



Addendum #4

Design-Build Services for the Battlefords Regional Twin Pad Arena & Events Centre

RFQ # CNB-PR-2026-06-17

CITY OF NORTH BATTLEFORD

ADDENDUM #4

RFQ Title	Design-Build Services for the Battlefords Regional Twin Pad Arena & Events Centre
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Addendum	Addendum #4
Date Issued	July 17, 2026
Owner	The Corporation of the City of North Battleford

This Addendum forms part of RFQ CNB-PR-2026-06-17, Design-Build Services for the Battlefords Regional Twin Pad Arena & Events Centre. Proponents shall review this Addendum in full and acknowledge receipt of Addendum #4 in their Statement of Qualifications submission.

Except as expressly amended by this Addendum, all terms, conditions, requirements, forms, appendices, and instructions in the RFQ remain unchanged and in full force and effect.

1.0 Question and Answer

Question 13: Section 4.5 requires proponents to submit "reference projects" but does not specify the number of projects to be included. Sections 5.2.4 through 5.2.6 also establish minimum experience requirements (construction, design and comparable projects), however it is unclear whether these requirements may be satisfied using the same projects or whether separate projects are expected. Please confirm the maximum or preferred number of reference projects to be submitted; whether a single project may satisfy multiple mandatory requirements; and whether all submitted projects will be evaluated equally under Section 5.4.

Answer 13: The City has intentionally not prescribed a maximum number of reference projects. Proponents are encouraged to exercise judgment and submit only those projects that best demonstrate the experience, qualifications, and capabilities of the proposed Design-Build team. Quality, relevance, and demonstrated outcomes are more important than quantity.

The City confirms that a single reference project may satisfy multiple mandatory requirements under Sections 5.2.4 through 5.2.6, provided the project clearly demonstrates compliance with each applicable requirement.

All submitted reference projects will be considered during the evaluation; however, projects will not necessarily receive equal weighting. Greater consideration may be given to projects that are more comparable in scope, complexity, delivery model, scale, recency, and relevance to the Battlefords Regional Twin Pad Arena & Events Centre.

Question 14: Section 3.1 excludes project sheets from the forty-page submission limit, however Section 4.5 does not identify project sheets as a required deliverable and instead requests project descriptions within the Statement of Qualifications. Please confirm whether proponents should

summarize project experience within the body of the SOQ only, submit project sheets only, or provide both narrative summaries and detailed project sheets.

Answer 14: Proponents should provide concise project summaries within the body of the SOQ and may include detailed project sheets as appendices. Project sheets are excluded from the forty-page limit in accordance with Section 3.1. Project sheets should clearly include the information requested in Section 4.5 and be cross-referenced to the SOQ narrative.

Question 15: Section 4.4, Section 4.6, Section 5.2.2, and Section 5.4 each reference project personnel differently, resulting in multiple, different lists of required positions. Please confirm which positions the City considers to be "Key Personnel" for evaluation purposes, which positions require resumes, and whether only those identified individuals will be evaluated under Section 5.4.

Answer 15: For the purposes of this RFQ, the City considers the following individuals to comprise the primary Key Personnel to be evaluated:

- Project Executive
- Project Manager
- Design Manager
- Construction Manager
- Superintendent
- Prime Architect / Architectural Lead
- Structural Lead
- Mechanical Lead
- Electrical Lead
- Civil Lead
- Arena/Refrigeration Specialist
- Cost Manager
- Scheduler
- Commissioning Lead
- Quality Manager

Resumes should be provided for those individuals proposed to occupy these key leadership roles.

While the City recognizes that additional specialist consultants will form part of the Design-Build team, the evaluation of Key Personnel under Section 5.4 will focus primarily on the qualifications, experience, availability, and demonstrated collaboration of the individuals occupying the principal leadership positions identified above.

Question 16: Sections 5.2.11 and 5.2.12 establish Climate Resilience and Greenhouse Gas Assessment experience as mandatory pass/fail requirements, while Section 5.4 allocates ten evaluation points to Climate Resilience, Sustainability and Low Carbon Infrastructure Experience. Please clarify how the mandatory requirements differ from the rated evaluation criteria and what additional information proponents should provide to maximize scoring beyond satisfying the mandatory requirements.

Answer 16: Sections 5.2.11 and 5.2.12 are pass/fail requirements intended to confirm that the Proponent has qualified personnel and minimum relevant experience. The rated criteria in Section 5.4 will assess the strength, relevance, recency and applicability of that experience. Proponents should identify the responsible professional(s), relevant project examples, completed reports or deliverables, funding-compliant reporting experience, and how the climate, energy and emissions work would be integrated into the project delivery approach.

Question 17: Section 5.4 separately allocates points for Design Team Experience and Capability and Construction Team Experience and Capability. However, the prescribed submission format in Section 4 does not request these topics separately, instead integrating the information across several sections of the Statement of Qualifications. Please clarify how the City intends to distinguish and objectively evaluate these two separate scoring categories.

Answer 17: The City will evaluate the full SOQ against the criteria in Section 5.4, regardless of where the information appears in the submission. Design Team Experience and Capability will focus on the architect, engineers, design manager and specialty consultants. Construction Team Experience and Capability will focus on the lead constructor, construction leadership, construction delivery experience, schedule, cost, quality, safety, procurement and subcontractor management. Proponents are encouraged to clearly organize and cross-reference their submissions to the evaluation criteria.

Question 18: Section 1.2 identifies a broad range of disciplines expected to form part of the Design-Build team, while Section 5.2.2 requires proponents to identify a mandatory Design-Build team structure at the RFQ stage. As the final Owner's Statement of Requirements, project scope, and performance requirements will not be issued until the subsequent RFP, it is unclear whether all identified disciplines will ultimately be required for the project. Please clarify whether proponents are expected to identify all listed disciplines as part of their RFQ submission, or whether proponents may propose a team structure based on the services reasonably anticipated to be required for the project.

Answer 18: The disciplines identified in Section 1.2 are intended to illustrate the range of expertise that may ultimately be required to successfully deliver the project.

At the RFQ stage, proponents are expected to identify the core Design-Build team necessary to demonstrate their capability to undertake the project and satisfy the mandatory requirements identified in Section 5.2.2.

Additional specialist consultants may be identified where appropriate; however, proponents will not be disadvantaged if certain specialist disciplines are not specifically identified at the RFQ stage, provided the submission demonstrates that the Design-Build team has the capacity to retain and integrate those disciplines as the project advances through the subsequent RFP and Design-Build process.

The final consultant team composition will be expected to evolve as the Owner's Statement of Requirements and detailed project requirements are finalized during the RFP stage.

Question 19: The RFQ identifies the Hanscomb Class C Estimate, KBA Basis of Design, and preliminary design drawings as the basis upon which the project has been developed and from which the Design-Build team will be expected to advance the project. These documents establish the current project scope, design assumptions, performance expectations, and cost framework, yet they are identified as being available only during the subsequent RFP stage. Please clarify how proponents are expected to determine the appropriate team structure, consultant disciplines, and project approach at the RFQ stage without access to this information. Would the City consider making these documents available to all proponents during the RFQ stage to better inform team composition and qualifications?

Answer 19: The RFQ stage is intended to assess qualifications, capacity, team structure and project approach only. As noted in Section 3.6, no design or price submission is required at the RFQ stage. Proponents should rely on the project information summarized in the RFQ and use their professional judgment to identify an appropriate team. The City does not intend to release the Hanscomb Class C Estimate, KBA Basis of Design or preliminary design drawings to all Proponents at the RFQ stage. Additional background documents may be provided to shortlisted Proponents during the RFP stage.

3.0 RFQ Document Amendments

The RFQ is amended as follows:

- **Project Sheets:** Proponents should include concise project summaries in the SOQ and may include detailed project sheets as appendices. Project sheets remain excluded from the forty-page limit.
- **Key Personnel:** Key Personnel for evaluation purposes are the primary leadership roles identified in Answer 15. Resumes should be provided for those individuals.
- **Climate, GHG, and Sustainability Experience:** Sections 5.2.11 and 5.2.12 remain pass/fail requirements. The rated evaluation will consider the strength, relevance, recency, and applicability of the Proponent's related experience.
- **Evaluation Categories:** The City will evaluate the full SOQ against Section 5.4, regardless of where information appears. Proponents are encouraged to clearly cross-reference their submission to the evaluation criteria.
- **Design-Build Team Structure:** Proponents shall identify the core Design-Build team required to satisfy Section 5.2.2. Additional specialist disciplines may be identified where appropriate but are not required at the RFQ stage unless necessary to demonstrate team capability.
- **Background Documents:** The Hanscomb Class C Estimate, KBA Basis of Design, and preliminary design drawings will not be issued to all Proponents at the RFQ stage. Additional background information may be provided to shortlisted Proponents during the RFP stage.

4.0 Acknowledgement

Proponents shall acknowledge receipt of Addendum #4 in Appendix B - Statement of Qualifications Submission Form and include the completed acknowledgement with their submission.