provide a credit to the consultant's fees for contract administration services and other services that will not be required as a result of the reduction in construction scope. See section 3.2 Provisional Phasing Credit items on the Proposal Form in Section 3 of this RFP for further information.

2.2.2 Space Programming Review

Upon award of the design services contract, the Consultant and the Owner shall meet and undertake a review of the preliminary space programming included in this RFP as Appendix G. The Consultant's services as part of this review shall comprise:

- 2.2.2.1 Provide comment on feasibility of the preliminary programming that has been developed and assigned.
- 2.2.2.2 Make recommendations on changes required to space programming based on the Owner's intent for the facility.
- 2.2.2.3 Complete revisions to the space programming in coordination with the Owner for use and implementation during the schematic design phase.

2.2.3 Schematic Design

A variety of conceptual site renderings for the Consultant's reference during the completion of the schematic design can be seen in Appendix F and are intended to convey a general sentiment for the scope of the facility only. The schematic design submission shall advise the Owner on the development of the design and will allow a review of the design concept. The schematic design submission shall comprise a detailed report that shall outline at minimum:

- 2.2.3.1 Overall evaluation of the project requirements including scope, budget, and schedule.
- 2.2.3.2 Commentary on and revisions if required to the programming and layout of interior spaces.
- 2.2.3.3 An analysis of project constructability and identification of information gaps requiring further review.
- 2.2.3.4 Review of RFP appendices and assessment of reliability.
- 2.2.3.5 Review and confirm project fundamentals including Net Zero Ready design and economic construction & operation, and outline strategies to achieve these objectives.
- 2.2.3.6 Building massing, general appearance and orientation, and may include high level building elevations, floor plans, and system descriptions.
- 2.2.3.7 General site layout.
- 2.2.3.8 Approximate site grading requirements.
- 2.2.3.9 Preliminary Net Zero Analysis outlining high-level requirements to achieve a Net Zero Ready building.
- 2.2.3.10 Estimate of peak electrical demand and capacity of available electrical distribution grid.
- 2.2.3.11 Class D Opinion of Probable Cost
- 2.2.3.12 3-5 renderings accurately representing the proposed concept design of the building.
- 2.2.3.13 The Consultant shall allow for a presentation to Council to provide the highlights of the schematic design review and to demonstrate the proposed

design concept. The Owner's representative will provide comments on the schematic design report to be incorporated during Preliminary Design.

The Consultant shall be prepared to incorporate the Owner's comments and to revise the schematic design as required based on this feedback.

2.2.4 Preliminary Design

The Preliminary Design shall form the basis for the development of the design based on the outcome of the schematic design and comments provided by the Owner's representative. At minimum, the Consultant shall complete the following during preliminary design:

- 2.2.4.1 Plan, develop and implement building and site designs, including all systems, based on the approved construction budget.
- 2.2.4.2 Revise the design as required to meet the project budget.
- 2.2.4.3 Prepare a Net Zero & Sustainability Analysis Report in accordance with Section 2.3.3. The report shall expand on the preliminary Net Zero Analysis completed during schematic design and shall fully inform the design of the project and lay out the measures to be implemented to achieve Net Zero Ready design.
- 2.2.4.4 Coordination between design disciplines and ensure constructability and interoperability of various project components.
- 2.2.4.5 Outline architectural, structural, mechanical, electrical and site design fundamentals, including, but not be limited to:
 - Site and grading plan.
 - Building elevations, floor plans, and cross sections.
 - Foundation plan and structural framing layouts.
 - Preliminary Mechanical and Electrical systems.
- 2.2.4.6 Prepare and provide for the Owner's review a Class D opinion of Probable Cost based on the preliminary design.
- 2.2.4.7 Advise Owner on construction process and present a milestone schedule for construction based on the preliminary design.
- 2.2.4.8 Present the design to the Owner and allow for a sufficient Owner review period.

2.2.5 Detailed Design

The Detailed Design shall be developed in phases with opportunity for review and comment by the Owner. Tasks and requirements for the development of the detailed design include, but are not limited to:

- 2.2.5.1 Provide design submissions for review and comment at 33%, 66% and 95% design completion.
- 2.2.5.2 Develop design in accordance with all applicable codes and regulations.
- 2.2.5.3 Develop detailed design based on the approved schematic and preliminary design submissions.
- 2.2.5.4 Coordinate between disciplines to ensure efficient development of the design, constructability, and operation of the facility.
- 2.2.5.5 Design submissions shall include detailed design and working drawings with specification document in NMS format.

- 2.2.5.6 Design drawings and specification document shall clearly show the project components, including but not limited to:
 - Site Plan showing building location and setbacks, driveways, parking, grading, servicing, landscaping, etc.
 - Full Architectural drawing package.
 - Foundation and Structural drawings.
 - Electrical and communications drawings.
 - Mechanical, Plumbing and HVAC drawings.
 - Any other engineering and details required for the construction of the project.
- 2.2.5.7 Design submissions shall bear the seal of a Registered Architect or Professional Engineer licensed to practice in the Province of Prince Edward Island.
- 2.2.5.8 Accommodate design changes or deviations from the preliminary design as may be required at no cost to the Owner.
- 2.2.5.9 Ensure design and construction drawings contain sufficient information and detail to adequately represent the design, convey construction information, and include all information required for full development and code review as part of the permitting process.
- 2.2.5.10 Provide an Opinion of Probable Cost prepared to a level of detailed reflected by the drawings and specifications with each design submission.
- 2.2.5.11 Revise design as required to meet project budget.
- 2.2.5.12 Provide any value engineering solution to the structure or systems that could reduce the capital or operating cost of the facility.
- 2.2.5.13 Identify long lead items to be accommodated and planned for during tender and construction.
- 2.2.5.14 Present decisions for colour palettes, patterns, materials, etc. to the Owner for review and decision where available and appropriate.
- 2.2.5.15 Review of any materials and equipment that are to be provided by the Owner, and coordinate the supply of such items or materials as it pertains to the design and construction procurement.

2.2.6 Tender

The Consultant shall provide a complete set of tender documents for review by the Owner once final comments have been received on the detailed design. Upon the submission and approval of detailed tender documents, the Consultant shall be responsible to administer the tender period (estimated 4-6 weeks) and to undertake the following tasks in respect to tender administration, which shall include, but not be limited to:

- 2.2.6.1 Preparation of up to ten (10) paper sets of tender documents.
- 2.2.6.2 Advertising the tender in local newspaper, Provincial procurement website and Construction Association website.
- 2.2.6.3 Attendance at an onsite bidder's meeting during the tender period.
- 2.2.6.4 Fielding contractor calls and inquiries.
- 2.2.6.5 Preparation of addenda during tender call.
- 2.2.6.6 Review of tenders.
- 2.2.6.7 Preparation of tender award recommendation
- 2.2.6.8 Tender award.
- 2.2.6.9 Preparation of contract signing documents for the Town and the successful bidder within 10 days of tender award.

In addition to the detailed tender documents, a Class A opinion of probable cost shall be provided for the Owner's review prior to the tender call.

2.2.7 Contract Administration

The Consultant shall be responsible for Contract Administration during construction including, but not limited to:

- 2.2.7.1 Review of shop drawings.
- 2.2.7.2 Site supervision and site observation as required to review the Work and to ensure conformance with the design plans and specifications. Site inspections shall generally be on a weekly basis.
- 2.2.7.3 Attendance at site as necessary for testing and inspections, and subsequent review and verification of test results and reports.
- 2.2.7.4 Scheduling and administering bi-weekly progress meetings, and preparation and distribution of minutes of progress meetings.
- 2.2.7.5 Timely response to requests for information, issuing of instructions, and response to issues arising on site as may be required in accordance with response time matrix in section 2.2.1.6.
- 2.2.7.6 Quantity surveying and cost monitoring.
- 2.2.7.7 Evaluation, preparation and processing of change orders and change order requests.
- 2.2.7.8 Certification of progress claims and payments.
- 2.2.7.9 Maintain document control for RFIs, Change Orders, Supplemental Instructions, Deficiency Lists, etc., in a shared cloud location or platform.
- 2.2.7.10 Inspection at substantial completion. Should substantial completion be issued in phases, the Consultant shall be responsible to complete a substantial completion inspection for each phase.
- 2.2.7.11 Creation of a deficiency list and coordinate the completion process with the Contractor prior to issuing the certificate of substantial performance. Should substantial completion be issued in phases, the Consultant shall be responsible to administer a deficiency list and to coordinate completion of deficiencies for each phase.
- 2.2.7.12 Preparation of a concise monthly written report on the project status to be supplied to the Owner.
- 2.2.7.13 Certification of substantial performance.
- 2.2.7.14 Production of record drawings.

Cost control is of critical importance to the Owner and shall be appropriately managed by the Consultant during the administration of the contract. The Consultant shall ensure that change orders are minimized and are priced fairly and accurately where they are required.

2.2.8 Commissioning

Prior to turnover of the facility, the Consultant shall ensure that all building components have been completed, all building systems are operating as specified and as intended, and all remediation work has been completed. The Owner intends to retain an independent Commissioning Agent who shall objectively oversee and verify all project commissioning activities, which shall include, but not be limited to the following:

- Architectural systems (building envelope and interior space assemblies).
- Elevator system.
- Electrical systems (distribution, fire alarm system, any back-up power systems, data, communications, and audio/visual systems).
- Mechanical systems (HVAC, plumbing, fire protection, gas distribution, refrigeration and ice plants).
- Control systems and integration (energy management control systems, lighting control systems).
- Building Management System.
- End-user training program, manuals, and spare parts.
- Equipment integration with building utilities.

The Consultant shall participate in the commissioning process and shall be responsible for completing services that include, but are not limited to:

- 2.2.8.1 Coordinate with the Owner's Commissioning Agent and the Contractor when systems are being verified and commissioned and participate in the commissioning process as appropriate and required by the scope of the design.
- 2.2.8.2 Ensure that sub-consultants participate in commissioning as required.
- 2.2.8.3 Contribute as required in coordination with sub-consultants and the Contractor in the provision of training and system familiarization for designated Town representatives in the use and maintenance of any and all systems, operation of all system features and components, scheduling, timing and operation of controls as required, and any other pertinent information required for the operation and maintenance of the facility.

The Owner's Commissioning Agent will provide a report compiling system verification sheets related to verification, commissioning and/or functional testing that are to be signed and witnessed by the specific sub-contractor, the Contractor, the design professional, and the Commissioning Agent.

2.2.9 Record Drawings

The Consultant will be responsible for the preparation and submission of stamped record drawings to the Town of Stratford, in the form of CAD and PDF files, and one paper set printed to scale within 60 days of substantial completion. The Contractor shall provide the consultant with redline mark-up drawings showing as-built information. The Consultant shall include Contractor's redline mark-ups, change order, and any site/supplemental instruction information on the stamped record drawings.

2.2.10 Warranty Period

The Consultant shall provide warranty period services for the project, including, but not limited to:

- 2.2.10.1 Follow-up with the contractor on deficiencies that may arise throughout the warranty period.
- 2.2.10.2 Monitor the project throughout the warranty period to ensure prompt attention to any deficient items that may arise.
- 2.2.10.3 Attend a warranty inspection 11 months after substantial completion of the work. Should substantial completion be phased and multiple warranty periods required, the Consultant shall attend each warranty inspection and fully administer each warranty period.
- 2.2.10.4 Be prepared to immediately direct the Contractor to start repair procedures if necessary.
- 2.2.10.5 Fully administer a successive 12-month warranty period for any work undertaken to repair defects or failures detected during the warranty period.
- 2.2.10.6 Inspect and provide oversight as required for any repairs undertaken during the warranty period.

2.2.11 Quality Control

2.2.11.1 Design Services

The Consultant shall be responsible for maintaining a robust quality control system. The Consultant's quality control program shall provide an internal review process to prevent errors and omissions on construction documents, and to ensure complete and accurate design submissions are provided. The Consultant's quality control system shall extend to the work of sub-consultants, and the Consultant shall ultimately be responsible for the quality of work performed by sub-consultants. The Owner's review of design submissions shall primarily be a review for preference and conformance to the RFP.

2.2.11.2 Construction

During construction, the Consultant shall periodically review the work for conformance to the design. This review shall provide general oversight for layout, verification of materials, and acceptability of quality of work and is intended to identify work that must be corrected in advance of substantial re-work being required.

2.3 Project Design Requirements

2.3.1 General

The Wellness Centre facility shall be designed and constructed for efficiency, simple construction, and ease-of-use and operation. The facility will be a multi-function building serving various roles as described in Section 2.1. The building shall compliment and blend with surrounding areas, while taking advantage of the natural topography of the site. A highly functional and economical design shall be required, while still providing a facility that is a primary hub for sport, wellness and culture in the community.

The Consultant shall design this facility to an environmentally responsible manner, utilizing sustainable design concepts, systems and materials to the maximum extent practical, incorporating energy efficiency and passive design principles where possible, in order to provide a facility that is Net Zero Ready and minimizes adverse effects on the exterior environments, enhances the quality of the indoor environment, and minimizes consumption of energy, water, construction materials, and other resources.

The building shall be fully compliant with the National Building Code of Canada, shall be designed to be fully accessible and meeting Barrier Free requirements, shall include thoughtful design, and shall be provided and outfitted with sufficient systems to support the intended uses of the building.

The building shall be designed such that it may be constructed in phases. Spaces shall be thoughtfully laid out such that future additions and/or phases completed after the first phase may proceed with minimal impact on facility users and the function of existing spaces.

2.3.2 Codes and Standards

Design and construction of the Project shall be in accordance with the following codes and standards, latest revision:

- National Building Code of Canada
- National Plumbing Code of Canada
- National Energy Code of Canada for Buildings
- Canadian Electrical Code
- Stratford Utility Corporation Municipal Servicing Standards
- CAGBC Zero Carbon Building – Design Standard v4

And all other applicable codes, standards and applicable MECL regulations.

All design on this project shall be undertaken by a Registered Architect and Professional Engineers experienced in the design and construction of the Works, and must be licensed to practice in the Province of Prince Edward Island. All design drawings and submittals shall bear the seal of the design professional.

2.3.3 Sustainability

The building shall be designed to be Net Zero Ready. The Consultant is required to complete a Net Zero & Sustainability Analysis Report to inform the Net Zero measures and components that are to be incorporated into the building design and to assess the technical, financial and social aspects of implementing these measures and components. The study shall assess the viability of various technologies and strategies and provide recommendations on the most effective and feasible approach to provide a Net Zero Ready building. The Analysis should reference the Town's Sustainable Procurement Policy and make recommendations outlining an action plan to apply sustainable procurement principles to construction procurement and future operations of the Wellness Centre. Specific items to be included in the analysis include:

1. Energy and Green House Gas Modelling (baseline and proposed)

Energy and Green House Gas (GHG) modelling must include total energy use and GHG emission projections for the building and should demonstrate pathways to meet or exceed the following targets:

- Energy Use Intensity (EUI) of at least 25% less than the NECB 2020 baseline energy model.
- Thermal Energy Demand Intensity (TEDI) better than or equal to NECB 2020 baseline.

Parameters to be incorporated in the modelling include:

- Renewable energy (e.g., solar PV) shall not count toward the energy targets. When calculating EUI, do not deduct renewable energy generation from the building's energy use.
- Thermal bridging must be included in the EUI and TEDI calculations.
- The baseline and proposed energy models must be modelled in accordance with NECB 2020. Other versions (NECB 2015, NECB 2017, etc.) are not acceptable.
- Feasibly minimize operational GHG emissions. Grid electricity emissions are to be excluded.
- The Energy model shall encompass the whole building energy lifecycle cost compared to the NECB 2020 baseline and shall be prepared as a Class C estimate.

2. Embodied Carbon and Life Cycle Assessment

A whole-building life cycle assessment (short term and long term) and embodied carbon analysis shall be completed and must include the following:

- Comparison of baseline vs proposed design with sustainability components included.
- Evaluation of the building's potential to meet or exceed an embodied carbon limit of 425 kg CO₂e/m² (meeting standards of CaGBC Zero Carbon Building – Design Standard v4).
- An assessment of available materials and construction strategies, and the feasibility of their implementation, that would include, but not be limited to:
 - Low carbon concrete mixes.

- Recycled and locally sourced materials.
- Prefabrication/modular construction options.
- End of life planning strategies (including deconstruction and recycling).

3. Water Efficiency Analysis

The analysis shall quantify anticipated water use and propose potential water consumption reduction methods with a target to achieve at least a 20% reduction in potable water consumption. Proposed consumption reduction measures may include rainwater harvesting, greywater reuse, low flow fixtures, heat pump water heaters or other low carbon hot water systems, and avoiding any needs for irrigation.

4. Climate Risk Assessment

A climate risk assessment shall be completed to a quality consistent with the Infrastructure Canada Climate Lens, ISO 14091, ISO 31000, PIEVC High Level Screening Guide, or an equivalent standard, and must incorporate the following components at a minimum:

- Identify climate hazards relevant to the site (flooding, extreme weather, heat, etc.)
- Assess vulnerability of the building, systems within the building and site infrastructure for both current and future climate.
- Make recommendations on design considerations to improve long term climate resilience.

5. Biodiversity and Ecological Considerations

The report shall include considerations for both current and future biodiversity and ecology of the site, and shall make recommendations to inform the design as required in regard to:

- Opportunities to increase tree canopy and vegetation.
- Wetlands, floodplains and surface water.
- Wildlife habitat corridors.
- Protection of ecological features during construction.
- Green infrastructure (bio-swales, rain gardens, permeable surfaces, etc.)
- Climate resilient landscaping.
- Opportunities for natural carbon sequestration (including planting and preservation).

6. Financial and Lifecycle Cost Analysis

A high-level financial and lifecycle cost analysis shall be included and shall include a comparison of both capital and lifecycle operational costs for both a traditional National Energy Code compliant building design and the proposed building design with Net Zero measures and components included. This analysis shall clearly show any differences in up-front capital costs and shall highlight any savings obtained for ongoing operational expenses for a building with implemented net zero components and measures.

7. Social Equity Assessment

The report shall include an analysis of potential benefits and considerations for equity diverse groups and recommend strategies to address barriers and to ensure inclusive access and enjoyment of the Wellness Centre for all users. Considerations and strategies may include:

- Accessibility and barrier free measures.
- Programming and spaces for various needs.
- Culturally inclusive designs and spaces.
- Emergency reception needs.

8. Net-zero Pathway Comparison and Recommendations

An evaluation and comparison of net zero pathways shall be presented and shall outline the various avenues and options to meet the Centre's goal of Net Zero Ready. A detailed set of recommendations shall be provided with rationale for the components and measures that are proposed to be implemented into the building design. These various pathway components and measures may include, but are not limited to:

- High performance building envelope.
- Sophisticated building automation and controls.
- High efficiency HVAC systems.
- Heat recovery systems (including a focus on the ice rinks).
- Low carbon heating and cooling systems.
- On-site renewable energy (solar PV, geothermal, wind if and where feasible).
- Energy storage / battery storage options.

2.3.4 Site and Civil Works

A conceptual Site Plan, not to be construed as representing the exact wishes and needs of the Owner, can be seen in Appendix H. The project site layout and civil works design shall, without excluding other considerations, generally be designed in accordance with the following:

- 2.3.4.1 Site works shall be designed according to industry standard practises.
- 2.3.4.2 The design of the site works shall accommodate any requirements identified in the Environmental Site Assessment included in Appendix C.
- 2.3.4.3 Site preparation shall not cause for any areas to be disturbed beyond that which is required for the completion of the work.
- 2.3.4.4 Site design shall include erosion and sediment controls during the construction period until such time as vegetation is re-established.
- 2.3.4.5 Site design shall ensure the protection of any wetland areas. Identified wetlands can be seen in Appendix E.
- 2.3.4.6 Site design and construction shall ensure positive drainage away from buildings and walking surfaces and shall include any infrastructure required for the collection, conveyance and storage of stormwater as required by the Department of Transportation or other authority having jurisdiction.

- 2.3.4.7 Municipal services shall be installed according to Stratford Utility Corporation (SUC) Municipal Servicing Standards and shall be inspected by SUC staff prior to covering.
- 2.3.4.8 Site grading shall be designed to compliment the natural topography of the site, and a design that minimizes significant grading alterations is desired. A topographic survey of the entire Stratford Community Campus site is included in Appendix B.
- 2.3.4.9 The site Design shall accommodate an integrated approach for active transportation paths and bicycle storage racks. Connectivity to existing AT networks is required.
- 2.3.4.10 Parking areas shall be designed to optimize snow removal and storm water management.
- 2.3.4.11 On-site fire hydrants shall be provided as required.
- 2.3.4.12 Site wayfinding signage shall be included in the design as required.

2.3.5 Foundations and Concrete

Foundations shall be cast-in-place and shall be designed for local soil conditions as determined by the Consultant's engineer. A geotechnical report previously completed for the site can be seen in Appendix D. Any additional site investigation or geotechnical engineering beyond that included in Appendix D, or elsewhere in the appendices, that is deemed required shall be the responsibility of the Consultant. Foundations shall be designed as required for local loads and those of the building structure. Concrete shall not be poured on frozen subgrade and shall not be allowed to freeze prior to curing.

2.3.6 Building Envelope

The building envelope shall be designed according to the National Building Code and as may be recommended by the Net Zero & Sustainability Analysis Report to achieve a Net Zero Ready design. In addition, the building envelope shall be designed with the following as guiding principles:

- 2.3.6.1 Exterior cladding shall be durable, low maintenance and compatible with the surrounding area.
- 2.3.6.2 Window and door installation shall follow industry best practises and include methods and materials to fully prevent water ingress.
- 2.3.6.3 Roof covering material shall be designed for longevity.
- 2.3.6.4 Eavestroughs and downspouts shall discharge away from the building and be directed toward an appropriate area.
- 2.3.6.5 Roof design shall accommodate loading for a future roof-top mounted PV solar array.
- 2.3.6.6 The design shall thoughtfully balance the ratio of glazing to opaque walls.
- 2.3.6.7 Long-term operational costs shall be a key consideration in designing wall assemblies.
- 2.3.6.8 The building design should respond to the significant grade change and seek to utilize the change in elevation to inform the building design.
- 2.3.6.9 Insulation and vapour barrier shall be installed to mitigate thermal, air and moisture transfer to the extent most practically possible. Particular attention shall be placed at intersections, joints, and penetrations. Insulation R-value may be achieved by any of batt only, a combination of batt and exterior sheet insulation, or other insulation system.

- 2.3.6.10 Include planning and design for exterior building name signage and other wayfinding signage as required in the design of the building envelope and structure.

2.3.7 Interior Finishes and Millwork

Interior finishes shall be designed according to the use of various areas throughout the facility. General guidelines and requirements for specific spaces include, but are not limited to the following:

- 2.3.7.1 Interior Finishes shall generally be made up of durable materials that are easily cleaned, slip resistant and are suitable for the proposed use.
- 2.3.7.2 Floor covering shall be hard surface and dust free.
- 2.3.7.3 Exposed surfaces of walls, doors and frames shall be painted.
- 2.3.7.4 Open ceilings require a uniform paint colour applied over all exposed ductwork, conduit, and other exposed components fixed to the ceiling.
- 2.3.7.5 Interior wayfinding signage shall be included in the design.
- 2.3.7.6 Coordinate with the Owner to determine extent of owner-supplied equipment and methods and means for incorporation into the construction contract.

2.3.8 Electrical, Communications and Information Technology

Electrical, Communications and Information Technology design shall be suitable for a facility of the described scope of the building, shall include a building management system for all systems and controls, and shall generally be guided by, but not be limited to the following:

- 2.3.8.1 Designed in accordance with the Canadian Electrical Code.
- 2.3.8.2 Building electrical service(s) shall be underground.
- 2.3.8.3 Commercial Lease spaces noted in section 2.3.13 are to have independent electrical and municipal water utility meters.
- 2.3.8.4 Light fixtures, receptacles, and light switches shall be provided in sufficient quantity and appropriate type to adequately support the efficient use of the facility.
- 2.3.8.5 Light fixtures shall be energy efficient LED.
- 2.3.8.6 Exterior lighting shall be provided at a minimum at all exterior doors and shall be operable independent of any accent lighting.
- 2.3.8.7 There shall be exterior lighting on each side of the building controlled by photocell to ensure that the facility is illuminated at night.
- 2.3.8.8 Light fixtures shall be provided to adequately illuminate building signage such that it can be easily read in all lighting conditions.
- 2.3.8.9 Exterior parking area shall be provided with decorative light standards approximately 12ft in height to match the surrounding development.
- 2.3.8.10 Exterior lighting shall be specified and selected to provide adequate illumination as described here, while also minimizing light spill and pollution to adjacent areas and properties.
- 2.3.8.11 Interior light fixtures shall be dimmable to at least three (3) levels where required and practical.
- 2.3.8.12 Information technology components such as data drop locations, projector and camera installation, data rack and audio system shall be designed in coordination with the Owner.

- 2.3.8.13 Data room shall include wall or floor mount rack to house switches, router, ISP router, and UPS. Sufficient room shall be allowed for data expansion and cooling equipment as required.
- 2.3.8.14 All data wiring shall be category 6 or better.
- 2.3.8.15 Spare data jacks shall be provided where convenient and typically located to suit the various facilities.
- 2.3.8.16 Information & Technology design shall include audio and PA systems. Audio system(s) connection shall be by Bluetooth and standard auxiliary connection. System controls and operation shall be user friendly.
- 2.3.8.17 Design data drops for Wi-Fi access points to fully cover the building interior and immediate surrounding areas.
- 2.3.8.18 Data drops shall be provided for other communications systems throughout the facility as required.
- 2.3.8.19 Wi-Fi access point data drops shall terminate at the data room in a data patch panel. Wi-Fi system shall encompass several networks and be segmented via VLAN configuration for separate entities and guests.
- 2.3.8.20 Data drops and any required power shall be provided for indoor and outdoor security camera system and shall terminate back to data rack. A security system interfaced with the Town monitoring system is to be included in the design.
- 2.3.8.21 Design is to include door key fob system and all specifications for associated hardware and software. Preferred key fob system is Paradox.
- 2.3.8.22 Fire alarm and life safety systems shall be included in design as required by National Building Code.
- 2.3.8.23 Score clocks and controls shall be included in the design as follows:
 - (x1) wall clock in Field House.
 - (x1) wall clock in Arena Rink.
 - (x1) wall clock in Practise Rink.
 - (x1) four-sided center ice clock in Arena Rink.
- 2.3.8.24 The electrical design shall include the sizing and design of a standby generator, complete with automatic transfer switch and all necessary incidentals and appurtenances.
 - The generator shall be sized sufficiently and the generator panel designed such that the generator operates all building lighting, the field house heating system, and all systems and components for the Library, administrative space, commercial lease spaces, youth centre, and all meeting rooms, corridors, and bathrooms.
 - Standby generator and ATS shall be included in the construction tender as a provisional item.
- 2.3.8.25 Electrical system shall be designed to accommodate the incorporation of a future roof top photovoltaic solar array.
- 2.3.8.26 The Electrical design shall include communication systems and any and all controls for the mechanical and other systems.
- 2.3.8.27 The Electrical design shall be prepared in close coordination with the requirements of the mechanical design.
- 2.3.8.28 The Electrical design shall include a building and energy management system and shall be interfaced with electrical and communications systems as required and appropriate.

2.3.9 Mechanical & HVAC

Mechanical systems shall be provided as required by the National Building Code and such that the use of the facility is fully supported. The Mechanical and HVAC design for the facility shall generally be guided by, but not be limited to the following:

- 2.3.9.1 Facility Mechanical and HVAC systems shall be designed in order to achieve a Net Zero Ready facility and shall be informed by the Net Zero & Sustainability Analysis Report completed during Preliminary Design.
- 2.3.9.2 Subject to further guidance by the Consultant, the Owner intends that rink ice plants shall be independent from each other and serve one ice surface each.
- 2.3.9.3 The building shall be provided with air conditioning where required.
- 2.3.9.4 HVAC system shall be zoned appropriately to provide independent temperature control throughout the facility.
- 2.3.9.5 Heating and cooling equipment shall be designed such that distribution of heating and cooling function is uniform.
- 2.3.9.6 Exterior equipment shall be installed in an inconspicuous location with adequate vibration isolation or shall be ground mounted.
- 2.3.9.7 Heat recovery from ice plant system shall be utilized to assist with building heating and cooling requirements, and particularly such that a dedicated heating system for the Arena Rink seating area is not required.
- 2.3.9.8 Building and energy management system shall be interfaced with mechanical systems as required and appropriate.
- 2.3.9.9 Building and energy management system shall be capable of assigning a programmed heating and cooling schedule and shall be capable of remote access.

2.3.10 Plumbing

Plumbing systems shall be provided as required by the National Plumbing Code and such that the use of the facility is fully supported. All plumbing vents shall be located with adequate separation from any fresh air intakes.

Washroom facilities shall be provided with low flow commercial fixtures. Non-potable water for water closet, urinal and other non-potable uses shall be supplemented with rain water collection if feasible.

2.3.11 Exterior Walkways, Driveways & Asphalt

Exterior Walkways, Driveways and Asphalt shall be thoughtfully and efficiently designed and laid out. Pedestrian and vehicle traffic circulation must be harmonized with pedestrian safety and active transportation prioritized. The design of these facilities shall generally be guided by, but not be limited to the following:

- 2.3.11.1 Exterior walkways shall be provided for pedestrian routes in the vicinity of the building and shall extend to adjacent pedestrian thoroughfares.
- 2.3.11.2 Walkways shall be durable hard surface and non-slip.
- 2.3.11.3 Driveways and parking areas shall be paved with asphalt.
- 2.3.11.4 Asphalt areas shall be graded such that storm water is directed to an appropriate discharge area and/or to a storm water system.
- 2.3.11.5 White line painting shall be provided for parking stalls.

- 2.3.11.6 Barrier free stalls shall be sized and provided as required by code. Barrier free stencil, sign, and signpost shall be provided for barrier free stalls.
- 2.3.11.7 All parking dimensions shall be as per TAC standard and Town of Stratford Zoning and Development Bylaw.

The primary facility entrance shall be located at the John Joe Sark and Russel Drive intersection.

2.3.12 Landscaping & Reinstatement

Landscaping and Reinstatement shall provide a complete finished product upon substantial completion of the facility and shall aim to meet any recommendation and goals that may be included in the Net Zero & Sustainability Analysis Report.

- 2.3.12.1 Grass remediation shall be by topsoil and sod in the immediate vicinity of the building and generally for all areas directly abutting the building, bounded by walkways and driveways, traffic island, medians, etc. Topsoil and hydroseed remediation shall be appropriate in all other areas.
- 2.3.12.2 Landscaping shall be designed for low maintenance and is to be designed to meet the requirements of the Town of Stratford Zoning and Development Bylaw.
- 2.3.12.3 Landscape design and proposed tree and shrub plantings shall be planned in coordination with the Owner's Horticulturalist and Environmental Sustainability Coordinator.
- 2.3.12.4 Landscaping and planting shall aim to achieve natural carbon sequestration as may be informed in the Net Zero & Sustainability Analysis Report.

2.3.13 Commercial Lease Spaces

The Consultant shall be responsible for fit-up design of commercial lease spaces mainly and approximately as described below:

- 2.3.13.1 Retail Outlet (700ft²)
 - Complete design services for basic interior fit-up including floor, wall and ceiling finishes, electrical and mechanical fit-up suitable for the needs of a small retail outlet, not to include millwork.
 - Include independent utility meters for electrical and municipal water.
- 2.3.13.2 Restaurant (5,000ft²)
 - Complete design services to a base-building level of finish. It is the Owner's intent that a future tenant will complete design and construction for the interior fit-up of the restaurant space.
 - Allow for interior finish design specifying basic details such as concrete floor, gypsum wall board, open ceiling, completion of fire separations, etc.
 - Provide mechanical and electrical design consistent with rough-in suitable for future fit-up (provide domestic hot and cold water services, sanitary drain connection, floor drains, electrical panel, supply and exhaust ductwork, grease hood duct work, gas service, communications and data, basic life safety systems, etc.)
 - Include independent utility meters for electrical and municipal water.

2.3.13.3 Business/Personal Service Space (2,500ft²)

- Complete design services for basic interior fit-up including floor, wall and ceiling finishes, electrical and mechanical fit-up suitable for the needs of a small business or personal services space with minimal interior partitions.
- Include independent utility meters for electrical and municipal water.

SECTION 3 – PROPOSAL FORM

3.1 Proposal Form

I have read and understand the requirements of this request for proposal (RFP) and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the services as outlined including any travel expenses and any other miscellaneous expense involved. The fixed lump sum fee for providing the required service is:

Space Programming Review	\$ _____
Schematic Design	\$ _____
Net Zero & Sustainability Analysis Report	\$ _____
Preliminary Design	\$ _____
Detailed Design – 33%	\$ _____
Detailed Design – 66%	\$ _____
Detailed Design – 95%	\$ _____
Tender Package	\$ _____
Tender Administration	\$ _____
Contract Administration (<i>includes site supervision</i>)	\$ _____
Commissioning	\$ _____
Record Drawings	\$ _____
Warranty Period	\$ _____
Cash Allowance	\$ <u>250,000.00</u>
Sub-total	\$ _____
15% HST	\$ _____
Project Total	\$ _____

3.2 Provisional Phasing Credit

Where it may be determined upon the completion of the design that the construction of the project may need to be completed in phases in order not to exceed the construction budget, the Consultant shall provide credits to the fees above in section 3.1 according to the following:

3.2.1 Delete Practise Rink

Remove from the Project Total in section 3.1 the following amount should the Practise Rink be removed from the Phase 1 Construction Scope

\$ _____ +15% HST

3.2.2 Delete Indoor Field House

Remove from the Project Total in section 3.1 the following amount should the Indoor Field House be removed from the Phase 1 Construction Scope

\$ _____ +15% HST

3.2.3 Delete Library, Cultural & Community Space

Remove from the Project Total in section 3.1 the following amount should the Library, Cultural and Community Space be removed from the Phase 1 Construction Scope

\$ _____ +15% HST

3.2.4 Redemption and Right to Exercise

The Owner reserves the right to exercise any or all of these Provisional Phasing Credits, singly or in combination, at the discretion of the Owner. Any Provisional Phasing Credit that is exercised shall be redeemed at the time of the Consultant's regular progress billing for Contract Administration, Commissioning, Record Drawings and Warranty, and shall be deducted from the progress invoice at the corresponding prorated amount.

SUBMITTED BY

CONSULTANT: _____

BY: _____
SIGNATURE

NAME (PRINT): _____

ADDRESS: _____ Postal Code: _____

TELEPHONE: (____) _____ EMAIL: _____

SECTION 4 - APPENDICES

4.1 Appendices

Find attached to this solicitation the following appendices provided for bidder's reference.

- 4.1.1 Appendix A – Legal Survey Plan
- 4.1.2 Appendix B – Topographic Survey
- 4.1.3 Appendix C – Environmental Site Assessment
- 4.1.4 Appendix D – Geotechnical Report
- 4.1.5 Appendix E – Wetland Delineation
- 4.1.6 Appendix F – Concept Renderings
- 4.1.7 Appendix G – Preliminary Space Programming
- 4.1.8 Appendix H – Conceptual Site Plan