



Parks, Recreation & Culture

**Request for Pre-Construction Qualification (RFPQ)
No. 2026-PRC-03**

**FORREST FIELD AMENITY BUILDING
PROJECT**

Addendum # 01 – September 8, 2026

This Addendum contains:
Clarification Questions and Responses

For further information
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Addendum Issue Date: **September 8, 2026**
RFPQ Issue Date: **August 25, 2026**
RFPQ Closing Date: **1:00 pm, Thursday, September 24, 2026**
RFPQ Opening Date: **2:00 pm, Thursday, September 24, 2026**
Location of Bid Opening: **Ladysmith City Hall**



This addendum provides clarification regarding the proposed project and should be read in conjunction with the original RFPQ document.

1. Proposed Contract / Delivery Model

Question 1:

Can you clarify the Town's intended project delivery model?

Answer:

The Town anticipates utilizing a Construction Management delivery model for this project. Stage 1 is intended to identify qualified Construction Managers or consultant-led teams, with Stage 2 focused on detailed design development and preparation of a Class C cost estimate by the shortlisted proponents. Details regarding pre-construction service fees and any subsequent construction phase arrangements will be provided to shortlisted proponents during Stage 2.

2. Design Team / Consultant Responsibilities

Question 2:

Will the successful proponent be responsible for retaining the required design consultants?

Answer:

Yes. The successful Construction Manager or consultant will be responsible for retaining and managing the architectural and engineering consultants required to complete the detailed design and Class C estimate. Proponents should identify their proposed approach to consultant coordination as part of their submission, however the consulting team does not need to be identified at this stage. Consulting team and costs should be included in the Stage 2 fee proposal submitted by shortlisted proponents for completion of the design development work and preparation of the Class C estimate.

3. Project Budget

Question 3:

What project budget information is available at this stage?

Answer:

The Town has not established preliminary budget parameters for the project related to design development and preparation of a Class C estimate. The intention is that the Class C estimate will guide any future funding allocations to the project. Additional project budget information will be made available to shortlisted proponents during Stage 2 to support design development and cost estimating.

4. Existing Design / Project Information

Question 4:

Has the Town already selected or retained any architects, engineers, cost consultants, or other design professionals for this project?

Answer:

No. The Town has not retained an architect, engineer, cost consultant or other design consultant for this phase of the project. The successful proponent will be responsible for providing the necessary consulting resources to complete the scope of work. Any project information currently available to the Town, including relevant site and background information, will be provided to shortlisted proponents during Stage 2. Proponents should assume that additional investigations and consultant input may be required as part of the detailed design process.

5. Site Constraints

Question 5:

What site information is available to proponents?

Answer:

The project site is located within Forrest Field and must remain compatible with existing park operations and recreational uses. Any known site information, servicing considerations, and available background documentation will be provided to shortlisted proponents during Stage 2. The successful Construction Manager/consultant and their consulting team will be expected to assess and address site-specific constraints as part of the design process.

6. Construction Phase

Question 6:

How will the construction phase be procured following completion of Stage 2?

Answer:

Any future construction phase delivery model and contracting approach will be determined following completion of Stage 2 and review of the Class C cost estimate, subject to available project funding.

7. Pre-Construction Design and Consultant Costs

Question 7:

If the intended delivery model is Design-Build or Progressive Design-Build, will the Town fund or reimburse the design and consultant costs incurred by the selected Construction Manager during the pre-construction/design phase?

Answer:

As the current procurement is limited to pre-construction consulting services, the fees

associated with the successful proponent's consulting team and design development activities will be compensated through the resulting pre-construction services agreement.

8. Stage 2 Submission Costs

Question 8:

Are shortlisted proponents expected to incur any unrecoverable upfront design or consultant costs as part of the Stage 2 submission? If so, please identify what costs would be at the proponent's risk and whether any honorarium or reimbursement is contemplated.

Answer:

Shortlisted proponents are not expected to undertake detailed design work or incur significant consultant costs as part of their Stage 2 submission. Stage 2 submissions should identify the proposed consulting team, project approach, methodology, schedule, and fee structure. No honorarium or reimbursement is contemplated for participation in Stage 2.