



## PROCUREMENT SERVICES

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### ADDENDUM No. 1

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**REQUEST FOR PROPOSAL No.:** 1220-030-2023-011

**TITLE:** WEBSITE, VIRTUAL EXHIBIT – BEING PUNJABI

**ADDENDUM ISSUE DATE:** APRIL 27, 2023

**CLOSING DATE AND TIME:** ON OR BEFORE THE FOLLOWING DATE AND TIME (THE “CLOSING TIME”):

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

**DATE:** MAY 11, 2023

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### INFORMATION FOR PROPONENTS

Proponents are advised that Addendum No. 1 to 1220-030-2023-011 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 Proponents or any sub-contractor not being familiar with this addendum. This Addendum No. 1 contains two (2) page/s.

### QUESTIONS AND ANSWERS:

- Q1:** What are the expectations for the translation for the three languages?
- A1:** It should be a True Translation, not to be done via an auto-translation service like Google Translation
- Q2:** What is the budget for the project for the website development?
- A2:** The submissions will be evaluated based on best value.
- Q3:** Is the website expected to be dynamic or static?
- A3:** The website will be mostly static; however, the intent is for members/public to add stories, video, images over time. There should be a ‘blog’ type function by which visitors can provide comments.

**Q4:** Is there any linking between the physical and virtual exhibit?

**A4:** No, the intent is for the virtual exhibit to be a continuation of the physical exhibit.

**Q5:** Is there a desire for a kiosk style presentation or web only?

**A5:** Not at this time. We are currently working to upgrade our 'permanent' gallery (Surrey Stories Gallery). This will be complete in 2025 and will include kiosks, one of which could have this virtual exhibition installed to provide deeper insight into Surrey's communities.

**Q6:** What are the community expectations for this project?

**A6:** The City has been collecting information on community expectations since 2017, this information will be passed on to the successful proponent.

**Q7:** Could you clarify if the scope includes content writing or just website structure?

**A7:** Structure only, no content filling.

**Q8:** Could you provide a timeline for the project?

**A8:** One of the first deliverables expected from the chosen proponent is a detailed project plan based on the list of functional and technical requirements combined with more detailed scoping discussions with the City of Surrey team. This detailed plan is expected within the first 4-6 weeks of the project.

**Q9:** Services API's or preference is stand alone with a traditional back end and front-end approach?

**A9:** Traditional is the preference.

**Q10:** Could you provide some examples of sites that you like and aspects that you like and/or don't like?

**A10:** The Digital Museum Canada website has links to other similar projects. This project is the newest website to be developed and we would like it to look modern and match current website viewers' expectations. We believe that interactive elements contribute to a better online visitor experience.  
<https://circoluza.tohu.ca/en>  
<https://divedeeper.site/>

**Q11:** Is there any interest in additional technology such as Virtual Reality, Augmented Reality or 3 Dimension aspects?

**A11:** No, that is out of scope of this project.

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**All Addenda will become part of the Contract Documents.**

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