



Department of Facilities Management

## REQUEST FOR PROPOSALS

FOR

### RFP-025-25: ARCHITECTURAL/ENGINEERING CONSULTING SERVICES Exterior Lighting Review VAR-504-23

#### ADDENDUM # 1

**Date Issued:** Friday, June 6, 2025

The following is to be **added** to and form part of this RFP:

- The closing date has changed from Thursday, June 12, 2025 @ 3pm NDT to **Thursday, June 19, 2025 @ 3pm NDT**. The opening date has changed from Thursday, June 12, 2025 @ 3:30pm NDT to **Thursday, June 19, 2025 @ 3:30pm NDT**.
- The Webex access code has changed to: **2773 329 8235**.

**Q1:** On reporting of the existing conditions of the exterior poles. In the event that one of the required fixture details outlined in the scope is not obtainable from visual inspection (ex. Lumen Level) how is this to be accommodated?

**A1:** It is the responsibility of the consultant to determine the appropriate methodologies to achieve the deliverables as outlined in the project scope. Memorial understands that this may be achieved by multiple methods.

**Q2:** Please clarify the expectation for the assessment of existing campus lighting design mentioned in the Scope of Project. Is it expected that the complete physical light survey will be required to be performed?

**A2:** Although all criteria outlined in the RFP statement below are to be met.

“Assessment of existing campus lighting design to optimize pole and replacement strategy. Assessment should take into account alternative designs such as the use of additional building Lighting or solar designs. An economic analysis should be a part of the assessment considering upfront capital cost as well as potential energy savings.”

It is not memorials intent to design a new campus lighting layout and system. A set of recommendations using industry standards and best practices is desired. A review of current physical lighting levels will be required to provide recommendations.



**Department of Facilities Management**

**Q3:** Please clarify the expectation for the structural assessment of the existing light poles. Is it expected that non-destructive testing (i.e. mag particle, x-ray, and/or ultrasonic testing) will be utilized as it appears this may have been used in the 2022 partial structural light pole assessment. Can an allowance be provided for non-destructive testing?

**A3:** Allowance can be covered under Appendix E- Pricing Form- Item D: Other reimbursable expenses. Proponents to include \$30,000 allowance for non- destructive testing in addition to other reimbursable expenses.

**Q4:** In Appendix A 'SPECIFICATIONS & SCOPE' the section 'Concept Parameters', items 5,6, and 8 reference furniture/furnishing. Could you clarify that this is a typo.

**A4:** In Appendix A 'SPECIFICATIONS & SCOPE' the section 'Concept Parameters', items 5, 6 and 8 are to be deleted from the document.

**Q5:** In Appendix A - 'SPECIFICATIONS & SCOPE', under Scope of project, the below is outlined:

Provide typical light pole, lamp, and foundation design drawings (in AutoCAD & PDF format) for various applications intended for internal or external construction and installation. Ideally this would provide 2-3 structural base designs with corresponding pole heights.

Design of pole bases depend on baseplate, pole, and luminaire specifications (length width, thickness, weight). If any of the specifications vary, a unique design for the base would need to be developed for the specific baseplate/pole/luminaire combination. We can provide concrete base details for 2-3 specific combinations to be included in the reports. Would this be sufficient to capture the intent of the report?

**A5:** Memorial will work with the successful proponent to select a preferred light pole and fixture for which a base detail can be designed.

**Q6:** Appendix E - 'PRICING FORM' only indicates pricing for the reports, and expenses. This is missing items outlined in previous sections, such as the Class D estimate, and Concept Design. Please clarify that these should be included on the pricing form or included in the body of the reports.

**A6:** The cost to provide a class D estimate and a concept design report are to be included in pricing of item A & B, Table 6, respectively.

**Q7:** Section 1.2 in 'SUBMISSION INSTRUCTIONS' indicates that proponents are to submit One (1) email submission as a single file in PDF format. Appendix D 'PROPOSAL PARTICULARS' indicates two separate submissions, Response (technical proposal) and fee schedule. Please clarify which submission criteria is to be followed.

**A7:** Section 1.2 in 'SUBMISSION INSTRUCTIONS' to be deleted from the document



**Department of Facilities Management**

**Q8.** No inspection criteria/requirements are outlined in the RFP with respect to methodology of inspection. Would review from the ground with the use of binoculars for be sufficient and meet the intent of the RFP?

**A8:** It is the responsibility of the consultant to determine the appropriate methodologies to achieve the deliverables as outlined in the project scope. Memorial understands that this may be achieved by multiple methods.

END OF ADDENDUM 1