



Housing Services Corporation

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**REQUEST FOR PROPOSAL #19-265-03
HOUSING SERVICES CORPORATION**

**BUILDING CONDITION ASSESSMENTS, ELEVATOR
AUDITS & CAPITAL RESERVE FUND FORECASTS**

ADDENDUM #1

Date Issued: **Wednesday, January 23, 2019**

REVISED Closing Date: **Wednesday, February 6, 2019
2:00 p.m. EST (Toronto time)**

Please refer to RFP #19-265-03 – Building Condition Assessments, Elevator Audits & Capital Reserve Fund Forecasts, issued on January 9, 2019, and be advised of the following:

1. **Closing Date** – The closing date has been revised to **Wednesday, February 6, 2019 by 2:00 p.m. EST, Toronto time**. All references to the closing date in the RFP documents shall be read as **Wednesday, February 6, 2019 by 2:00 p.m. EST, Toronto time**.
2. The elevator inspection consultant required under this RFP must be a certified Elevating Device Mechanic and certified Elevator Inspector. Proof of this must be provided under section 2 of the Proponent's Form of Response.

Responses to questions received are provided below:

3. On page 14 the fire code and building code are mentioned - is this to include a full OBC and OFC Code review or are noteworthy conditions observed by the reviewer only to be flagged?

Only noteworthy conditions observed by the reviewer are required.

4. On page 15 it states scope to include "Review the structural condition of the building to assess its condition, structural adequacy and ability to accommodate the current and future uses". Future uses are unknown, therefore without a full structural analysis, this item will not be able to be completed accurately. Please confirm or adjust the requirement.

Delete "and future uses" from scope.

5. Under 1(f) of the Architectural & Structural responsibilities, it states "Provide the square footage of commercial tenants on site (If applicable)." Will drawings be provided or is it expected that the consultant take measurements at site for all commercial tenants?

Drawings may or may not be available. Many sites will have drawing but for places where no drawings exist, measurements will need to be taken.

6. Page 16 scope states: “Assess code compliance of each piece of equipment” for the mechanical and fire prevention systems. Would you like a full fire code review, and a full OBC code review for mechanical to be completed?

No. The code compliance review can be high level. The expectation is if the Consultant comes across an infraction while performing the audit that it is identified in the report.

7. On Page 21 the scope for Accessibility Survey states “Work plan shall include basic floor plans”. Will base architectural drawings/existing floor plans be provided or is it expected that the consultant create floorplans for each site building? And if only some site buildings, which ones do not have drawings and require creation of floorplans? Are created floor plans required to be drawn to scale?

Drawings may or may not exist. Basic floor plans are required to provide a point of reference only. Consultants may use the site fire safety plan for drawing requirements.

8. Does the proposed team need to have Architectural, Structural, Mechanical and Electrical engineers or can experienced team members who completed similar scopes of work carry out the requested assessment?

The proposed team should include Architectural, Structural, Mechanical and Electrical engineers as part of the project team. Some team members may not have any of these designations however the majority, particularly the team lead(s), are expected to.

9. Is the City willing to extend the submission due date by 1 week?

Yes. Date for submission has been extended to February 6, 2019 as noted under #1 above.

10. For the BCAs, can a proponent bid with multiple teams?

Sub-consultants can bid with multiple firms provided they have adequate resources to fulfill potential workload.

11. For the BCAs, is the provided template report strictly the format to be used? If yes, is the intent to take this information and upload to your database?

Yes. The provided template is the format to be used. The intent of the City of Toronto will be to upload it into a database at a later date.

12. For the BCAs, can we use our own database that will show all the requirements with a similar format requested?

No. For consistency, the City of Toronto has requested that all Successful Proponents use the same format.

13. For the Energy Audits, does the City have:

a. Architectural, electrical, lighting, structural and mechanical drawings for each building?

As each of the sites listed are independently owned and operated, the City of Toronto does not have copies of the drawings. Most of the sites will have drawings, primarily in hard copy format, which will be made available to the Successful Proponent.

b. Will these drawings be supplied to the Successful Proponent(s)?

Refer to response above under 14(a).

c. If so what format (electronic or hard copy) are the drawings in?

Refer to response above under 14(a).

14. Are the Energy Audits to comply with the new ASHRAE 211-2018 Standard?

ASHRAE Procedure for Commercial Building Energy Audits (second edition) is sufficient.

15. Are there any past energy reports for the list of buildings?

A portion of the buildings have past energy reports (approximately 20%). Efforts will be made to ensure all past reports will be made available to the project team.

16. What level of accuracy is the City targeting for energy calculations for level 2?

+/- 20%

17. For the energy audits, what level of accuracy is the City targeting for Opinions of Probable cost and would the City consider 20-25% acceptable?

+/- 20% is acceptable

18. What will the City require for lighting inventory? As per floor plans or specific space/room detailed inventory?

Specific space/room detailed inventory for exterior/common/mechanical areas are required for the lighting inventory. Residential units can be extrapolated.

19. For the energy audits, will the City submit the incentive applications?

HSC will submit the incentive applications. The expectation is that the Successful Proponent will assist with providing all necessary information/paperwork.

20. Will the City require an energy model and what software/s would be acceptable?

Energy modelling is not required.

21. Will the City require the Successful Proponent to enter the tenant areas for plug load verification?

No. However it is expected that Successful Proponents will enter a sample number of units to conduct a lighting inventory. Plug load and lighting may be extrapolated from the information gathered from the units entered.

22. Can you please confirm that the contract will be between the Consultant and the Housing Providers?

No, the contract(s) will be with Housing Services Corporation.

23. We have assumed that since the Form of Response includes a section to submit comments on the Form of Agreement, that HSC will consider reasonable and material modifications. Please confirm.

Comments to the Form of Consulting Agreement will be considered.

24. If the agreement will be with each of the Housing Providers, and modifications are requested that are agreeable to HSC, will the modified agreement be applicable to all HP's or may some HP's request the original agreement only.

Not applicable – the Agreement(s) will be between Housing Services Corporation and the Successful Proponent(s).

25. What factors will impact the decision to include energy audits or accessibility audits in the scope of work?

The inclusion of energy or accessibility audits will be dependent on the strength of proposal submissions and costs.

26. Is the schedule identified in the RFP applicable to base scope, and the optional accessibility audits, and energy audits?

The schedule identified in the RFP is applicable to the base scope and the additional scope. Decision to include additional scope work will be made at the time of award. The intent is that the project team would coordinate all project team members to visit the site concurrently to minimize disruption.

27. Refer to page 21 of 30, last bullet: Please confirm if electronic “basic floor plans” are available for every building.

Electronic basic floor plans may or may not be available. Efforts will be made to provide Successful Proponents with hard copies.

28. If floor plans are not available, is it intended that the scope of work include creation of these floor plans?

Basic floor plans are required to provide a point of reference only. Consultants may use the site fire safety plan for floor plans.

29. Regarding the requirement for photos discussed at the bottom Page 14/30: Do you require all photographs to be submitted or only photographs which were included in reports? Do submitted photographs that were excluded from the report need to be captioned with location?

Only photos included in the report are to be submitted and captioned.

(Remainder of page intentionally left blank)

30. Refer to page 15 of 30, under objectives of BCAs and Elevator Audits: The third bullet refers to “to determine the finances required to be set aside for both normal maintenance & capital ...”. Please clarify expectations for the consultant to report on normal maintenance. Would this be a statement in the report indicating that correction of deficiencies would be conducted under an operating/maintenance budget or are you looking for specific recommendations and costs for maintenance activities for all in-scope components?

For regular maintenance items a statement in the report indicating that correction of deficiencies would be conducted under operating/maintenance budget will suffice.

31. Is there a threshold cost to distinguish maintenance from capital activities such that costs less than the threshold are considered operating and are not required to be included in the report?

- 1-100 total units – all expenditures greater than \$2,500 are capital
- 100+ total units – all expenditures greater than \$5,000 are capital

32. Are as-built drawings for all disciplines available for all properties?

Most, but not all of the sites will have drawings, primarily in hard copy format, which will be made available to the Successful Proponent.

33. Refer to item H page 16 of 30: What level of effort is expected to report total site area, total building footprint and gross floor area? Would this be based on available documentation only or are site measurements to be conducted?

Drawings may or may not be available. This requirement would be based on available documentation only.

34. Refer to page 20 of 30, bottom of page: OBC and CSA B651 cover much of the same building features although with some differences and additional features in B651. Is it intended that the audit and Remedial Work Plan identify the different detailed design requirements from both OBC and B651 for each building feature?

The intent is that the audit and Remedial Work Plan identify the detailed design requirement from the OBC/AODA design standards. Proponents do not need to list design requirements for both OBC and CSA B651.

35. Refer to page 14, bullet point 3 of 4: Is it intended that a Fire Code audit be undertaken in this scope?

A full Fire Code Audit is not the expectation. The code compliance review can be high level. The expectation is if the Consultant comes across an infraction while performing the audit that it is identified in the report.

36. Refer to page 14, bullet point 4 of 4: The current Ontario Building Code is not applicable to existing buildings that are not undergoing renovation or change of use. Is it intended to conduct a gap analysis to all requirements of the current OBC that would apply if the building was of new construction?

The intent of the BCA is not to capture all requirements of the OBC that would apply if the building was new construction. However, items that can be seen visually and would be brought up to current standard (i.e. railings, GFCI outlets etc.) should be reflected.

37. Do any of the properties have separate community or commercial buildings which are to be included in the scope of work? If so, is this list available? Would optional services for accessibility and energy audits also be available to these additional buildings?

Some of the sites may have separate community buildings, but they are not included in the scope of this RFP.

38. Are there shared facilities at some of the properties such that the cost of capital repairs is to be shared with other parties? If so, would we be required to review the shared facilities agreements and only carry the proportion that is the responsibility of the housing provider? Can a list of properties that have shared facilities agreements be provided?

The expectation is that the Successful Proponent would review the shared facility agreement and need to state the capital costs for the shared components proportionally based on their joint-facilities agreement. This would also need to be noted in the narrative of the report.

The City of Toronto is only aware of shared facility agreements between housing providers. It does not have records of shared agreements between housing providers and another type of organization (i.e. church).

The following sites do have agreements with other housing providers:

- Old York Tower Non-Profit Seniors Housing (Group A)

- Lakeshore Gardens Co-operative Homes Inc. (Group B)
- Margaret Laurence Housing Co-Operative (Group B)
- Metta Housing Co-operative Inc. (Group B)
- Nakiska Co-Operative Homes Inc. (Group B)
- OWN Housing Co-Operative Inc. (Group B)
- Robert Cooke Co-Operative Homes Inc. (Group B)
- Terrace Housing Co-Operative Inc. (Group B)
- Ascot Co-operative Homes Inc. (Group C)
- Edgeview Co-operative (Group C)
- Jarvis George Housing Co-operative Inc. (Group C)
- Marketview Housing Co-Operative (Group C)
- New Hibret Co-operative Inc. (Group C)
- Duncan Mills Labourers' Local 183 Co-operative (Group D)
- Grace Hartman Housing Co-operative Inc. (Group D)
- Operating Engineers Local 793 Non-Profit Hsg. Inc. (Group D)

39. Refer to Energy Audit, bottom of page 19 of 30: Who will provide utility data to the consultant? Does HSC already have this information available or does the consultant need to communicate with the housing provider to obtain the relevant information?

HSC has utility data on all of the sites with the exception of:

- Emmanuel Lutheran – 1684 Victoria Park
- Fred Victor – both buildings (we track 704 Mortimer, but not 147 Queen or 139 Jarvis)
- Yee Hong – 2335-2351 McNicoll (we track 2319 McNicoll)

There are some buildings that are individually metered (hydro). For sites where this is the case the expectation would be to include only the common area hydro meter in the audit.

40. Are there specific Word templates to be used for the accessibility and energy audits?

There are no specific Word templates to be used; however, the Excel templates included in Appendix C of the RFP are expected to be used.

41. Refer to Major Project Submissions, page 24 of 30: Two versions of a final report have been identified. Will the draft report and first version of the final report be reviewed by different parties such that we may receive feedback on the first version of the final report that was not provided for the draft report?

Reviews of the draft report and final report will be conducted by the same party.

42. Page 10 Evaluation Criteria – is the evaluation of pricing based on base scope only, or does it include the optional items even if those are not ultimately awarded?

The evaluation of Pricing will be based on the Base Scope of Work.

43. Page 17 Roofing Inspections, access to roof – are there any roofs taller than 2 storeys without permanent ladder access where a boom lift would be required to provide safe access?

All main roofs will be accessible. Some smaller roofs (i.e. stairwell access to rooftop) may not be and should be noted in the report. No boom lifts should be required.

44. Page 22 Draft review meeting – can you please clarify how many meetings - one meeting total, one per housing provider, or one per report?

The following meetings are required:

- One (1) kick-off meeting with HSC and City of Toronto representatives (total)
- One (1) draft report review meeting with HSC and City of Toronto representatives (total)
- One (1) final report/portfolio review with HSC and City of Toronto representatives (total)

45. Refer to page 13 of 30, middle of page – the total number of units to be inspected to equal no more than 10% of the total building unit count – is there a minimum percentage of units to review?

The expectation is that the Successful Proponent will inspect each unit type (bachelor, one bedroom, two bedroom, three bedroom and accessible/modified). With this expectation the minimum percentage should not fall below 5%.

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