



# City of Richmond

August 13, 2010  
File: 02-0775-50-3993/Vol 01

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

**Attention: To All Proponents**

Dear Sir/Madame:

**Re: 3993P Request for Proposal Concept Design for the Relocation of the City of Richmond  
Public Works Yard - Addendum 2**

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 proposal:

Q1. Can we please receive a draft program?

A1. We do not have a draft program. It is a needs assessment based on future growth. The successful proponent will receive the draft, for use to develop the base site program.

Q2. How many departments will be on the site? How many user groups will be involved in the programming phase of the work?

A2. Departments include:

1. Public Works,
2. Parks Operations,
3. Stores Warehouse will be located on site.

Consultation for programming phase with City staff will include representatives from these 3 sections plus Facilities, and Information Technology.

Q3. Is it possible to be provided with an organization chart of the client & user groups?

A3. This will be provided with to the successful Proponent as required. High level departmental structure can be obtained from the City of Richmond website:

<http://www.richmond.ca/cityhall/departments/overview.htm>

Q4. Is there any site information available?

A4. The site survey, geotechnical and environmental reports will be provided to the successful proponent. In addition, both our Planning and Engineering departments have reviewed also the site. The information from that review will also be provided to the successful proponent.

Q5. Will we be working with the City's Transportation consultant during our scope of work or do we engage our own transportation consultant?

A5. You will be working and coordinating with the City's transportation consultant.

Q6. The RFP stipulates the architect needs to hire the civil consultant. Typically civil and geotechnical are engaged by the client, is there a reason why the city doesn't want to engage this consultant?

Q7. Could you please provide an anticipated scope of services for the civic consultant?

A6. & A7. The City's engineering Department has reviewed and determined off-site improvements. The scope of work for the Civil consultant will be on-site services as it relates to the concept site and massing plan.

Yours truly,

A handwritten signature in black ink, appearing to read "Sumita Dosanjh". The signature is fluid and cursive, with a large initial "S" and a long horizontal stroke extending to the right.

Sumita Dosanjh  
*Buyer II - Contracting Specialist*