



# City of Richmond

August 16, 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 Four**

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. Notes from Oval Site Visit held Monday August 25, 2011**

Proponents are provided these notes for their information only.

- a. There are technology items such as LED strips and screens that will be installed in the Oval for Oval purposes such as timing. These can also be used as part of the story telling when not in use for their specific purposes.
- b. At the southwest corner we are adding a climbing wall and there may be ways to include the 20+ routes of the wall in the story telling.
- c. The project will be throughout the building and grounds with some of it available free of charge; other areas available to members or those who have paid an entry fee to use the building; and several areas available to those that are on a paid tour.

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