



Owner: Town of Portugal Cove-St. Philip's  
Project Name: PCSP-COMMS-2024-07, Civic Centre Consultant  
Services RFP Date Issued: December 5, 2024

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**Amendment (Change) #1**

Issued January 31, 2025  
Civic Centre Consultant Services

This Amendment shall form an integral part of the specification to be read in conjunction therewith. This Amendment shall take precedence over all forms of the aforementioned specification with which it may prove to be at variance or may otherwise be qualified in writing by authorized personnel.

The General Conditions and all documents issued with this specification shall apply to govern all phases of the work covered by this Amendment.

The purpose of this Amendment is to inform bidders of clarifications to the contract documents and to advise Contractors of the following clarifications:

- Closing date has been changed from January 24, 2024 at 2:00 pm NDT to January 31, 2024 at 2:00pm NDT.
  - Public opening date has been changed from January 24, 2024 at 2:30 pm NDT to January 31, 2024 at 2:30pm NDT.
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**Addendum (Information) #1**

Issued January 31, 2025  
Civic Centre Consultant Services

The purpose of this Addendum is to provide clarifications to the contract documents as requested by various parties.

**LOCATION**

1. **Has a site for the Civic Centre been chosen?**
  - a. No



2. **If the site is not yet chosen, will it be chosen before the start of Scope A (pre-feasibility) or Scope B (Feasibility/Comprehensive Development plan)?**
  - a. The will have to be chosen before work listed in Scope B is completed such as a Traffic study. Council is still exploring options.
  
3. **Will the Town require any services for site assessment for the purpose of site selection?**
  - a. The site selection and potential grading for design option will be explored in the initial conversations with the successful proponent
  
4. **Can you share the general site plan or survey to help with landscape architectural estimate?**
  - a. Where the site has not been chosen, the survey is not readily available but will be provided once the site has been confirmed.
  
5. **Does the Town have a confirmed site? The Municipal Plan indicates that a Recreation and Lifestyle facility will occupy the site of the current PCSP Community Centre on Rainbow Gully Road. If there is not a confirmed site, we would assume that reviewing site options would be part of the scope of work for List A.**
  - a. While the Town Plan says that a new structure would replace the Community Centre, it doesn't say that it would be in the same location.
  - b. This is referenced in the "Summary of Community Research & Analysis" Section of the Town Plan:

The Town also operates one indoor facility in the Portugal Cove–St. Philip's Community Centre near the Town Hall in Rainbow Gully Recreation Park, with plans in place to replace this structure with a new recreation-lifestyle centre. The new centre is to be a fitness, aquatic, cultural and community facility that acts as the "heart" of the Town's public life.

## **SCOPE OF WORK**

6. **With regards to the samples of similar scope/work, is it suitable to submit excerpts of the table of contents and executive summary only, where a proponent may be unable to submit the entire document?**
  - a. As long as the information support the similar scope for the project, which may include items and appendices, as this is a weighted part of the evaluations for the RFP



- 7. Define the extent consultation and engagement scope for both List A and List B.**
  - a. With the scope of such a project and the involvement of the public consultations that would be part of the initial conversations with the successful proponent, whether online surveys, social media forms and other options would be best served
  
- 8. The RFP indicates an upset limit of \$250k for the feasibility study. Could the Town confirm whether this is intended to cover both List A and List B? We note some of the scope items are overlapping.**
  - a. The town will focus on the scope of work listed in A and will work with the successful proponent on prioritized areas in list b to complete
  
- 9. Is a cost consultant, licensed in the province of Newfoundland and Labrador, required for this project? And if so, what level of estimate is required (i.e. Class C, Class D).**
  - a. Yes, a cost consultant shall be required, and at this point in the project, it would be a Class D.

## **MISCELLANEOUS**

- 10. Could the Town confirm that the successful proponent will not be precluded from providing future architectural services?**
  - a. The town cannot confirm this concern at this stage of the RFP, but future Architectural services will be subject to the NL Public Procurement Act.
  
- 11. Could the Town provide additional information on the affordable co-housing?**
  - a. The only area designated for a co-housing development in the Town is the Eco-Village Cluster designation and land use zone off Farm Road. We have not received a development application yet for the eco-village. Municipal Plan Amendment No. 17, 2023 and Development Regulations Amendment No. 27, 2023 established the Eco-Village Cluster and Eco-Village Sustainable Agriculture designations and land use zones. The notice of registration for these amendments was posted on the Town's website. The amendment documents outline the policies and regulations for development in these areas.