



Addendum No. 1

City of Coquitlam

RFP No. 24-028

Northeast Community Centre Architect and Design Consultant Services

Issue Date: March 19, 2024

Total Page Count: 2

Proponents shall note the following amendments to the RFP documents:

REVISIONS:

REPLACE

R1) REPLACE

In Appendix C, DEPARTURES AND AWARD Section 1 b where it states:

- b) AWARD – For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services. Section 1c items are not required as part of this Proposal but may be required prior to entering into an Agreement with the City.

Is Replaced with:

- b) **AWARD – For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services. Section 1b items are not required as part of this Proposal but may be required prior to entering into an Agreement with the City.**

R2) REPLACE

In RFP Summary of Key Information where it states:

Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through Qfile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid.

Is Replaced with:

Proposal submissions are to be consolidated into one PDF file and uploaded through Qfile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid.

QUESTIONS AND CLARIFICATIONS

Q1. Can you confirm where within our submission we should include the tables provided in Appendix C? Can you also confirm that we may create these tables in our own format as long as all information remains unchanged from the tables provided?

A1. Proponents can create their own tables as long as all information remains identical to the tables provided.

Q2. Regarding the Proposal Minimum Requirements item 2.3 ("Provide three (3) examples of projects that you and your staff have completed in the past ten (10) years that is similar in scope to this project"), would the City consider allowing ongoing projects or extending the timeframe to 15 years?

A2. The requirement stands firm at 10 years or less, encompassing ongoing projects. It's essential to emphasize that the evaluation of proponents' scores could be impacted by ongoing projects, as they may not fully reflect the entire lifespan of a project.

Q3. Can we request a 2 week extension?

A3. At this point in time, the City will not be extending the Closing Date and Time. Please monitor the City's website for further addenda.

End of Addendum No. 1

Proponents take into account the content of this Addendum in the preparation and submission of the Proposal which will form part of the Contract and should be acknowledged on the Proposal Submission Form.

Upon submitting a Proposal, Proponents are deemed to have received all addenda that are issued and posted on the City's website and considered the information for inclusion in the Proposal Submission.

Issued by:

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