

Addendum No. 1

City of Coquitlam

RFP No. 21-063

Services and Space Study – Coquitlam Public Library

Issue Date: July 27, 2021

(consists of 2 pages)

Proponents shall note the following amendments to the RFP documents.

Q1) The question has to do with the phrase ““municipal financing” which is part of the scope of work.

1.1 Request for Proposals

The City is seeking Proposals from qualified consulting firms with expertise in planning library service delivery models, as well as experience in civic facility planning, design and construction, public engagement and **municipal financing**.

Taken literally we would assume that it means helping municipal organizations borrow money and structure debt - although we are unclear if this is what the RFP really requires. Could you please elaborate on this requirement?

A1) The City does not require support or assistance for borrowing funds or structuring debt for Coquitlam libraries as a part of this assignment. The statement is meant to refer to the expectation that consultants working on this study should be familiar with municipal funding sources and capital planning and budgeting processes for civic facilities. This study will result in a plan for future libraries that needs to align with potential and realistic funding sources.

Q2) The Key Findings Report is to be submitted to City Council and Library Board in February and Public Engagement is scheduled for April. What project activities are envisioned for March?

A2) Staff anticipate that City Council and the Library Board will have comments for the staff and consultant team when they receive and review the Key Findings Report in February. As a result, the proposed plan will likely need to be adjusted to suit before the findings are shared broadly with the public. Therefore, in March, plan revisions and preparation of public engagement materials is an anticipated activity.

Q3) Is Google Translate considered sufficient for providing consultation materials in Chinese, Korean, and Farsi?

A3) No, this is not recommended. The City would typically utilize local non profits to support translations and staff can help facilitate this process.

Q4) Should meetings and presentations include interpreters to provide simultaneous translation in Chinese, Korean, and Farsi?

A4) It depends on the type of meeting and could be considered as a part of the public engagement.

Q5) The level of effort required to achieve an “Involve” level of public participation can vary considerably. It would be useful to know the approximate target budget range for the study so that the process can be designed to achieve the best results within a viable budget. What is the approximate target budget range for the study?

- A5) The budget is not fixed for this portion of the work. Consultants should propose a level of engagement and engagement activities that their team believes is suitable to achieve the desired engagement input.**
- Q6) It is noted in the RFP that "The consultants team should be led by a library planning professional and/or registered professional planner..." Is this referring to specific educational/professional credentials and if so, what are the specific credentials?
- A6) We are most interested in working with a team and/or individuals who can demonstrate their recent experience in library facility and library service planning. Being a professional planner such as a member of the PIBC or an equivalent organization is what this statement is referring too. Some architectural firms may also have this experience but have different credentials. We are most interested in seeing Proposals from Proponents who have demonstrated success in delivering similar or comparable projects and who are provincially registered professionals.**

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:

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