



Date: 5 March 2026

Project: Stratford Wellness Centre Design Services

1. Clarifications

1.1. Reference Section 1.10 Basis of Award

1.1.1. The term “*Local*” referenced in Evaluation Criteria 1 and 2 is to be generally considered as Prince Edward Island, followed by the Atlantic Canada region.

1.1.2. The term “*Resources*” referenced in Criteria 5 is to be considered as the available resources (staff, sub-consultant’s, etc.) that the Consultant has available to assign to the project.

1.2. Reference Sections 2.1.2.1 Personnel, 2.3.4 Site and Civil Works and 2.3.5 Foundations and Concrete.

1.2.1. The following clarification is provided pertaining to the requirement for the Consultant to include a Geotechnical Engineer as part of the design team:

The Consultant is required to include a Geotechnical Engineer as part of the design team to inform the design of the works where geotechnical engineering design may be required. The Owner has completed a geotechnical investigation for the site. Any further investigation deemed required beyond that which has been presented in the RFP will be undertaken by the Owner in coordination with the Consultant. Geotechnical engineering that may be required to complete the design of the works, such as grading or site design, foundation, structural, or building design, design of retaining structures, or other works, shall be the responsibility of the Consultant and/or their sub-consultants. The Geotechnical consultant may be retained by the civil or structural engineers, or others, as may be contractually appropriate and as required by the scope of the work, provided that the geotechnical firm and personnel are named in the proposal.

1.3. Reference Sections 1.10 Basis of Award, Criteria 2 and Section 2.1.2 Experience

1.3.1. The following clarification is provided pertaining to the RFP requirements for professional licensing in Prince Edward Island:

Consultants and sub-consultants are not required be licensed in Prince Edward Island at the time of proposal submissions, and will be deemed to have met the requirements for professional licensing as it pertains to RFP evaluation provided that it can be shown that the firms and individuals named in the RFP are eligible for licensure, and that such license(s) will be obtained prior to beginning the work.

1.4. Reference Section 2 – Scope of Services

1.4.1. The term “Net Zero Ready” referenced throughout Section 2 – Scope of Services, and elsewhere in the RFP, is to be interpreted as referring to both Energy and Carbon. The building is to be designed such that energy consumption is minimized to the extent that is practically feasible, and such that the integration of renewable energy in the future is possible without significant cost and effort. Additionally, the project shall be designed in accordance with the CAGBC Zero Carbon Building – Design Standard v4.

2. Additions and Deletions

2.1. Reference Section 2.2.1 – General

2.1.1. Section 2.2.1.9 below is added.

2.2.1.9 The Consultant shall complete all activities required for registration and certification of the project as required in the CAGBC Zero Carbon Building Standards Certification Guide and shall ensure the building is designed in conformance with the CAGBC Zero Carbon Building – Design Standard v4. A Zero Carbon Transition Plan in accordance with the CAGBC Zero Carbon Building – Design Standard v4 section 5.2 shall be provided to the Owner outlining methods to achieve Net Zero Carbon Ready in accordance with Section 2.3.3 Sustainability, Item 8.

2.2. Reference Section 2.3.1 – General

2.2.1. Section 2.3.1.1 Phased Design below is added.

2.3.1.1 Phased Design

- *Building amenities listed in Section 2.1 shall generally be designed such that they are independently constructable and operable without reliance on other amenities, should such other amenities be deferred to future phases.*
- *The design of the facility shall allow for the removal of building amenities from the construction tender or scope of work without requiring significant rework to the construction and contract documents.*

- *Site servicing, stormwater design, access, and parking shall function independently without requiring significant redesign if any building amenities are determined to be phased or deferred.*

2.3. Reference Section 2.3.3 – Sustainability

2.3.1. Section 2.3.3.1 Zero Carbon Design below is added.

2.3.3.1 Zero Carbon Design

- *The project shall be designed to meet the CAGBC Zero Carbon Building – Design Standard v4.*

2.4. Reference Section 3 – Proposal Form

2.4.1. Section 3.3 Cash Allowance below is added.

3.3 Cash Allowance

The Cash Allowance included in the Proposal Form in Section 3.1 is a design contingency and is intended for design costs related to unforeseen work that may arise and be determined as required by the Owner during construction, or for other work that the Owner determines should be included in the work. In all cases, section 1.16 Changes to Scope of Services shall apply before any use of the Cash Allowance is approved.

3. Amendments

3.1. Reference Section 1.8 Insurance Requirements

3.1.1. Section 1.8 Insurance Requirements is amended to revise the insurance requirements as follows:

Delete Section 1.8 Insurance Requirements in its entirety and replace with the following:

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 \$3,000,000, and Proof of Automobile Liability Insurance for owned and non-owned motor vehicles in the amount of not less than \$2,000,000. 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.

3.2. Reference Section 1.17 Inquiry Deadline

3.2.1. Section 1.17 Inquiry Deadline is amended to extend the Inquiry Deadline as follows:

Delete Section 1.17 Inquiry Deadline in its entirety and replace with the following:

RFP inquiries and questions will be accepted until 4:00pm AST on March 10, 2026, unless otherwise extended via addendum.

3.3. Reference Section 2.2 Consultant Responsibilities

3.3.1. Section 2.2.4.6 is amended to revise the cost estimate class as follows:

Delete Section 2.2.4.6 in its entirety and replace with the following:

Prepare and provide for the Owner's review a Class C Opinion of Probable Cost based on the preliminary design.

3.3.2. Section 2.2.5.10 is amended to clarify the cost estimate class required as follows:

Delete Section 2.2.5.10 in its entirety and replace with the following:

Provide a Class B Opinion of Probable Cost prepared to a level of detailed reflected by the drawings and specifications with each design submission.

3.4. Reference Section 2.3.3 Sustainability, Item 8 Net-zero Pathway Comparison and Recommendations

3.4.1. Section 2.3.3 Sustainability, Item 8 Net-zero Pathway Comparison and Recommendations is amended to reference a Zero Carbon Transition Plan as follows:

Delete Section 2.3.3 Sustainability, Item 8 Net-zero Pathway Comparison and Recommendations in its entirety and replace with the following:

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 Carbon Ready. A detailed set of recommendations shall be provided in the form of a Zero Carbon Transition Plan in accordance with the CAGBC Zero Carbon Building – Design Standard v4 section 5.2, with rationale for the components and measures that are proposed to be implemented in the building design or throughout the life of the facility. 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.*

4. Questions & Answers

4.1. The following questions have been received, and the Town of Stratford provides the answers noted. Questions have been edited for length and clarity.

4.1.1. *Referencing Section 2.3.2 Codes and Standards, where CAGBC Zero Carbon Building – Design Standard v4 is listed, is registration and certification with CAGBC a project requirement?*

Answer: Yes, the Owner intends for the building to be ZCB-Design certified. The Consultant shall assist the Owner to obtain certification by completing the tasks required for certification in the CAGBC Zero Carbon Building Standards Certification Guide. Fees associated with project registration and certification will be paid by the Owner.

4.1.2. *Referencing Section 2.2.5 Detailed Design, how many energy model updates are required throughout the detailed design? Similarly, how many embodied carbon updates are required through the detailed design?*

Answer: Once the initial Energy Model and Embodied Carbon Analysis are completed, at least one update shall be provided at the 95% detailed design stage to verify model accuracy against the completed design, and as required should the construction work be phased.

4.1.3. *Referencing Section 2.3.3 Sustainability, Item 2. Embodied Carbon and Life Cycle Assessment, please clarify the meaning of short-term and long-term whole-building life cycle assessment.*

Answer: Whole-Building Life Cycle Assessment refers to section 3.1.1 of the CAGBC Zero Carbon Building Design Standard Version 4. Short-term refers to upfront carbon (life cycle stages A1-5) and long-term refers to the use stage and end of life carbon (life cycle stages B1-7 and C1-4).

4.1.4. *What is the anticipated scope of work for the Environmental Consultant?*

Answer: At minimum, the Environmental Consultant is to provide expertise in the preparation of the Net Zero & Sustainability Analysis Report under section 2.3.3 Sustainability and shall provide expertise in the design development of the site and civil works, erosion and sedimentation control works, and landscaping and reinstatement.

4.1.5. *Section 2.3.8.24 requires the inclusion of a standby generator capable of operating building lighting and multiple program areas and notes it as a provisional tender item. Could the Owner clarify whether the intent is full operational continuity for the listed areas, or life safety plus selective operational loads?*

Answer: The standby generator is intended to support full operational continuity for the listed areas.

4.1.6. *The RFP identifies weekly site observation and bi-weekly meetings throughout the construction period. Could the Owner confirm whether weekly site presence is required continuously throughout the entire construction duration, or whether observation frequency may vary depending on construction phase intensity and/or whether hybrid participation (in-person and virtual) is acceptable for certain meetings where appropriate?*

Answer: Weekly site inspection and in-person attendance at bi-weekly progress meetings is required as per section 2.2.7 Contract Administration. Some variance to weekly site inspection and virtual meeting attendance may be permitted from time to time on a case-by-case basis.

4.1.7. *Section 2.3.3, Item 7 Social Equity Assessment includes Emergency Reception Needs as a consideration. Please clarify what is meant by "Emergency Reception" and the level of analysis expected.*

Answer: The social equity assessment as it relates to Emergency Reception Needs should review spaces within the building and their potential to be used as an emergency reception center, and identify any specific benefits or limitations of such spaces.

5. Acknowledgement & Addendum Submission

5.1. An initialed copy of this addendum must be submitted with the tender response as acknowledgment of its receipt.

End of Addendum No. 2