



## **Addendum No. 3**

City of Coquitlam

**RFP No. 24-028**

### **Northeast Community Centre Architect and Design Consultant Services**

Issue Date: April 5, 2024

Total Page Count: 3

Proponents shall note the following amendments to the RFP documents:

#### **R1) REPLACE**

In Section 1.8 Eligibility, where it states:

- c) Professional Errors and Omissions Liability and Commercial General Liability as outlined on the City's Certificate of Insurance – Consultant Form
  - i. Professional Errors and Omissions Liability of \$5 Million
  - ii. Commercial General Liability of \$5 Million

#### **Is Replaced with:**

- c) **Professional Errors and Omissions Liability and Commercial General Liability as outlined on the [City's Certificate of Insurance - Consultant Form](#)**
  - i. **Professional Errors and Omissions Liability of \$5 Million**
  - ii. **Commercial General Liability of \$5 Million per occurrence**

**NOTE: City's COI – Consultant Form, Section 3 Professional Errors & Omissions Liability does not have an option for "Occurrence Form" and is "Claims Made".**

#### **R2) REPLACE**

In Proposal Minimum Requirements Section 5.2, where it states:

Complete and submit Pricing details as requested through forms included in Appendix B - Schedules B, C, D, E and F.

#### **Is Replaced with:**

**Complete and submit Pricing details as requested through forms included in Appendix B - Schedules B, C, D, and E.**

**QUESTIONS**

Q1. The RFP requests Commissioning Services to be provided by the consultant team. For the Building Commissioning scope, please confirm if this is intended to cover the Commissioning Authority (CxAu) or the Commissioning Agent (CxA) scope, or both. If both, please confirm if it is acceptable to have a single group carry out complete building commissioning for the project.

**A1. Through the RFP, the City is seeking commissioning agent services from a qualified engineering firm. The Commissioning Authority will be awarded by the City through a separate process at a later stage in the design process.**

Q2. The project website (<https://www.coquitlam.ca/880/Northeast-Community-Centre>) identifies "340 parking stalls, half of which will be covered". For the purposes of developing a consistent scope to develop fees, please confirm that approx. 170 parking stalls are to be under a physical structure, or underground, or if this is to be determined as part of the predesign phase.

**A2. The predesign phase will further investigate the location of parking.**

Q3. Can the City disclose the capital construction value of Burkes Village Park?

**A3. Park budget is \$11.5 Million. This is inclusive of items 5.03, 5.06. and prorated 6.01 to capture the BVPP portion versus Site Work: On-Site.**

Q4. On page 10 of the RFP under Pricing you ask for "Flexibility in pricing options." Can the City please clarify this request as we understand the submission to be a fixed fee submission that would exclude any negotiation post submission.

**A4. The ability to be flexible with pricing options and to recognize opportunities for enhancing efficiency or achieving similar advantages.**

Q5. Addendum #2 R2) Professional Errors and Omissions Liability of \$5 Million. Professional Liability Insurance policies are written on a claims made basis. Can the City adjust the wording to read "per claim" rather than "per occurrence"?

**A5. See R1.**

Q6. Appendix B only includes Schedules A to D - is there a Schedule E & F that we need to complete as per submission requirement 5.2?

**A6. See R2.**

Q7. The agreement calls for the professional liability policy to be an "occurrence based policy". It is our understanding that this policy is not available in the market and this was confirmed by our broker. It was further explored for the viability of a project-specific policy but even that has a term limit and would be a significant additional expense for the City. Please confirm the City would remove these contract amendments and accept the industry-available "claims made policy".

**A7. See R1.**

Q8. Item 1.37 — Life Cycle Costs Analysis Service. Could the City clarify the role of the client's cost consultant in fulfilling these services? Specifically, how are they expected to complement the work of the Prime Consultant's sustainability team?

**A8. The City's Cost Consultant will not be involved in the lifecycle cost analysis. The Architect will be responsible for conducting comprehensive design and financial analysis services for the options outlined in the project Sustainability Plan.**

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***End of Addendum No. 3***

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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