



# City of Richmond

January 07 , 2013

**Business and Financial Services Department**  
Finance Division  
Telephone: 604-276-4218  
Fax: 604-276-4162

**Attention: To All Proponents**

Dear Bidders:

**Re: 5047P – Architectural and Engineering Services for the Cambie Fire Hall and Ambulance Station Project- Addendum #1**

This Addendum includes items of clarification, forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in the preparation of your quotation:

**1. Add (f) and (g) to Section 5.2 Evaluation Criteria (on page 6)**

(f) Corporate Structure, Experience and Capacity

(g) Quality of the Proposal

**2. Delete Appendix A, Proposal Contents, SECTION C Part 1 (a) (c) and (d) and replace it with the following:**

(a) corporate profile

- i. the name and corporate profile of the architectural firm including the type of company (for example: corporation, partnership, sole proprietor) and if a joint venture, clearly state this and state who the joint venture parties are and identify who is acting as the lead.
- ii. Describe the company/entity size, depth and annual sales volume (in CDN dollars)
- iii. Provide a history of litigation or claims made against the Respondent during the 3 (three) years immediately prior to the Closing Time.

(c) a detailed description of 3 relevant and successfully completed projects, either in Richmond and/or Public Safety Buildings in the Lower Mainland, that demonstrate the proposed architectural firm's experience with providing the types of services required by this RFP.

(d) the name and corporate profile of all sub-consultants including the type of company, company/entity size, depth, annual sales volume and history of litigation, who will be engaged by the Proponent to perform one or more of the following services.....

3. Add (f) and (g) to Appendix A, Proposal Contents, SECTION C Part 1

(f) describe the Proponent's capacity to undertake this project and include any other projects that the Respondent has scheduled during the anticipated time frame.

(g) letter from a bonding company confirming the Respondent's bonding capability and provide a certificate of existing commercial general liability insurance.

Yours truly,

A handwritten signature in black ink, appearing to be the initials 'SB' with a stylized flourish extending downwards.

Sharon Bentley, SCMP  
*Buyer 2*