



Addendum No. 1

City of Coquitlam

RFP No. 25-089

Consulting Services for Parks Service Hub at Town Centre Park Tenant Improvement

Issue Date: August 22, 2025

Total Page Count: 3

This Addendum is issued to Proponents registered as attending the Mandatory Site Meeting on Thursday August 20, 2025. Proposals will only be received from the companies that are recorded at all site locations on the City's Mandatory Site Visits - Registration Form.

Companies in attendance at the Mandatory Site Meeting are:

Omicron	The Marc Boutin Architectural Collaborative Inc.
FaulknerBrowns Architecture Inc.	Johnston Davidson Architecture
STA Office Architecture	

Proponents shall note the following amendments to the RFP documents:

REPLACE

R1) REPLACE

**The following dates have been extended as part of an extension request.
The entirety of "Key Dates" is replaced with the following:**

RFP Issue Date	Tuesday, August 12, 2025
Mandatory Site Visit: Date Time and Location	Wednesday, August 20, 2025 10:00 AM LOCATION: Town Centre Park – Percy Perry Ticket Office, 1290 Pipeline Road, Coquitlam, BC
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	2:00 PM (local time) Thursday, August 28, 2025
Submission Deadline	2:00 PM (local time) Monday, September 8, 2025

QUESTIONS

Q1. Can the City disclose the assumed budget for the project?

A1. Anticipated construction costs ≤ \$350k.

Q2. In the RFP, item 6.2 c) is titled 'Preliminary Design and Costing (30%)'. Do you want a Class D costing at this stage alongside the Class C, B & A costings that occur in later stages?

A2. Yes.

Q3. Can the City share existing mechanical & electrical drawings for the field house?

A3. Yes, this will be available for reference to the successful Proponent.

Q4. Does the city expect heating, ventilation & cooling, or only heating & ventilation for the new space?

A4. Scope of Work includes: heating, ventilation and cooling

Q5. Is the existing building heated only? Or heated and cooled? If so, is it electric or gas heat? How is it cooled?

A5. There is an electric furnace that services office and ticket booth as part of the HVAC system.

Q6. Unfortunately, we missed the site visit for the Hub at Town Centre Park. Would it be possible to arrange an alternative date for the visit?

A6. No. other date and time will be offered.

Q7. Contractor for security/FOB access? Who currently services this building?

A7. Security contractor installation to be completed by Rose Security. Electrical Consultant to include installation requirements as part of Scope of Work.

Q8. Accessibility? Door hardware, door sizes?

A8. Accessibility is not required for this space.

Q9. Boiler / Hot Water tank location?

A9. There is a tankless water heater that services domestic water. The tankless water heater is located Mechanical Room #3 (Attic Space).

Q10. Is a permit required for this project?

A10. Yes, a tenant improvement project is required to be coordinated through the Coordinated Professional for this project.

Q11. Are there as-built drawings of the existing building? Are you able to let us know what discipline (IE Architectural, Structural, etc.)? Will these as-built drawings be provided to the successful proponent?

A11. Yes, as-builts in PDF format will be provided for reference to the successful Proponent.

End of Addendum No. 1

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