



**PROCUREMENT SERVICES SECTION**

**Surrey City Hall, 13450 – 104 Avenue, Surrey, B.C., V3T 1V8**

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**ADDENDUM #1**

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**REQUEST FOR PROPOSALS (RFP) No.: 1220-030-2023-035**

**TITLE: Surrey Dog Off-Leash Area Strategy**

**ADDENDUM ISSUE DATE: October 3, 2023**

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

**REVISED CLOSING TIME: Time: 3:00 p.m., local time**

**Date: October 17, 2023**

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**INFORMATION FOR PROPONENTS**

This Addendum is issued to provide additional information to the RFP for the above-named project, to the extent referenced and shall become thereof. No consideration will be allowed for extras due to the Proponent not being familiar with this Addendum.

**QUESTIONS AND ANSWERS:**

**Q.1** With two long weekends preceding the closing date for this submission, would the City be amenable to extending the closing date for the Surrey Dog Off-Leash Area Strategy RFP?

**A.1 Closing date can be extended – see above Revised Closing Time.**

**Q.2** Will there be any community review of the draft strategy?

**A.2 Community review of the draft strategy is not intended for this project. The City understands community to mean residents and general public.**

- Q.3** How many presentations will there be as part of task 4.9, or will it just be one?
- A.3** **One presentation to committee is expected. Proposals should include a base hourly rate for additional presentations of the final strategy should they be required through the course of the project.**
- Q.4** Do you envision the two public open houses at different stages of the process or at the same stage in different locations?
- A.4** **Proponent to determine public open house timing and phasing based on their proposed work plan and engagement program.**
- Q.5** Does the Internal Advisory Committee meet virtually or in person? How many people are on this committee?
- A.5** **The City's preference is to hold these meetings in-person, however a Proponent will not be disqualified if virtual or hybrid meetings are proposed within the workplan. The Internal Advisory Committee is comprised of 11 City of Surrey Staff members.**
- Q.6** Does the External Working Group meet virtually or in person? How many people are on this group?
- A.6** **The City's preference is to hold these meetings in-person, however a Proponent will not be disqualified if virtual or hybrid meetings are proposed within the workplan. This group has not yet been established.**
- Q.7** Will the City of Surrey be responsible for printing open house materials or is that up to the consultant?
- A.7** **Print in-house. Print shop needs 5-day lead time for file printing.**
- Q.8** Will the City of Surrey secure venues and cover other costs of the public open houses or is that up to the consultant?
- A.8** **City of Surrey will secure venues and cover costs of public open house materials.**

**– END OF ADDENDUM –**

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

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