



City of Richmond

March 25th, 2014

Finance and Corporate Services Department

Finance Division

Telephone: 604-276-4218

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Attention: To All Proponents

Re: 5123 EOI –Consulting Services - Review of Public Works, Community Services-Parks and Engineering Financial and Operational Reporting and Budgeting – Addendum #3

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 Proposals:

Q and A:

1. Question: The Client References and Current & Completed Projects sections seem redundant. Would it be ok to include a reference within the Client References section to the listed project histories within the Current and Completed Projects section.

Answer: Yes, we want to know if they have completed projects of a similar scope and who their clients were that we can contact about those projects. If these are combined into one list, that is fine, but they should just make reference to “see response to Item xx” so we can easily find the reference.

2. Question: The EOI calls for resumes to be included. This will significantly increase the page count unless the resumes won't be included within the page count.

Answer: Resumes aren't included in the page count.

3. Question: Project Timeline and Budget, these are also lengthy. If they can be submitted as Appendices and not considered within the page count this would fulfill the requirements.

Answer: Yes.

Regards,

Sharon Bentley, SCMP

Buyer 2