



**ADDENDUM**

PROJECT TITLE: <b>Request for Proposal – Leased Office Space</b>	ADD. NO.: <b>2</b>
PAGE 1 of 5 (Including Confirmation Sheet)	DATE: November 25, 2022

Make the following modifications to the above project. Include in the amount of the RFP, any additions to or deductions from the cost of the work by reason of these instructions.

**Sign and attach this Addendum to the RFP documents and submit with your RFP. Failure to do so will result in the rejection of your RFP.**

Please see below questions and answers.

Q.1 Page 1, section 1 of the Architecture Requirements states the requirement as approximately 8,000 sf (net) but the “Space Program Requirements” table indicated the approximate sub-total area requirement as 7,970 sq ft with a gross up ratio of 1.20 for a total requirement of 9,564 sf. Based on the information provided, it appears that the gross-up is to allow for circulation within the leased premises i.e. usable square footage. **Is this correct and therefore the usable area is 9,564 sf and this number does not include any common space in the building such as main lobby to the building?**

*A.1 Yes, usable area is estimated to be 9,564sf on the floor level(s) that the space is proposed for. Does not include other common areas in the building. Gross to net ratio may vary depending on base building.*

Q.2 Page 1, section 1 of the Architecture Requirements states “the space should be contained on one floor of the building”. **Will a response to the RFP, where the proposed space is on two floors, be considered? Would a dedicated internal stairwell between the two floors affect this answer?**

*A.2 A dedicated internal communication stair between two adjacent floors may be considered, depending on the floor plan design. The stair is not to be integral to any Building Code exiting requirements. The decision as to which spaces from the Space Program Requirements that could be on an immediately adjacent floor level, rests with the Tenant.*

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BY: \_\_\_\_\_  
Kathleen Mitchell  
Chief Clerk

\_\_\_\_\_  
Proponent’s Signature



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<p>Q.3 Page 1, section 1 of the Architecture Requirements states “15 parking spots to be included”.</p> <p>A. Must the cost of the 15 parking spaces be included in the rent or should it be separate?</p> <p>B. Is a proponent permitted to contact a potential competitor to secure parking to meet this requirement?</p> <p>A.3</p> <p>A. <i>The NBEUB does not have a preference and will consider both options.</i></p> <p>B. <i>Yes, however, if a proponent contacts a potential competitor for this purpose, this should be disclosed under section 7 of the Submission Form (Appendix C).</i></p> <p>Q.4 Given that Murdoch and Boyd Architects provided the Architecture Requirements.</p> <p>A. Would a proponent be permitted to engage the services of Malcom Boyd from Murdock Boyd to assist in a layout of the proposed Premises? Or would this be a conflict?</p> <p>B. If this is a conflict, are there any other consultants that would be considered a conflict? i.e. electrical, mechanical, engineering etc...</p> <p>A.4 <i>Murdock &amp; Boyd Architects have been engaged by the NBEUB, and cannot provide services to any proponent. MCW Maricor prepared the Mechanical Engineering Requirements and RSEI Consultants prepared the Electrical Engineering Requirements, and those two firms cannot provide services to any proponent.</i></p> <p>Q.5 Appendix C, Section C.2 item 2 states that the operational requirements are Monday-Friday 7:00 am to 8:00 pm. <b>Can you confirm that operating hours requirements is for:</b></p> <p><b>A) Public accessibility?</b></p> <p><b>B) HVAC operation?</b></p> <p><b>C) Both?</b></p> <p>A.5 <i>Both.</i></p>	

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<p>Q.6 PART 1 Section 1.4.1. TYPE OF CONTRACT states that “a draft form of the lease agreement will be provided” but this appears to contradict Appendix B, Section C.3 Item 7 which states that the proponent is to include “a copy of the form of lease the proponent would intend to use”. <b>Will the LEASE template be the Landlord’s standard form or will one be provided by NBEUB?</b></p> <p><i>A.6 A draft lease will be provided by the NBEUB.</i></p> <p>Q.7 Appendix D (Pricing Form). Section D1. Item 5 &amp; 7 both mention property taxes as being separate from operating costs but the Pricing form i.e. Section D.3.1. Table 1 shows Operating Costs* and does not mention property taxes. <b>Are property taxes to be included in the Operating Cost* line when completing the table?</b></p> <p><i>A.7 No.</i></p> <p>Q.8 <b>Where ceiling heights are mentioned in the RFP, does that refer to the distance between the floor and the T-bar ceiling?</b></p> <p><i>A.8 Ceiling Heights are from finished floor level to the underside of the suspended ceiling system.</i></p> <p>Q.9 <b>The RFP specifies epoxy floors in the washrooms. Can ceramic tile floors be substituted for epoxy?</b></p> <p><i>A.9 Porcelain Tile flooring (manufacturer, size, surface texture and colour, selected by Tenant) is acceptable provided that appropriate substrate waterproofing details are included.</i></p>	

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<p>Q.10 Mechanical Requirements Section 1.8.1. Mentions that the mechanical system shall also provide for remote monitoring of environmental conditions. <b>What is the tenant wanting to remote monitor?</b></p> <p><i>A.10 The environmental conditions requiring monitoring: Individual zone temperatures, individual zone temperature setpoint, overall space humidity and humidity setpoint.</i></p> <p>Q.11 Electrical Requirements: Page 1 item 2 specifies The 600V panelboard, transformer and 208V distribution board all must be located within an electrical room. Electrical 120/208V branch panelboards are permitted to be located within the leased space. <b>Does a 600 volt panel in an electrical room in the basement with a 208 volt panel in the leased premises meet this requirement?</b></p> <p><i>A.11 600V panels, transformer and 208V panels must be readily accessible to the tenant on the same floor as the proposed space.</i></p> <p>Q.12 Electrical Requirements Section 3.1 refers to a transient voltage surge suppression filter system at the main 120/208 volt distribution board. <b>Is surge protection on the building sufficient?</b></p> <p><i>A.12 Transient voltage surge suppression is acceptable at the 208V distribution level.</i></p> <p><b>Q.13 Mechanical Requirements Section 2 specifies perimeter electric heat. Can perimeter radiant water heaters be substituted for perimeter electric baseboards?</b></p> <p><i>A.13 Hot water heaters are permitted but shall not compromise required spatial layouts, that may require significant or complicated architectural details or mechanical costs.</i></p> <p><b>Q.14 Is the office furniture supplied and installed by the tenant?</b></p> <p><i>A.14 Yes, office furniture will be supplied and installed by the Tenant.</i></p>	

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### CONFIRMATION - RECEIPT OF ADDENDUM

PROPONENT'S NAME: \_\_\_\_\_

RECEIVER NAME (PRINT): \_\_\_\_\_

RECEIVER SIGNATURE: \_\_\_\_\_