



Addendum No. 4

City of Coquitlam

RFP No. 24-028

Northeast Community Centre Architect and Design Consultant Services

Issue Date: April 15, 2024

Total Page Count: 2

Proponents shall note the following amendments to the RFP documents:

QUESTIONS

Q1. Can you please confirm which Services from Schedule A would fall under 8) post-construction and regulatory reviews (federal, provincial, regional, municipal)?

A1. Post Construction will include Warranty Review as noted in Schedule A Section 10. In addition, as requested by Section 5 Pricing the City would like a review at the 6-month mark post completion along with consultant review and reporting of facility performance measured against design criteria and parameters

Q2. Would it be amenable to revise Proposal Submission Requirements Section 5.0 Pricing Schedule as below to align with Appendix B Schedule A – Services?

1. pre-design
2. schematic design
3. design development
4. construction documentation
5. bidding/negotiation
6. construction - including commissioning (building and pool systems) and collaborating with the commissioning agents and transition from design to operation to ensure knowledge has been transferred to the City staff
8. post-construction – including 6-month & 12-month post completion review which includes but not limited to a facility review and report of operating parameters measured against design parameters

A2. The City would accept the proposed adjustment. While initially seeking a breakout in Section 5.0, consolidating it here still ensures all necessary services are provided as outlined in Schedule A and aligns well with requirements

Q3. We would like to request clarification on Sections 3.1, 3.3 and 3.4 — all of these sections are requesting proponents to identify risks, challenges, and associated resolutions. To make proposals more succinct for evaluators, would the City consider consolidating these sections?

A3. The preference is for each section to remain unchanged as per the RFP. Each section varies in its requirements for what Proponents are asked to demonstrate:

3.1 - Seeks to grasp the Proponents' project-specific approach to NECC.

3.3 - Requests a demonstration of past experiences and learnings that will be applied to NECC to ensure success.

3.4 - Specifically focuses on the approach and execution risks.

Q4. We would like to request clarification on Sections 2.4, 2.5 and 3.5 — Proponents are asked to detail their approach to socially and sustainable design in two different areas of the proposal response (under Capability & Experience and Business Processes and Methodology). To make proposals more succinct for evaluators, would the City consider consolidating these sections?

A4. These sections are to be kept separate:

2.4 and 2.5 - to remain separate, as 2.4 addresses sustainability while 2.5 focuses on social responsibility and inclusivity.

3.4 - Concentrates on opportunities specific to NECC, and it should be kept distinct as it pertains to the project.

Q5. Can you please clarify around the anticipated stakeholder engagement on the project. Will the Contractor be leading the engagement with the City's support or will the City be leading the engagement with the Contractors support?

A5. The City will lead interest holder engagement on the project with support from the consultant.

End of Addendum No. 4

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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