



**DISTRICT OFFICE RECEPTION AREA REDESIGN
REQUEST FOR PROPOSAL
RFP#FIN2020-02**

QUESTION/ANSWERS – ADDENDUM#2

The following questions by potential proponents have been asked. Answers to each question are in red italics.

1. Will the work be expected to be done on weekends & evenings.
Yes, but we have another option. As our office is closed to the public between Christmas and New Year, this would be a great time to complete the work or another option, if the work could be done in a three day period we could give advanced notice to the public and close on a Monday for a 3 day weekend to complete the work.
2. Does the demo of the existing cabinetry and desks need to be included in the quote provided.
We will have our District Public Works staff complete this task so it does not need to be included.
3. Please confirm the name of the electrical trade preferred for the demolition.
The District of Hope has a local electrician that we will be using so this cost does not need to be included in the proposal.
4. Please confirm any other preferred trade by the District to include in the proposal.
This will all depend on the proposed design.
5. Please confirm the expected time for the District to decide once the two designs are presented.
The closing date is October 16th, 2020. The District will have a decision made by October 23rd, 2020.

6. Please provide carpet information such as brand, model, material.

The District has a local carpet company and a supply of the carpet tiles that the District will look after. This does not need to be included in the proposal.

7. Please confirm the working hours outside the preferred time frame, between December 24th and January 2nd, is there any limitations on the working hours on the preferred time frame?

The regular working hours for the District of Hope are 8:30-4:30 Mon – Friday. If the chosen proponent decides to work during our Christmas break, we will provide the company with a key to the building and a temporary pass code for the alarm.