



**PROCUREMENT SERVICES SECTION**

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**ADDENDUM NO. 1**

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<b>REQUEST FOR PROPOSALS (RFP) No.:</b>	<b>1220-030-2020-017</b>
<b>TITLE:</b>	<b>ZERO WASTE STRATEGY</b>
<b>ADDENDUM ISSUE DATE:</b>	<b>JUNE 2, 2020</b>
<b>CLOSING DATE AND TIME:</b>	<b>ON OR BEFORE THE FOLLOWING DATE AND TIME (THE "CLOSING TIME"):</b>
	<b>TIME: 3:00 P.M. (LOCAL TIME)</b>
	<b>DATE: JUNE 8, 2020</b>

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**INFORMATION FOR PROPONENTS**

Proponents are advised that Addendum No. 1 to RFP 1220-030-2020-017 is hereby issued by the City. This addendum shall form part of the contract documents and is to be read, interpreted and coordinated with all other parts. The following information is provided to answer questions raised by 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 not being familiar with this addendum. This Addendum No. 1 contains three (3) pages in total.

**1. QUESTIONS/ANSWERS**

**Q1.** Public Engagement and Consultation is stated in the Project Timeline, but not mentioned in the Scope of Services. Can we please confirm that the Public Engagement and Consultation portion of the project will be undertaken by the City of Surrey, and not by the Consultant. Can you please clarify the role, if any, the Consultant would be expected to take in this process?

**A1.** The Public Engagement and Consultation portion of the project will be undertaken by the City.

The Consultant would be expected to:

- Develop questionnaire/survey questions for online public engagement survey
- Review survey analysis (provided by the City), and recommend how to incorporate feedback received into the overall strategy
- Optional: provide extended consultation (conduct webinars and/or virtual workshops)

**Q2.** We want to be in tight alignment with the City's vision for the scope of this project. The regional government recognizes four solid waste generating sectors: 1) demolition & construction, 2) commercial & institutional, 3) single family residential, and multi-family

residential. The City currently provides waste collection service to all/most single-family residences and some fraction of multi-family residential buildings, as well as developed bylaws for demolition & new construction. Is the scope of work to enhance existing and develop new programs/initiatives for the waste generating sectors currently covered? Or, is the scope of work to enhance existing and develop new programs/initiatives for all waste generating sectors within the City?

**A2.** The scope of work is to enhance existing and develop new programs/initiatives for construction/demolition as well as all residential waste.

**Q3.** Does the City have a predetermined view of what "public consultation" should/needs to look like? Or, is it up to the proponent to determine the most effective method given the project's scope and goals?

**A3.** It is up to the Proponent to determine the most effective consultation strategy in their Proposal.

**Q4.** How many public engagement sessions are planned?

**A4.** To be determined by the successful Proponent.

**Q5.** Will Surrey be responsible for the selection and advertising of the public engagement venues?

**A5.** Yes, the City will be responsible for advertising and selecting engagement venues. Due to current pandemic situation, they will likely be done through virtual engagements.

**Q6.** Pages 6 and 7 (of 43), Evaluation and Selection and Schedule C (pages 36-43)

- Pages 6 and 7 (Section 4.2), provide a description of how the City's evaluation team will evaluate the submitted proposals
- Schedule C provides the forms to be submitted
- Question: Can the City define the evaluation criteria (meaning: the specific percentages) that will be assigned to each of the evaluation criteria?

**A6.** Refer to section 4.2 Evaluation Criteria. The Evaluation Team will compare and evaluate all Proposals to determine the Proponent's strength and ability to provide the Services in order to determine the Proposal which is most advantageous to the City. The Evaluation Team will consider Proponents' response to items in Schedules C-1, C-2, C-3, C-4 and C-5.

**Q7.** Page 14 (of 43), Scope of Services and Page 15 (of 43), Estimated Project Timeline

- The scope of services (Tasks A, B and C) does not request of the consultant any effort related to public engagement and/or consultation
- The project timeline, however, lists and Public Engagement and Consultation as an activity
- Question: what level of effort does the City require of the consultant regarding public engagement and consultation?

**A7.** Refer to response in Q1.

**Q8.** With the exception of a single word on Page 6 (of 43; Section 4.1, Evaluation Team), the RFP is silent on how respondents are to provide our recent and relevant project references. Can the City advise on how this should be provided (and if required).

**A8.** Refer to Schedule C-2 Proponent's Experience, Reputation and Resources on page 39.

**Q9.** Can you please clarify the proponent's role in community consultation? What is expected from the consultant and which engagement tasks (if any) will be undertaken by City staff?

**A9.** Further to response to Q1.

The Consultant would be expected to:

- Develop questionnaire/survey questions for online public engagement survey
- Review survey analysis (provided by the City), and recommend how to incorporate feedback received into the overall strategy
- Optional: provide extended consultation (conduct webinars and/or virtual workshops)

The City will:

- Provide a public engagement consultant to host surveys
- Provide survey analysis
- Be responsible for advertising and selecting engagement venues. Due to current circumstances, engagement will likely be virtual

**END OF ADDENDUM**

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All Addenda will become part of the RFP Documents.

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