

Addendum #01

Project:	Roofing Consultant Services	Tender No.:	RFP # EPAI-2026-10 BM
Date:	October 21, 2026		
Distribution:	Public		

General

The purpose of this Addendum is to answer questions, provide clarification, and make changes to the Request for Proposals documents to address issues identified during the procurement process.

Receipt of this Addendum shall be acknowledged in the submitted Proposal.

This Addendum forms part of the Request for Proposals and the Contract Documents.

Proposals submitted without acknowledgment of this Addendum may be deemed non-compliant.

General Item 1 - Roof Areas and Roof Sections

Appendix A and Appendix C contain conflicting roof areas and roof section counts. For proposal preparation, evaluation, and contract administration, proponents shall use the roof areas and roof section counts identified in Appendix C.

Appendix C supersedes the roof areas and roof section counts identified in Appendix A.

Facility	Approximate Roof Area	Roof Sections
City Hall - 1291-101 Street	4,150 sq. ft.	4
Don Ross - 891-99 Street	21,816 sq. ft.	5
Library - 1392-101 Street	12,400 sq. ft.	1

General Item 2 - Roof Test-Cut Requirements

The test-cut requirements in Appendix A, Section 4 are clarified as follows:

- Roof Sections 1, 2, 4, and 5: Three (3) test cuts per roof section.
- Roof Section 3: Two (2) test cuts.
- Roof Section 6: One (1) test cut.
- Roof Section 7: One (1) test cut.

General Item 3 - Appendix G Professional Services Agreement

Appendix G is provided for information purposes to advise proponents of the general form of Professional Services Agreement the City expects to enter into with the successful proponent. Appendix G and its example schedules do not replace or alter the scope of work stated in the RFP.

The final agreement will be completed to reflect the services actually authorized by the City. It may incorporate project-specific amendments, negotiated provisions, accepted pricing, the successful proponent's proposal, and deviations identified in Schedule D. The successful proponent's accepted proposal and fee schedules will be attached to or incorporated into the final Professional Services Agreement.

General Item 4 - Procurement Schedule

The Inquiry Deadline, Addendum Deadline, RFP Close Date, and Anticipated Award date remain unchanged.

General Item 5 – Reference Source Error

The title for Appendix A was inadvertently omitted, resulting in a reference error and its exclusion from the table of contents. This administrative correction does not affect the content, scope, or any other information contained within the RFP package. All other information remains unchanged.

Questions

Question 1:

RFP Reference: Appendix A, Sections 4 and 10

Are any previous roof condition assessments, asbestos/hazardous materials reports, abatement reports, or roof repair records available for the three facilities?

Answer 1:

The City has completed previous roof assessments, and these reports will be shared with the successful proponent for reference and use during project delivery.

Question 2:

RFP Reference: Appendix A, Section 10

Are existing architectural, structural, roof, or record/as-built drawings available for the three facilities?

Answer 2:

The City's drawing records for these facilities are limited; however, all available documentation will be made available to the successful proponent.

Question 3:

RFP Reference: Appendix A, Section 4

Please confirm the test-cut requirement.

Answer 3:

Refer to General Item 2 of this Addendum regarding the required number of roof test cuts.

Question 4:

RFP Reference: Appendix A, Section 8; Appendix C

Please clarify the roof areas and number of roof sections, as Appendix A and Appendix C appear to contain different quantities.

Answer 4:

Refer to General Item 1 of this Addendum. Appendix C supersedes the roof areas and roof section counts identified in Appendix A.

Question 5:

RFP Reference: Appendix A, Section 4

Is the Consultant responsible for providing labour, materials, and services necessary to complete and reinstate roof test cuts?

Answer 5:

Yes. The consultant is responsible for completing all activities necessary to undertake, reinstate, and document the required test cuts.

Question 6:

RFP Reference: Appendix A, Section 4

If suspect roofing materials are encountered, is hazardous materials or asbestos testing to be included within the Consultant scope?

Answer 6:

If suspect materials are encountered, the successful proponent shall promptly notify the City Designate. The City will arrange any required testing and will bear all associated costs.

Question 7:

RFP Reference: Appendix A, Section 6

What is the approved or anticipated construction budget for roof replacement at each facility?

Answer 7:

The City will provide the successful proponent with available construction budget information for use in the execution of the project.

Question 8:

RFP Reference: Appendix A, Section 4

For Phase 2, are drawings, specifications, and tender documents required as one combined package or as separate packages?

Answer 8:

For Phase 2, drawings, specifications, and tender documents are required. The consultant may determine the format and organization. The City requires each tender package to be complete and suitable for tendering. One or multiple tender packages may be used.

Question 9:

RFP Reference: Appendix A, Section 7

Please confirm the City anticipated schedule for Phases 1, 2, and 3.

Answer 9:

The City has not established prescriptive timelines for Phases 1, 2, and 3. Proponents shall provide a detailed project schedule outlining reasonable timelines, key milestones, sequencing, and identified schedule risks.

Question 10:

RFP Reference: Appendix A, Section 7

Does the City anticipate construction for approved roof projects being completed during the 2027 construction season?

Answer 10:

The City anticipates proceeding with replacement of all identified roof sections during the 2027 construction season and expects the project schedule to align with this objective.

Question 11:

RFP Reference: Appendix A, Sections 4 and 15

Please clarify the City expectations regarding daily quality assurance reviews.

Answer 11:

The City requires a daily QA review during active construction. Proponents shall describe in their methodology how this requirement will be achieved. Compliance may use different QA management approaches and is not limited to maintaining a full-time on-site resource.

Question 12:

RFP Reference: Appendix A, Section 15

Does the City have an anticipated construction duration or required number of QA site visits proponents should use for pricing?

Answer 12:

The City has not established a specific construction duration or required number of QA site visits. Proponents shall include the construction review and QA oversight they consider necessary and clearly identify all assumptions used in the Phase 3 fee proposal.

Question 13:

RFP Reference: Appendix A, Sections 8 and 14

Please confirm the roof access available at each facility.

Answer 13:

The three facilities do not have direct roof access and will require access by ladder or other similar means.

Question 14:

RFP Reference: Appendix A, Section 14

Are there site access, operational, security, or restricted-working-hour requirements proponents should account for?

Answer 14:

In general, there are no timing restrictions on site access or working hours, provided prior approval is obtained from the City.

Question 15:

RFP Reference: Appendix A, Section 18

Please confirm whether Phase 1 will proceed for all three facilities and how subsequent phases will be authorized.

Answer 15:

Phase 1 will proceed for all three facilities. After Phase 1 and review of the consultant recommendations, the City will determine how Phases 2 and 3 proceed. The City may authorize them collectively or by individual facility, subject to budget approval and project priorities.

Question 16:

RFP Reference: Appendix B, Section 9

Please provide the mathematical scoring formula that will be used for financial evaluation.

Answer 16:

The RFP does not prescribe a mathematical low-bid formula. Financial value will be assessed using the stipulated fees by site and phase, total proposed cost, tax treatment, additional-site-visit pricing, included QA visits, and the reasonableness of the proposed level of effort. Evaluation is based on overall value to the City and is not determined solely by the lowest fee.

Question 17:

RFP Reference: Appendix G - Professional Services Agreement

Please confirm whether Appendix G represents the final agreement that will be executed without modification.

Answer 17:

No. Refer to General Item 3. Appendix G is provided for information purposes as the City general form of agreement. Final terms will be completed for the actual authorized services and may include project-specific and negotiated modifications.