Part 1 - GENERAL

1. The following is provided to proponents as additional information and/or clarification and/or in response to questions.

2. This Addendum shall form an integral part of the Request for Supplier Qualification (RFSQ) and amends the original package and shall be read in conjunction with the RFSQ dated January 8, 2021. This Addendum shall take precedence over all requirements to the aforementioned RFSQ with which it may prove to be at variance.

3. Receipt of this Addendum shall be acknowledged on form Appendix B as a part of your submission. Failure to do so may subject the Proponent to disqualification.

4. This Addendum contains:
   .1 Part 1 – GENERAL
   .2 Part 2 – CLARIFICATIONS

Part 2 – CLARIFICATIONS

QUESTIONS / ANSWERS

1. **Question**
   Section 4.2 stipulates that the corporate seal should be affixed adjacent to the authorized signature. Although we have operations in Ontario, our firm is incorporated in another province and we do not have a corporate seal. In our home province, we typically include a signature authorization on company letterhead signed by each of the principals authorizing one of them to sign the offer of services on behalf of the firm. Would this satisfy your requirement?

   **Answer**
   A signature authorization letter signed by each principal, indicating any one of them have authority on behalf of the firm is acceptable.

2. **Question**
   Could you please clarify the scope and responsibilities for consultants selected to the Building Restoration Category? Typically Building restoration has scope for all disciplines, but in particular Architectural and Structural conservation specialists. Depending on the scope of the conservation, one or the other could be the prime, with the other being a likely sub-consultant. Should Structural Engineers with extensive experience on Building Restoration and Conservation be applying for the Building Restoration Category? We would recommend that the University consider breaking this into two categories “Building Restoration – Architectural” and “Building Restoration – Structural”

   **Answer**
   The breadth of a building restoration consultant is quite large. On certain projects, they can act as a prime consultant, but in most instances will act as a sub-consultant. They have expertise in both the architectural and structural fields and are engaged when projects have a restoration &/or heritage component. Building restoration consultants must possess superior building envelope knowledge with respect to new construction and for methods of old. They know how to keep water out and how to restore buildings and structures after it gets in, doing so without compromising heritage significance. A typical restoration project might include structural and waterproofing repairs to a buried concrete
service tunnel. A typical heritage project might include a replica addition to an historic building. The University does not see the need to sub-divide this category, as our current VOR List contains consultants with this expertise.

3. **Question**  
How will the consultant teams be assembled on a given project? I.e. will the Prime be selected and have the choice of sub-consultants from the other categories or will the University select the whole team.

**Answer**  
The Prime Consultant is responsible for assembling their team using the VOR list as part of future RFP responses.

4. **Question**  
Given that our firm has no registered automobiles, could you please confirm that the University will accept $5,000,000 in total aggregate and $2,000,000 in non-owned automobile liability, in accordance with Article 4.0 – Insurances, within the Professional (NCSP) Service Provider Standard Terms and Conditions to Contract / Agreement?

**Answer**  
Refer to Addendum #2 - Question #3, insurance coverage is to follow Supplementary Conditions.

5. **Question**  
In accordance with COVID restrictions and provincial stay at home orders, our firm is working remotely with limited access to our physical office. With that in mind, could you please confirm that the University would accept a digital signature and image of our seal affixed to the cover of the proposal?

**Answer**  
This would be acceptable given the current pandemic.

6. **Question**  
Could you please clarify which of the two categories “expansion feasibility studies” would fit under? They don’t really have a construction value, but the cost estimates for the projects would usually exceed $2M. In this case, we would anticipate that they would fall in the small project category (under $2,000,000) but would appreciate the confirmation.

**Answer**  
Typically, these studies would fall under the $0 - $2,000,000 category.

END OF ADDENDUM NO. 5