



361A Old Finch Ave.  
Toronto, ON M1B 5K7  
www.torontozoo.com

Telephone: 416-392-5900  
Fax: 416-392-5934

**Chair**  
Joe Torzsok  
**Chief Executive Officer**  
John Tracogna  
**Chief Operating Officer**  
Robin D. Hale

2015-04-17

**REQUEST FOR PROPOSAL  
BUILDING AUDIT- CONSULTING SERVICES  
RFP #01 (2015-03)  
ADDENDUM # 3**

---

This addendum shall be incorporated into, and form part of RFP #01 (2015-03) and take precedence over all requirements of the previously issued bid documents including plans. This addendum must be signed by the bidder (signing officer) in the appropriate space and must be attached to the Form for submission by the bidder. This Addendum consists of six (6) pages and the documents listed below.

1. **Question:**

Please confirm that Process Systems in buildings (i.e. waste treatment) is not in scope.

**Answer:**

Process Systems in buildings such as waste treatment are not included in the scope of work.

2. **Question:**

Please confirm that the BioMass facility is not in scope.

**Answer:**

The BioGas facility is not included in the scope of work.

3. **Question:**

3.12.2. appears to be a typo and should refer to section 3.4 not 3.2.

**Answer:**

3.12.2 should refer to 3.4 only.

4. **Question:**

3.10.8 notes a 15 year maintenance plan, cover page notes a 25 year maintenance plan. Please confirm which is required.

**Answer:**

Section 3.10.8 and Cover Page should read a “multi-year capital and 15 year maintenance plan and preventive measures”.

5. **Question:**

2.4 lists a number of relevant codes.

a) Please confirm that this list is exhaustive

- b) Please provide Toronto Zoo Green Standards.
- c) Please Clarify which code(s) takes precedence in the event of a conflict (e.g. between animal care and building code)

**Answer:**

- a) This list is not exhaustive.
- b) Toronto Zoo Green Standards should read “City of Toronto Green Standards”. This document is available through the City of Toronto Website.
- c) The building code will take precedence.

6. **Question:**

Please confirm that animal care is not included in scope.

**Answer:**

Animal care and animal exhibits are not included in the scope of work.

7. **Question:**

2.4 lists Energy Retrofit (air quality, asbestos, etc). Please provide any previous reports and confirm if any testing is included in scope.

**Answer:**

Applicable reports will be provided to successful Proponent upon award. Testing is to be included in this scope of work.

8. **Question:**

6.1 Proponent Fee Proposal includes “**Web-based software provision and initial consulting fees for set up.**” Please confirm required life of software, and that annual license or maintenance fees are not part of this scope.

**Answer:**

The software should be available for a minimum of fifteen (15) years including regular software upgrades and a price for annual data base hosting and maintenance fees should be included with your submission. Two administrative “super users” would require license and training for the software and there would be two standard users.

9. **Question:**

Please confirm that design and preparation of documents for remedial work are not included in this scope.

**Answer:**

Design and preparation of documents for remedial work are not included in the scope of work.

10. **Question:**

2.9 says to indicate “*what level of repair or replacement, design or reconstruction would be necessitated.*”

**Answer:**

See 3.0 for more details.

11. **Question:**

Please confirm proposal submission due date. Item 6.6 of RFP states April 10, 2015.

**Answer:**

Please refer to Addendum #1, the **revised closing date is Friday, 2015-04-24 at noon.**

12. **Question:**

What is the minimum cost threshold for the assessment (i.e., the minimum dollar value of a capital renewal project that would be included in the assessment)?

**Answer:**

The minimum capital threshold (value) would be \$5,000.

13. **Question:**

Are there any previous BCA reports for the buildings? If so, when were they completed and will they be made available to the successful proponent?

**Answer:**

Yes, a building audit was completed in 1997. The BCA report will be made available to the successful Proponent.

14. **Question:**

Are there any special limitations to scheduling the on-site assessments?

**Answer:**

All on site assessments will have to be arranged in advance and access for each will be coordinated accordingly by Toronto Zoo staff.

15. **Question:**

With regards to Section 3.4, does the assessment include all fencing, barriers, etc. across the entire property or just those within a certain distance from the buildings? If so, can you please provide the distance away from the building that the exterior assessment would include?

**Answer:**

Please refer to Addendum #2. The assessment of fencing, barriers, exterior animal holdings has been deleted from the scope of work.

16. **Question:**

With regards to Section 3.4.5., can you please expand on the specific scope of work that you are looking for with regards to security provisions?

**Answer:**

Please refer to Addendum #2. The review of security provisions for staff, public and animals has been deleted from the scope of work.

17. **Question:**

With regards to Section 3.6.16., can you please expand on the specific scope of work that you are looking for with regards to WHMIS issues?

**Answer:**

Delete: Section 3.6.16

Replace With: Section 3.6.16 Assess and identify any asbestos (including type and condition) contained in the buildings being reviewed.

18. **Question:**

Item 2.3 – Is the Zoo looking for a detail code review, or as part of the building audit report, to highlight and recommend a detailed code review, where an obvious code compliance is noted?

**Answer:**

A thorough code review is required for all buildings that are not identified as shelters.

19. **Question:**

Item 3.3.5 – Is a detailed structural assessment by a structural engineer required as part of the scope?

**Answer:**

A structural analysis which would give the owner a “snapshot” of the condition of the item is required. The information provided should indicate the condition, correction required and timeline for correcting.

20. **Question:**

Will as-built Architectural, Structural, Mechanical and Electrical drawings be provided after award of RFP for all buildings? Will these drawings be available in hard copy or soft copy?

**Answer:**

The Toronto Zoo “as built” drawings are a combination of hard and soft copy depending on the building. These drawings will be provided to the successful proponent in the form in which they are currently available.

21. **Question:**

Item 3.5.1 – Article requests a specialist review for the fire and life safety. Please confirm that this is the intent of this Building Audit, and required for all buildings?

**Answer:**

Yes, a thorough review of fire and life safety is required for all buildings that currently contain life safety devices including emergency systems, sprinklers, detectors, pull stations, panels, shut offs for water, gas and electrical.

22. **Question:**

Please clarify Environmental category under Item 3.2 of RFP. It is understood that existing environmental assessment reports will be provided which must be incorporated into the overall building condition assessment and capital spending plan. An Environmental Consultant is not expected to be engaged

**Answer:**

The successful Proponent will be required to retain professional services which are required to complete the scope of work identified in the RFP.

23. **Question:**

Will vehicle transport be available for travelling inside the Zoo during the site visits? This will affect the number of hours required to complete the site visits.

**Answer:**

No, travelling by foot will be quicker as you would require a security escort for all vehicle travel on site.

24. **Question:**

Please clarify requirement for review of specialized systems such as aquatic filtration per Item 3.4.3 of RFP. It is understood that equipment serving animal exhibit spaces are excluded per Item 3.12.4.

**Answer:**

Please refer to Addendum #2. Section 3.4.3 has been deleted from the scope of work .

25. **Question:**

Please clarify building sizes provided in Appendix I of RFP. Do the building sizes provided include the animal exhibit spaces which are excluded from the Scope of Work? If so, can building sizes for areas to be reviewed be provided?

**Answer:**

The building sizes provided do not include the outdoor animal exhibit spaces.

26. **Question:**

Please confirm that all required site visits by the Consultants can be performed during regular business hours. After-hours work is not expected to be required.

**Answer:**

Access to the site for the consulting team will be during regular business hours. See #17.

27. **Question:**

Regarding section 3.9 of the above noted RFP. As there are a variety of different asset management programs could the cost of providing this program be excluded from the RFP? We could still include costs associated with aiding Toronto Zoo with the selection process once the project has been awarded.

**Answer:**

The cost of the Asset Management Program is to be included in your submission. See questions 8 and 9.

Receipt of the Addendum shall be acknowledged as part of your submission. The Board of Management of the Toronto Zoo reserves the right to reject any or all Quotations or to accept any quotation, should it deem such action to be in its interests.

If you have any queries regarding this matter, please contact Mr. Peter Vasilopoulos, Supervisor, Purchasing & Supply, at 416-392-5916.

Yours truly,

Peter Vasilopoulos  
Supervisor, Purchasing & Supply

I/we hereby acknowledge receipt of this addendum and make allowance in my bid.

---

Signed (Must be Signing Officer of Firm)

---

Name of Firm

---

Date: