



Addendum No. 2

City of Coquitlam

RFP No. 25-061

Poirier Administration Building Renovation

Issue Date: June 30, 2025

Total Page Count: 5

This Addendum is issued to Proponents registered as attending the Mandatory Site Meeting on Thursday, June 19, 2025 as per Addendum No. 1. Proposals will only be received from the companies that are recorded on the City's Mandatory Site Visit Registration Form.

Proponents shall note the following amendments to the RFP documents:

QUESTIONS AND CLARIFICATIONS

Q1. Admin Building - Based on the report in Appendix A, the service to the admin building is fed from a dedicated 3P200A overhead service. The first goal of the project electrically is to upgrade the BCH service to the admin building to accommodate HVAC and EV charging as outlined. This will require a new service to the admin building.

- a) Please confirm if HVAC system upgrades appear to be in scope for the admin building (not just future load provision in the electrical service).
- b) Are the EV charging stations to be included in the scope of the project, or simply provision for future load capacity in the new electrical service?

A1. Answers are:

- a) The HVAC system upgrade is included in this project Scope of Work.**
- b) EV charging stations are not part of the Scope of Work; however, trenching, conduit, and concrete work have already been completed. This project will only address load capacity considerations and electrical connections.**

Q2. Poirier West Complex - The report in Appendix B outlines a separate electrical scope involving an electrical room that services the 'Poirier West Complex'.

- a) Can you confirm what buildings are fed from this electrical room? We assume that the "adjacent buildings" & "Poirier West Complex" noted in the RFP refer to the upgrade of this electrical room. The single line diagram included in the Appendix B report (page 11) does not include labels identifying the

buildings/loads fed from this distribution. Can the buildings/locations fed from this electrical room be clarified OR record documentation provided? A clearer picture of the main distribution breaker feeder section showing labels would be helpful if this is possible to be provided.

- b) Are any HVAC system upgrades outside of the admin building to be included in the scope of the project, or simply provision for future load capacity in the new electrical service? It appears that these upgrades are slated for future (over the next 8 years).
- c) Are the EV charging stations to be included in the scope of the project, or simply provision for future load capacity in the new electrical service?

A2. Answers are:

- a. **Centennial Pavilion, Dogwood Pavilion and Poirier Forum. The panel information should have been identified during the site visit or will be made available upon request after the award.**
- b. **HVAC system upgrades are not included in this project Scope of Work. This project will only address load capacity considerations.**
- c. **EV charging station installation is not part of this project. This project will only address load capacity considerations.**

Q3. Regarding both Services/Buildings.

- a) Are you able to speak to the outage times for the transition of services? Can the buildings be without power for a long weekend during transition of services (if costs can be shown to be saved with this approach) OR is the preference to do everything possible to minimize outages? We understand that there will be discussion that refines the approach throughout the design/construction process

A3. No operational interruption will be allowed. A few seconds generator delay is allowed.

Q4. Given that there are several existing BC Hydro services currently serving the Poirier Facility, including a pole mounted connection serving the Poirier Admin Building, could the City please confirm whether the BC Hydro service upgrade referenced in the RFP pertains solely to the Poirier Administration Building? Our understanding at the moment is that it just pertains to existing Administrative Building service.

A4. The electrical upgrades include the scopes identified for both the Poirier Administration Building and the Poirier West Complex, as outlined in Appendices A and B.

Q5. If the intent is instead to complete the Work identified in Appendix B as an upgrade for multiple buildings, can you please explicitly confirm that Scope of Work is to be included and how it should relate to the Poirier Administration Building.

A5. The intent is to complete the Work identified in Appendix B as an upgrade to meet the new electrical load capacity requirement. The Poirier Administration

Building and Poirier West Complex are adjacent to each other. By combining scopes under a single project, the City's aim is to streamline coordination with BC Hydro and potentially reduce construction costs.

- Q6. For the structural Scope of Work, it seems we may only require a concrete pad/footing for an exterior mechanical unit and review of existing walls to support wall-mounted mechanical units. Do you agree? Or do you think we should be allowing for other structural scope as well?
- A6. Depending on the electrical room design, new electrical rooms may be required. The consultant should identify the corresponding scope of work under the structural discipline based on their understanding of the project.**
- Q7. The RFP does not have much information regarding Civil scope. Do you have an idea of what scope we should allow for?
- A7. Depending on the electrical design, the consultant should identify the corresponding scope of work under the civil discipline based on their understanding of the project.**
- Q8. The building envelope scope seems to be clearer than the structural/civil scope. Do you need a proposal for this scope? Or do you have it covered already?
- A8. The Consultant is responsible for including all required disciplines in their Proposal. If additional disciplines are needed that are not listed, they must be identified under Other Not Listed and included in the fixed fee.**
- Q9. Due to the wide range of scope possibilities and options, it is difficult to capture consulting services in a fixed price. Is it acceptable to submit a proposal to work hourly to an estimated upset?
- A9. No. This is a fixed fee RFP.**
- Q10. Please clarify scope and intent of the 'Asset Inventory'. What does it include (ie - equipment only)?
- A10. The Asset Inventory Form (Appendix G) is aiming to track all assets installed during this project. This will help to facilitate City asset management for future maintenance.**
- Q11. Addendum 1 indicates window improvements which may alter the exterior appearance and character of the building. The RFP mentions a "modernized building" and yet also "ensuring the building aligns with... existing character, aesthetics, and configuration". Please provide further clarification, as to the underlying intent.
- A11. By modernization, the City intends to update functional elements such as windows, HVAC, and other amenities to improve performance and comfort, while ensuring that any upgrades do not significantly alter the existing character, aesthetics, or overall configuration of the building**

Q12. If the building exterior is being altered, the character may be significantly impacted. Should allowances in the schedule and scope allow for a Development Permit?

A12. No. The scope of exterior improvements, including any window upgrades, is intended to be minor and within the limits that do not trigger the need for a Development Permit. Proponents should plan their design approach to maintain the existing character and comply with all applicable bylaws and codes without requiring additional approvals.

Q13. Addendum No. 1, Answer 4 appears contradictory. Please confirm whether building wall insulation improvements are indeed in the scope.

A13. Building wall insulation improvements are not included in the Scope of Work. Any thermal performance upgrades are limited to the window improvements noted and do not extend to adding or replacing wall insulation.

Q14. It is unclear what the structural scope entails, please clarify.

A14. See answer in A6.

Q15. Is replacement of the existing canopies included in the scope of work?

A15. No.

Q16. Have there been any seismic reports conducted?

A16. No.

Q17. Is any Landscaping work anticipated or desired?

A17. No.

Q18. Are there any existing geotechnical reports or surveys? If not, does the owner intend to retain Geotechnical and Land Surveying Consultants?

A18. Geotechnical services will be engaged directly by the City, if necessary. The Consultant will be responsible for overall project coordination including Consultants engaged by the City.

Q19. On the Financial Matrix, there is only one field available for each of the provided tasks. May lines be added to further identify key personnel rates and hours for each sub consultant?

A19. Yes, if more lines are needed they can be added under Other Not Listed as part of the Proposal. This is a fixed fee RFP.

Q20. Is a Construction Manager permitted to conduct the cost estimating? Or would this be considered a conflict of interest?

A20. No. Registered Quantity Surveyor only.

Q21. What restrictions or expectations are there for maintaining building operations during construction?

A21. Refer to Section 4.3 Completion Date. Access to tenant spaces will be strictly limited to the period from July 1, 2027, to August 30, 2027, to minimize disruption to ongoing operations. Access to City-controlled spaces is more

flexible and can be coordinated as required to support the Work. The Consultant should plan for appropriate phasing, temporary measures, and coordination with the City's staff and any affected occupants to maintain safe building operations throughout construction. Additional details and requirements will be confirmed in the construction procurement RFP.

Q22. Should allowances be made for expansion of staff?

A22. This is a fixed fee Proposal. The Consultant is expected to accurately estimate and allocate sufficient resources, including staff, to complete the entire Scope of Work as outlined. No separate allowances will be made for additional staff or hours beyond what the Proponent has identified in their submission, except where additional Work is specifically approved by the City in writing.

Q23. What is the proposed sequencing of construction work considering the work required on the roof?

A23. The detailed sequencing of construction work, including the work required on the roof, will be determined during the construction planning phase in collaboration with the selected Contractor and the City. Proponents should anticipate that roof work may need to be scheduled to accommodate seasonal weather conditions, maintain the integrity of building operations below, and coordinate with tenant access restrictions and other phases of work. Sequencing must also consider safety requirements, staging areas, access routes, and any temporary protection needed to ensure the building remains operational where required. The Consultant is expected to provide input and coordination support during pre-construction and construction to ensure the Work is completed efficiently and with minimal disruption.

Q24. Have there been any window or wall leaks?

A24. Not identified.

Q25. Are there any indications of mould or reports of mould found in walls or roofs?

A25. Refer to Appendix F – Hazmat Report.

Q26. Are there any thermal comfort complaints from the occupants?

A26. Yes. During the summer months, occupants have reported that the space becomes uncomfortably hot due to an inadequate cooling system.

Q27. Do the occupants feel any air infiltration from the windows?

A27. Not identified.

Q28. Have there been any envelope repairs or replacement? If so, what was completed and which year?

A28. No. The roof will be replaced in 2025.

Q29. Will each building / tenant need to be metered separately?

A29. No.

Q30. Will occupancy number be provided for each space? This will help us verify ventilation requirement to satisfy latest building code.

A30. The info will be made available upon request to successful Proponent.

Q31. Given the lack of record drawings, the structural team will require site survey and equipment selection to determine whether structural reinforcement is required. For the purpose of the RFP, we recommend that consultants only include fees for structural review in the base bid. Then cash allowance can be included for if it is deemed that reinforcement is required after the review. Please let us know if this is acceptable.

A31. See answer in A6.

Q32. Would the city specify the quantity of field reviews required / expected to establish a baseline?

A32. No.

Q33. Could you please share the intended approach for the envelope upgrades? Is there an existing design in place?

A33. See Addendum No.1, A4.

Q34. Is there an assumed or preliminary budget allocated for the envelope upgrades scope?

A34. No.

End of Addendum No. 2

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:

Chris Overes
Senior Procurement Specialist
bid@coquitlam.ca