



City of Richmond

June 12, 2014

Finance and Corporate Services Department
Finance Division
Telephone: 604-276-4218
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Attention: To All Proponents
Re: 5191 P–Architectural Services– 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 Proposals:

Questions and Answers:

1. Question: Is a letter from a bonding company a requirement for this EOI?
Answer: No, there's no bonding requirement for this EOI.
2. Question: Is there a specific minimum insurance coverage amount requested?
Answer: No, there's no minimum insurance coverage. Provide a certificate of existing commercial general liability insurance. The winning proponent will need to provide the following minimum insurance coverage - Professional liability insurance with a minimum limit of \$250,000.00 for each occurrence and \$500,000.00 aggregate. Comprehensive general liability insurance with a minimum limit of @2,000,000 per occurrence with a cross-liability clause.
3. Question: Section 3.2. The document mentions the value of construction up to \$100,000, and then says these are based on historical data and may not apply to future projects. Is there a maximum construction value limit that the selected architects can work on before the City needs to open up a new RFP selection process?
Answer: Construction budget could range from \$10,000-\$500,000. It will be City's discretion to decide direct award each project to the shortlisted Architectural Firm(s) or ask the shortlisted Architectural Firms(s) to submit proposal for each project or conduct a formal public RFP process as needed.
4. Question: Section 3.4. If sub-consultants are required for projects, how are they selected? Would they be hired separately by the C of R?
Answer: Architectural Firms will be responsible to hire and manage the sub-trades and that should include all fees in addition to the disbursements.

Correction and Additional Information:

1. Delete 3.2 "\$100,000" and replace it with \$500,000

2. All shortlist Architectural Firms will enter into a negotiation for a hourly rates and/or fixed fee.
3. Please provide estimated fixed fees and hourly rates for the following projects:
 - a) \$75,000 interior office renovation that would require meeting with stake holders, coordination of space plan for office furniture, reconfiguring of interior walls, coordination of reflected ceiling plans etc, permit application, site reviews,
 - b) \$150,000 major facility renovation, coordination of consultants, provide Schedules of Assurance, code and permit review/recommendations, site reviews and project commissioning
4. The intention of this project is to shortlisted Architectural Firms that can provide wide range of services and experiences with and not limited to:
 - a) Heritage buildings, coordination of alternative code compliance;
 - b) Public facilities, ice rinks, aquatics, community centers;
 - c) Multiple consultant coordination, development of technical specifications and design standards for municipal buildings and facilities, as-built drawings, tender and contract administration, and
 - d) Space planning, interior office renovations, long term systems furniture strategy.

Regards,



Sharon Bentley, SCMP
Buyer 2