

QUESTIONS AND ANSWER  
2021-009  
CONSULTING SERVICES FOR  
WILITOWN COMMUNITY CENTER

1. Addendum 1 was posted referencing an updated concept plan, but nothing was attached. Will you be sending that out?

***Answer: Posted as: Attachment 3 – Update Conceptual Site Plans***

2. At the site visit, the Wiltown Community Board Members were present and discussed the program potentially changing. Will this change need to be reflective in our proposal fees? If so, how do we quantify these costs at this time? Would a per hourly rates fee schedule need to be provided?

***Answer: We do not anticipate any significant changes from the Scope of Work. Please refer to page 13, paragraph heading ‘Cost Fee Structure’ of the posted RFP: Please submit your proposed fee for Basic Services which shall include all consultants, review, evaluation and validation of the program of requirements. As applicable, propose an allowance for reimbursable expenses, detailing the projected costs of plan approval, reproduction of review documents, mileage, etc. Please submit your proposed fee for any additional services required or requested. Include a schedule of hourly fees for your staff in the event that hourly services are requested or allowed.***

3. At the site visit, it was discussed that this project is driven by the provided budget of \$400,000. Would a portion of this program be a Phase 1 with potential future phasing?

***Answer: \$400,000 is the provided budget to complete the Wiltown Community Center Project as outlined in the RFP. Any future phases identified during the Design Development task would be administer through a separate RFP.***