



PURCHASING SECTION
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ADDENDUM NO. 1

REQUEST FOR PROPOSALS (RFP) No.: 1220-030-2016-031

TITLE: SURREY FIRE SERVICES TRAINING CENTRE:
PROJECT MANAGEMENT SERVICES

ADDENDUM ISSUE DATE: JULY 26, 2016

REVISED CLOSING DATE AND TIME: ON OR BEFORE THE FOLLOWING DATE AND
TIME (THE "CLOSING TIME"):

TIME: 3:00 P.M. (LOCAL TIME)

DATE: **AUGUST 4, 2016**

INFORMATION FOR PROPONENTS

The following information is provided to answer questions raised by Potential Proponents for the above named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to the Proponent or any sub-Proponent not being familiar with this addendum. This Addendum No. 1 contains two (2) pages plus two (2) attachments for six (6) pages in total.

REVISED CLOSING:

TIME: 3:00 p.m., local time
DATE: August 4, 2016

Add Optional Scope of Work, Schedule A (Scope of Services), item # 7.0

7.0 The City requests an option to include a second project management task as part of this RFP submission. Information applicable to this optional second project is as follows:

Project: Surrey Museum Expansion

Address: 17710 56A Ave, Surrey

Budget: \$10M budget (plus GST) including all soft costs, design fees and contingencies for \$6 M hard construction costs (plus GST), plus potential to add Grant funded scope for further Campus development

Current Stage of Project: Completing Schematic Design, with early master planning of greater Campus

Design Consultants: HCMA Architects, WHM Structural, Rocky Point Mechanical, AES Electrical, GBA/Hughes Jensen Code and potential CP, Aplin Martin Civil, Space2Place Landscape, LEC Costing, Geotechnical Engineering: Thurber Engineering

Project Goals and Stages: as per Fire Training project, however, the permitting and construction of the Museum Expansion should include for an early works package of demolition, site preparations, excavation and possibly foundation work. The intent for expediting this project's delivery is on the assumption some of the work will be required to be completed in advance of a March 31, 2017 deadline imposed by grant funding (not yet approved).

Project Schedule: SD complete July, 2016, DD & CD's Sept to January, 2017, Tender January, 2017, Construction February 2017 for an assumed 14-16 months, Occupancy Spring of 2018.

All other project and management requirements remain as per the RFP.

Fee proposal submission options: submit all Schedules for single project of Fire Services Training Centre project, or for the Surrey Museum Expansion Project, or submit all Schedules for both projects and indicate any discounts to provide services for both.

Delete Schedule C-2 its entirety and substitute the attached Schedule C-2 in this addendum.

Delete Schedule C-5 in its entirety and substitute the attached Schedule C-5 in this addendum.

END OF ADDENDUM

All Addenda will become part of the RFP Documents.

SCHEDULE C-2

PROPONENT'S EXPERIENCE, REPUTATION AND RESOURCES

Proponents should provide information on the following (use the spaces provided and attach additional pages, if necessary):

- (i) location of branches, background, stability, structure of the Proponent;
- (ii) demonstration of capability, capacity and experience of the project management firm in providing service to comparable projects;
- (iii) describe the Proponent's organizational structure for the Project and the relationships between all functions in the organization including the proposed interface with the Project team. Identify the professionals who will be directly responsible for signing-off and accepting relevant liabilities for each part of the project. Provide a description of the work to be performed by the Proponent's own resources, and work which will be performed by sub-contracted organizations;
- (iv) confirmation of the individual that will serve as the designated Consultant for the duration of the project assignment. Describe his/her authority to represent all members of the Proponent's team and his/her responsibilities in discharging the obligations of an agreement between the Proponent and the City of Surrey. Provide suitable information in support of the ability of the Consultant to properly manage this project. Confirmation that the designated Consultant holds a current Project Management Professional (PMP) designation from the Project Management Institute (provide copy of Certificate). Confirmation (if available) that the designated Consultant has been granted LEED Accredited Professional status from the Canadian Green Building Council (provide a copy of Certificate); and,
- (v) provide a staffing plan indicating names and qualifications of Key Personnel within each area of required work as identified in the RFP. Provide a detailed resume up to a maximum of three pages for each team member.

Proponent to provide **three (3)** references of recent successful performance where the requirements were similar to the City's requirements as set out in the RFP. The City reserves the right to request site visits and demonstrations of existing Proponent operations.

The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review.

Reference #1	
Name of client's organization:	
Reference Contact Information:	Name:
	Phone Number:
	Email Address:
How long has the organization been a client of the Proponent?	
Describe the size and scope of the referenced project.	
Describe the nature of the work performed.	
Provide the start and end dates of the project duration, and any relevant comments.	
Information on any significant obstacles encountered and overcome for this type of services.	

Reference #2	
Name of client's organization:	
Reference Contact Information:	Name:
	Phone Number:
	Email Address:
How long has the organization been a client of the Proponent?	
Describe the size and scope of the referenced project.	
Describe the nature of the work performed.	
Provide the start and end dates of the project duration, and any relevant comments.	
Information on any significant obstacles encountered and overcome for this type of services.	

SCHEDULE C-5

PROPONENT'S FINANCIAL PROPOSAL

Proponents shall include in their Schedule of rates:

- Rate per hour (in CDN funds);
- Estimated consultancy hours based on Schedule A - Scope of Project Management Services; and
- All anticipated direct cost reimbursable expenses if your firm proposes reimbursement from the City. Please itemize the types of expenses and cost basis for each.

Project Management Fees and Direct Cost Reimbursable Expenses:

A. STANDARD SERVICES COMPENSATION:			
Team Members	# Hours	Hourly Rate	Total
Subtotal Project Management Fees:			\$
B. DIRECT COST REIMBURSEABLE EXPENSES:			\$
Subtotal Project Management Fees and Direct Cost Reimbursable Expenses:			\$
GST (at 5%):			\$
Total Project Management Fees, Direct Cost Reimbursable Expenses including GST:			
Currency: Canadian (\$):			\$

Additional Expenses:

The proposed Contract attached as Schedule "B" to the RFP provides that expenses are to be included within the fee, other than the expenses listed in the Contract as disbursements. Details of disbursements are to be shown in the chart above. Please indicate any expenses that would be payable in addition to the proposed fee and proposed disbursements set out above:

Payment Terms:

A cash discount of _____% will be allowed if account is paid within _____ days, or the _____ day of the month following, or net 30 days, on a best effort basis.