



CITY OF  
**PORT ALBERNI**

**FACILITIES CONDITION ASSESSMENT**

**RFP 002-24**

**ADDENDUM #4**

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**A. Addition of Revised Table:**

Table of Assets to be Assessed – added to end of this document

**B. Response to Questions received from interested parties:**

Note: Please refer to Addenda #1-3 for more Questions with Answers provided.

#	Question	Answer
1	Description of Services – Item 2.17 mentions investigation of groundwater and drainage issues – concealed components and their issues are generally excluded from such reporting services based on visual observations – can they provide further commentary on this?	The “investigation of specified conditions” referred to in 2.17 refers to the required investigations specifically outlined elsewhere in the RFP documents. The items in parentheses of 2.17 are examples, that are not necessarily relevant to every project. The City’s intent of the “Yes” for Item 2.17 is that in-person field investigation of condition is required; i.e. a desk-top assessment would not fulfil the contract requirements.

<b>2</b>	In the event a particular condition warrants further investigation beyond what the current scope of work includes a recommendation for targeted / detailed / specialized assessment may be made. Is CPA ok with this approach?	Yes.
<b>3</b>	Are there previous reports of any kind or are there known issues and deficiencies?	Several building roofs (6 <sup>th</sup> Avenue Parks and Public Works Operations buildings, and portions of Echo '67) are known by City staff to be in poor condition and likely needing repair or replacement in the near future. However, these have not yet been professionally assessed. See also addendum 3.
<b>4</b>	Confirmation of required clearance (i.e., for the RCMP Detachment Office, etc.)	Consultant staff performing work at the RCMP detachment building, and within any City facility locations where confidential information may be present, must be escorted at all times by a City employee with appropriate security clearance. Security clearance is not required for the consultant's personnel.
<b>5</b>	Are Site visits expected to be done during regular working hours?	Yes, Monday to Friday between 8am and 5pm, holidays excluded. A few exceptions may be allowed where circumstances warrant and staff are available, but should not be assumed.
<b>6</b>	Is there a possibility to complete Site visits over the weekend?	No. A few exceptions may be allowed where circumstances warrant and staff are available, but should not be assumed.
<b>7</b>	Which standard will be used to do these assessments? Typically, this work for capital planning is done as per ASTM E 2018- 15 Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment.	The City does not have a specific published standard requirement for this project. The standards of care and diligence applied should be consistent with typical industry practice for assessments completed for the purposes of long-term capital budgeting, rather than for other purposes such as a real estate transaction, insurance adjustment, etc.
<b>8</b>	What is the scope for structural assessments – both seismic and otherwise?	The City would expect that structural assessments would include: <ul style="list-style-type: none"> <li>• General review of structural record/IFC drawings, sufficient to allow the engineer understand the nature of the building structure and component materials, and to estimate the typical service life that would be expected, based on design method and materials used,</li> <li>• Visual inspection of structural elements (such as foundations, columns, beams, trusses, ties) that are</li> </ul>

		<p>accessible by walkthrough or can be easily and safely accessed by portable ladder or manlift,</p> <ul style="list-style-type: none"> <li>• Identification and assessment of any visible evidence of component failure, decay, differential settlement, etc., and</li> <li>• Estimates and recommendations as outlined elsewhere in the RFP documents.</li> </ul>
<b>9</b>	Some structures are noted to not require external envelope assessment, is this accurate?	This is correct. In the interests of limiting the cost of the study, the City has limited the scope of facility assessments to buildings and systems where an expert assessment is expected to provide the most value to the City.
<b>10</b>	Does CPA require a specialist to look at the Swimming pool mechanical equipment? Are there any elements of structural assessment related to the swimming pool?	The City has reconsidered the need for an assessment of the swimming pool and associated mechanical equipment. This scope is no longer required. A revised Table of Assets to Be Assessed is attached.

All other terms and conditions remain unchanged.

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**City of Port Alberni; Parks Recreation & Culture Dept.  
RFP 002-24: Facilities Condition Assessment  
Table of Assets to Be Assessed (Revised for Addendum 4)  
22-Feb-24**

Site	Address	Approx. Floor Area (m <sup>2</sup> )	Year Built (approx)	BUILDING SYSTEMS TO ASSESS								Additional Systems
				Roof System	HVAC	Exterior (cladding, coatings etc.)	Int. Paint/Coatings	Emerg. Power Generation	Seismic	Structural (excl. seismic)		
Multiplex Arena	3737 Roger St	6300	2001	No	Yes	No	No	N/A	No	No	Ice refrigeration mechanical	
Echo '67 Recreation Centre (w/ Aquatics Centre, Library, Museum)	4255 Wallace St.	5200	1967, 1992 and 2006	Yes	Yes	Yes	Yes	Yes	No	Yes	Swimming pool & related mechanical	
Former Arena (Industrial Heritage Society)	3250 9th Ave.	5200	1962	Yes	Yes	Yes	No	N/A	No	Yes		
RCMP Detachment Office	4444 Morton St	2400	2006	Yes	Yes	No	No	Yes	No	No		
Glenwood Recreation Center	4480 Vimy St.	1800	~1940	Yes	Yes	Yes	No	N/A	No	Yes		
Public Works Ops Bldg	4150 6th Ave	1500	1965	No	No	Yes	No	N/A	No	Yes		
Parks Ops Bldg	4150 6th Ave	1500	1965	No	Yes	No	No	N/A	No	Yes		
City Hall	4850 Argyle St	1300	1958	Yes	Yes	No	No	N/A	No	No		
Day Care Facility	4222 Cedarwood St.	1100	1961	Yes	Yes	Yes	No	N/A	No	Yes		
PAFD Station	3699 10th Ave	1100	1967	Yes	Yes	Yes	No	Yes	No	No		
Harbour Quay - Marine Commercial Bldg	5440 Argyle Street	700	1961	Yes	No	Yes	No	N/A	No	No		
Gyro Youth Center	3245 7th Ave	600	1940	Yes	Yes	No	No	N/A	No	No		
McLean Mill Visitor Center complex (4 bldgs)	5633 Smith Rd.	500	1998	Yes	Yes	Yes	No	N/A	No	No		
Echo Park East Field House	4200 Wood Ave	400	1992	Yes	No	No	No	N/A	No	No		
Stadium Grandstand	4480 Vimy St.	400	1960	Yes	N/A	N/A	N/A	N/A	No	Yes		
Harbour Quay - Port Bldg	5440 Argyle Street	300	1983	Yes	No	Yes	No	N/A	No	No		
Harbour Quay - Spirit Square (main bldg and washroom bldg)	5440 Argyle Street	300	1983	Yes	No	Yes	No	N/A	No	No		
Echo Park West Field House	4200 Wood Ave	300	1992	Yes	No	No	No	N/A	No	No		
Klitsa Park (Field House bldg & washroom/concession bldg)	4000 Compton Rd	300	~1980 & 2010	Yes	No	No	No	N/A	No	No		