



City of Richmond

August 12, 2011
File: 4569P

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

Attention: To All Proponents

Dear Madame/Sir:

Re: Request for Proposal 4569P - Professional Services - Olympic Story Exhibit Design Team – Addendum Three

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:

I. Site Visit

A site visit of the Richmond Olympic Oval will be hosted by the City. This site visit is not mandatory; however, Proponents are encouraged to attend this site visit as no others will be hosted for this Request for Proposal process.

The details of the site visit are as follows:

Date: Monday, August 15, 2011
Time: 1:00pm, local time.
Location: Meet in the foyer of the Richmond Olympic Oval, 6111 River Road in Richmond, B.C.

Yours truly,

A handwritten signature in black ink, appearing to be 'Kerry Lynne Gillis'.

Kerry Lynne Gillis
Buyer II

KG:kg

pc: Jane Fernyhough, Director, Arts, Culture and Heritage