



## PROCUREMENT SERVICES

CITY OF SURREY, SURREY CITY HALL  
13450 – 104 Avenue, Surrey, B.C., V3T 1V8  
Tel: 604-590-7274  
E-mail: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

### ADDENDUM No. 1

---

REQUEST FOR PROPOSALS No.:	1220-030-2023-024
TITLE:	Official Community Plan Update
ADDENDUM ISSUE DATE:	July 24 <sup>th</sup> , 2023
CLOSING DATE AND TIME:	ON OR BEFORE THE FOLLOWING DATE AND TIME (THE “CLOSING TIME”):
	TIME: 3:00 P.M. (LOCAL TIME)
	DATE: August 1 <sup>st</sup> , 2023

---

### INFORMATION FOR PROPONENTS

Proponents are advised that Addendum No. 1 to 1220-030-2023-024 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) pages.

### QUESTIONS AND ANSWERS:

- Q1.** May Proponents recreate Schedule C using another software platform, provided that the exact order and content from Schedule C is followed? This will allow us to better integrate images and attach additional pages as required. The submission will be in PDF format as requested.
- A1.** Yes.
- Q2.** Are translation and/or interpretation services part of the Consultant team responsibility or will the City manage this scope?

- A2.** No, translation services are not included in the scope of the Consultants' budget or responsibility, but the City is open to considering this as an additional scope of work, based on the proposal. If you are able to offer translation services, please price this as a separate optional item.
- Q3.** Is this RFP only for public/stakeholder engagement to support the OCP update, or is the City seeking additional services, e.g. policy planning?
- A3.** The Proponent is expected to work within the scope of the OCP update.
- Q4.** Will the OCP update be taken on by the City, or by another consultant team?
- A4.** The City is undertaking and overseeing the OCP update with the support of a range of consultants, including the Proponent who is awarded this contract. Other possible consulting services the City may draw on are policy content support.
- Q5.** Are there any anticipated subconsultants needed as part of this team?
- A5.** There are no anticipated subconsultants required for the Proponents' team.
- Q6.** Schedule C-1 – Statement of Departures, 2 (b) asks for the name and contact of the Prime Contractor qualified coordinator. Is the City referring to the proponent's authorized signatory?
- A6.** This field refers to an individual the Proponent appoints as the qualified coordinator for ensuring the health and safety activities for the location of the Services. Please refer to Schedule B – Draft Agreement section 12.3 for the Proponent's contractual obligations as Prime Contractor.
- Q7.** Schedule A – Scope of Services Section 4 mentions one of the key objectives is alignment with the City's Public Engagement Strategy and Toolkit and says the toolkit. Where can this document be found?
- A7.** The City's Public Engagement Strategy and Toolkit are uploaded with this addendum.
- Q8.** Referring to Schedule C-4, what is meant by "Time from Notice to Proceed in Days"?
- A8.** Notice to Proceed is to be granted after the first kickoff meeting which is to be scheduled after the contract has been fully executed by all parties. We expect the Proponent to propose a schedule of subsequent events based on this date.

---

All Addenda will become part of the Contract Documents.

---

- END OF ADDENDUM -