



PROCUREMENT SERVICES

SURREY CITY HALL
13450 – 104 Avenue, Surrey, B.C., V3T 1V8
Tel: 604-590-7274
E-Mail: purchasing@surrey.ca

ADDENDUM No. 4

REQUEST FOR EXPRESSION OF
INTEREST/STATEMENTS OF QUALIFICATIONS 1220-050-2024-013
(RFEI/SOQ) No.:

TITLE: RETAIL SALES OF CANNABIS AND CANNABIS
RELATED PRODUCTS

ADDENDUM ISSUE DATE: SEPTEMBER 12, 2024

PREFER TO RECEIVE SUBMISSIONS ON OR
DATE: BEFORE SEPTEMBER 17, 2024

INFORMATION FOR RESPONDENTS

This Addendum is issued to provide additional information and clarifications to the RFEI/SOQ document for the above-named project, to the extent referenced and shall become a part thereof.

QUESTIONS AND ANSWERS:

- Q.1** Addendum 2, A.2 & A.6 As per the new (Launched July 24, 2024) City map tool, the location restrictions are defined as “As the crow flies or Euclidean distance”. Will the City be relying solely on this map tool to determine Pass/Fail status during the Administrative Screening Review process? OR will locations be given further consideration (beyond the map tool) after the ASC process?
- A.1** **The mapping tool is made available for the convenience of Respondents to assist in selecting locations that meet the City’s criteria for land use (zoning) and separation from sensitive uses. The City’s administrative screening and subsequent selection process will not rely solely on this mapping tool and the Respondents should not rely exclusively on the GIS tool (see Addendum 2, A.10) as it may not capture every circumstance completely (see Addendum 2, A.7).**
- Q.2** Per Addendum 2, A.2 allowing for further consideration beyond what is shown on the map. *The A.2 answer allows for further review of malls and multi-tenant buildings BUT A.6 contradicts this in two ways; a) Sites within 200 m of a sensitive use will not proceed past the initial screening,

HOWEVER.... The Answer also notes that the proponents should not rely on the tool. Will the Administrative reviewer be solely relying on this tool and disqualify without further review, regardless of the type of property?

A.2 See Answer to A.1.

Q.3 How do we notify the Administrative Reviewer that the property requires further review and why it qualifies for further review?

A.3 The City's Evaluation Team (both at the administrative screening review (Step 1 and Step 2) and at the determination of eligible respondents and final evaluation process (Step 3 and Step 4) will make its determinations based on the Respondent's submission in response to the RFEOI/SOQ; there is no provision for a Respondent to request a further review.

Q.4 Are all the "sensitive use areas" identified on the city of Surrey's web search tool?"

A.4 As indicated in A.1 above, the web mapping tool is made available for the convenience of Respondents. The sensitive uses and the minimum separation distances are indicated in the RFEOI/SOQ materials. While every effort has been made to ensure that the web mapping tool is consistent with the definitions in the RFEOI/SOQ, Respondents should not rely solely on the web mapping tool.

Q.5 Is it up to the proponent to determine if a school is publicly or provincially funded?

A.5 Yes; see A.6 for further definition.

Q.6 What is the definition of a School for the purposes of the applications, is something like a 'Learning Center' or 'Early Child Education Center' considered a school?

A.6 No, only Elementary or Secondary schools operated by School District #36 within Surrey or that are Independent Schools regulated under the *Independent Schools Act* and located within Surrey are defined as Schools for the purposes of this RFEOI/SOQ.

Q.7 The City has established a framework for regulating cannabis retail stores that initially limits the number of store locations to up to two retail stores per Surrey community – Whalley/City Centre, Guildford, Fleetwood, Newton, South Surrey, and Cloverdale – to be permitted only in areas designated City Centre, Town Centre, or Commercial in the OCP and on lots zoned C-5 Neighborhood Commercial Zone, C-8 Community Commercial Zone, C-15 Town Centre Commercial Zone, C-35 Downtown Commercial Zone, or CHI Highway Commercial Industrial Zone in the Zoning By-law.

My question is - in the Cannabis Mapping Tool it says "Downtown" instead of "City Centre" in OCP Land use - are those the same designations?

A.7 Yes, the Downtown and City Centre areas are the same.

Q.8 Quick follow-up question - when filling out the content for the required sections should we refer to it as "City Centre" or should we use "Downtown" when describing the Proposed Site Location's current OCP designation?

A.8 Either is fine, although "Downtown" is the "new" designation name.

Q.9 Under Executive Summary and Operator Experience, the RFEOI requires that we provide "Business location(s), years in business, and number of employees." Are we required to submit the number of employees per business location, or is the total number of employees in the business sufficient?

A.9 The City would prefer to have this listed as per business location.

Q.10 Would a binding letter of intent or offer to lease (OTL) be sufficient as Proof (in an acceptable form as deemed by the City) that Respondent has valid ownership/lease of our proposed cannabis retail location?

A.10 The RFEOI/SOQ sets out that applicants are expected to demonstrate ownership or control of the proposed property. All property ownership/ control arrangements are encouraged to apply to the RFEOI/SOQ for consideration. See Addendum 3, A11 for sufficient forms of proof. The proof provided will be reviewed by the City on a case-by-case basis to determine whether the application proves “valid ownership/lease.” The City cannot confirm that a binding letter of intent or offer to lease would be sufficient without reviewing the terms of the agreement.

Q.11 Will the RFEOI give special consideration to indigenous owned businesses? Or will this not be factored into the final decision?

A.11 While indigenous owned business are encouraged to apply, all applications will be evaluated in accordance with the evaluation criteria set forth in the RFEOI

-END OF ADDENDUM-