



Addendum No. 3

City of Coquitlam

RFP No. 26-008

Non Market Rental Housing Development Opportunity at 1013 & 1025 Brunette Avenue

Issue Date: April 13, 2026

Total Page Count: 4

Proponents shall note the following amendments to the RFP documents:

QUESTIONS AND CLARIFICATIONS

Q1. We would like to request an extension?

A1. The City will not be extending the Closing Date and Time. Please monitor the City's website for further addenda.

Q2. Majority of Funding for Non-market Housing does not include funding for commercial space. Will the City be contributing any grant dollars to support the required development of commercial spaces?

A2. The City will not be providing funding for the commercial component. However, the City may exercise an option to retain the commercial component of the project, which will be discussed with the Preferred Proponent.

Q3. If the preferred option in favor the City for a portion of the CRU space is to be excluded from the lease - could you confirm that the City will pay for the cost to construct this space to make the NP whole for this space?

A3. The City may exercise the option to retain portions of the commercial component of the project; however, this will be discussed with the Preferred Proponent.

Q4. Is the subdivision in process? What is the anticipated timeline?

A4. A subdivision is currently in the process of being finalized and a draft plan is provided in Appendix J.

Q5. Is there a draft ground lease for review?

A5. The Ground Lease Agreement will be provided to the Preferred Proponent and through discussion, terms will be finalized noting lender/mortgagor requirements.

Q6. Does the City have pre-development funds to pay for works completed between Signing of MOU and applications for funding?

A6. Pre-Development funds are not available through this RFP opportunity.

Q7. Would the City consider the funds requested from the Affordable Housing Reserve Fund to be first in funds to support pre-development work to advance the project to be funder ready?

A7. Applications to the AHRF are submitted concurrently with a Development Application and are not intended to support pre-development work.

Q8. Have any Geotechnical or Archaeological reports been completed to date?

A8. Geotechnical or archeological reports have not been completed to date.

Q9. The RFP and subsequent Addenda notes that projects that have received other City support are eligible but not prioritized for Affordable Housing Reserve funding, does this same stipulation apply to the Childcare Partnership Reserve Fund?

A9. The same stipulation does not apply to the Childcare Partnership Reserve Fund. Information on the Childcare Partnership Reserve Fund can be found [here](#).

Q10. Given this is a Non-Market Development Opportunity, Please confirm that no concept designs are expected that proponents with their submission? Please note that given this unit mix may change from proposal to the concept and schematic drawings sets.

A10. Concept designs are not expected from Proponents for this RFP submission.

Q11. Would the City consider a Purchase and Sale Agreement from a non-profit rather than a long-term lease in order to secure additional affordability?

A11. The City will not support a Purchase and Sale Agreement.

Q12. The MOU notes that "[PROPONENT] will operate and manage the non-market housing project in a financially responsible and sustainable manner over the lease term period. Any surplus will be directly invested back into the housing affordability of the subject project." Please confirm that ensuring funds are directly invested back into the site is acceptable (e.g. Capital Reserve or other Reserve funds associated with this site)

A12. The MOU, provided as Appendix A, is in draft form. The terms in the draft MOU may be revised subject to negotiation with the Preferred Proponent, however, the expectation of the City is that any operating surpluses are to be invested back into the project to improve housing affordability.

Q13. The MOU notes that "PRIORITIZATION OF COQUITLAM TENANTS The City's expects that [PROPONENT] will prioritize Coquitlam residents or individuals with a connection to Coquitlam (e.g. family or work in the area) through their tenant selection process. Prior to the finalization of the land lease agreement, [PROPONENT] will clearly outline their tenant selection criteria and approach including how it will prioritize Coquitlam residents in the tenant mix." - Would the City support priority to tri-cities residents? What mechanism is the City proposing to enforce this prioritization?

A13. The City expects Proponents to prioritize Coquitlam residents in tenant selection. Prioritization of households with a connection to Coquitlam may be considered, provided the Proposal defines how this would be determined/evaluated by the operator. In responding to Section 2.3 IV, Proponents should clearly describe their tenant selection process, and how Coquitlam residents and, where applicable, those with a connection to Coquitlam would be prioritized through the tenant selection process. Prioritization commitments may be addressed through an ancillary agreement between the City and the Preferred Proponent.

Q14. If a Proponent has authority from its Board to submit proposals without a resolution, does the City still require a resolution? Would a letter from the ED/CEO identifying this be considered confirmation?

A14. Board resolution is a Mandatory Requirement of the RFP Evaluation Criteria.

Q15. Are there timing considerations for accessing the City's Affordable Housing Reserve Fund? Does a project need to be at a certain stage?

A15. Affordable Housing Reserve Fund (AHRF) grants are considered alongside approval of the Development Permit. Projects approved for AHRF are provided funds at Building Permit issuance.

Q16. Please confirm any encumbrances the City proposes to register on title.

A16. A SPEA Covenant and Windfirm Covenant will be registered on title and provided in Appendix O. There are existing charges on title that are the responsibility of each Proponent to review.

Q17. The current MOU stipulates that the proponent must fully utilize the available density, which may not be financially sustainable. Would it be possible to revise the wording to something along the lines of "will utilize uses and available density", or a similar phrasing? The adjustment could offer greater flexibility and help ensure the project's financial viability.

A17. The MOU, provided as Appendix A, is in draft form. The terms in the draft MOU may be revised with the Preferred Proponent.

Q18. The current MOU outlines that surplus cashflow is intended to enhance housing affordability. Would it be possible to broaden the provisions to allow surplus funds to subsidize complementary social enterprises on-site? For instance, could surplus cashflow support initiatives such as on-site childcare service?

A18. The MOU, provided as Appendix A, is in draft form. The terms in the draft MOU may be revised with the Preferred Proponent.

Q19. Please confirm bicycle and end of trip facilities requirements.

A19. There are no bicycle or end of trip facilities requirements for this Site.

Q20. Optional Commercial frontage along Brunette Avenue: please confirm if housing units would be accepted, and in what section of Brunette, and if yes, what additional setback would be required.

A20. Minimum commercial density of 0.15 FAR along Brunette Avenue is a mandatory requirement the CD-56 zone to which 1013 and 1025 Brunette Avenue are subject and as provided in Appendix E.

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.

It is the Proponent's sole responsibility to determine whether any further due diligence should be conducted regarding the Additional Materials provided in this Addendum.

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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