

Questions as of 2020-04-02

Q1: For the conceptual design portion, it would be beneficial to understand how much CCOA is looking to secure to accomplish these future projects. Can you share the current budget for the revitalization project?

A1: While we are not sharing budgetary information at this time, we can indicate that we are looking at a multi-million dollar capital campaign which would be required to truly revitalize the interior and exterior of the Centre.

Q2: Is CCOA able to indicate a construction budget for the Lobby?

A2: We are not sharing this information at this time. Instead, we are waiting to commence the conceptual design portion of this project which may/may not impact the budget for the lobby. For example, if the conceptual design dramatically changes the current Box Office entrance on Queen Street, this has the potential to significantly change the lobby layout and the resulting budgetary requirements.

Q3: Are there CCOA drawings available for reference?

A3: We do have drawings. As you can imagine with a 55 year old building, we have various formats available for various stages of our existence. Formats include pdf, AutoCAD, and paper. We will provide what we have to the successful proponent.

Q4: Can expenses such as printing (large scale drawings or renderings), travel, and meetings be included?

A4: We are looking for a comprehensive proposal based on what firms believe it will take to successfully deliver the scope of work in this RFP. For miscellaneous costs such as this, outline these in the pricing proposal by including an expense line with an estimated cost along with the assumptions made when determining the amount.

Q5: For both the conceptual design and the lobby detailed design, you reference the need to provide support to senior management when they are completing applications and making presentations. Can you be more specific on how much support you are looking for?

A5: This will include such items as providing verbal and written support as we develop funding applications and assisting us in the preparation of presentations for key partners such as the City of Charlottetown, Province of PEI, and Federal Departments. For cost estimation purposes, including an expense line with an estimated cost along with the assumptions made when determining the amount.

Q6: What is the extent of marketing material required? i.e.: are we preparing the renderings or doing other work beyond this?

A6: In an effort to support our capital campaign, we will need you to provide renderings of the approved design that we can incorporate into our marketing materials. This will give our funders and community members a clear, visual representation of our future state that we are asking them to support. The creation of the marketing strategy and overall collateral will be our responsibility.

Q7: For the Lobby Detail Design, tender ready drawings (i.e. stamped construction drawings) are required, however tender services and construction administration services are not mentioned. Will you be requiring these services?

A7: As we progress through our revitalization project, there will be various phases/sub-projects that will provide future opportunities for partners. It is anticipated that we will be commencing a lobby revitalization construction project (with a separate RF(X)) once we have successfully concluded our current design project. As a result, the actual tendering and construction administration services would be part of that project scope instead of the design project scope.

Q8: Are you able to elaborate on what is meant by “the proposal must provide an overview of the proposed solution” located on page 9 of the RFP?

A8: For this requirement, we are seeking to understand how you will approach this project to ensure that you are providing conceptual design options that support our strategic pillars, provides a transformation that still reflects our historic relevance, and allows us to meet our future internal and community requirements. Therefore, details related to meetings, workshops, presentations, or other tasks required during the project duration should be outlined so we can understand how you will walk us through this process to reach a successful conclusion.

At this point, the approach specified should assume that there are no travel or gathering restrictions in place but, upon selection and during the contract negotiations, the successful proponent may be asked to modify the approach depending on the current environmental conditions.

Q9: For the Lobby, is furniture selection and tender of furniture included in this design?

A9: Recommended finishes and furniture is expected but tender of furniture is not.

Q10: Given the current Covid-19 restrictions, do you anticipate an extension and will you accept electronic submissions?

A10: Yes, the new submission deadline is May 1, 2020 @ 4:00 PM AST and electronic submissions will be accepted along with existing methods currently outlined in the RFP.