



## PROCUREMENT SERVICES

CITY OF SURREY, SURREY CITY HALL  
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### ADDENDUM No. 1

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REQUEST FOR PROPOSAL No.: 1220-030-2023-026

TITLE: BRIDGEVIEW CHILDCARE DESIGN SERVICES

ADDENDUM ISSUE DATE: AUGUST 25, 2023

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

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

DATE: SEPTEMBER 6, 2023

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### INFORMATION FOR PROPONENTS

Proponents are advised that Addendum No. 1 to 1220-030-2023-026 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.

#### **Delete Section 2.1 in its entirety and Substitute with Section 2.1 below:**

Section 2.1 Closing Time and Address for Proposal Delivery

The Proponent should submit the Proposal **electronically** in a single pdf file which must be delivered by email at: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

**on or before the following date and time**

Time: 3:00 p.m., local time  
Date: September 6, 2023

(the “Closing Time”).

Confirmation of receipt of email will be issued. Proposals that cannot be opened or viewed may be rejected. A Proponent bears all risk that the City's receiving computer equipment functions properly so that the Proposal is received by the Closing Time.

**Note:** The maximum file size the City can receive is 10Mb. If sending large email attachments, Proponents should phone [604-590-7274] to confirm receipt.

### **QUESTIONS AND ANSWERS:**

**Q1.** What is the construction budget? Is this based on grant funding available per child? If so, what is the grant amt per child?

**A1.** The grant funding covers multiple items besides the renovation and the final budget has not been finalized by the City.

**Q2.** The proposed timeline is extremely tight. Are you open to extending the project timeline to allow for more stakeholder engagement, licensing review and documentation time?

**A2.** The goal is to issue for tender in early January 2024 as per item 3 Estimated Timeline in Schedule A – Scope of Services.

**Q3.** Will you require more than 1 design option in Schematic Design and/or do you want multiple design options to be costed?

**A3.** 1 design option would be optimal, maximum 2.

**Q4.** Can we assume the concept plan will not change substantially?

**A4.** As per item 2 Scope of Work in Schedule A – Scope of Services.

**Q5.** Has there been any stakeholder engagement that has been done and if so can it be provided?

**A5.** Stakeholder engagement was done during the study in 2022, and it is reflected in the feasibility plans.

**Q6.** What stakeholder engagement do you anticipate will be required from the Architect/Design team for the project?

**A6.** Refer to item 2 Scope of Work in Schedule A – Scope of Services (e.g. a.7)

**Q7.** Is there an anticipated # of workshops/presentations?

**A7.** Refer to item 2 Scope of Work in Schedule A – Scope of Services (e.g. a.9). We expect regular meetings with the project team that involves stakeholders, no workshops are required.

**Q8.** Are preparation of formal meeting minutes and agendas required by the Consultant?

**A8.** Yes, minutes and agendas during the design phase, and start-up meeting with GC. Refer to item 2 Scope of Work in Schedule A – Scope of Services (e.g. a.6)

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All Addenda will become part of the Contract Documents.

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