



## PROCUREMENT SERVICES

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

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REQUEST FOR PROPOSALS (RFP) No.: 1220-030-2024-011

TITLE: SUNNYSIDE LAWN CEMETERY MASTER PLAN

ADDENDUM ISSUE DATE: MARCH 20, 2024

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

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

**REVISED DATE: APRIL 17, 2024**

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### INFORMATION FOR PROPONENTS

Proponents are advised that Addendum No. 1 to 1220-030-2024-011 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 three (3) pages.

1. **REVISED DATES:**

- a. Delete Section 2.1 in its entirety and substitute with Section 2.1 below:

**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: April 17, 2024

(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.

b. Delete Section 2.2 in its entirety and substitute with Section 2.2 below:

## **2.2 Information Meeting**

An information meeting will be hosted by the City Representative to discuss the City's requirements under this RFP (the "Information Meeting"). At the time of issuance of this RFP a meeting has been scheduled as follows:

When: April 3, 2024

Where: Video/Phone Conference – Microsoft Teams Meeting

Time: 2:00 p.m. (PST)

It is possible that some questions raised, and information provided during the Information Meeting may be the only source of critical information essential to prepare and submit a successful Proposal. Proponents are responsible to ensure they are fully informed and have a clear understanding of the requirements.

Proponents interested in participating in this Information Meeting should email their request to [purchasing@surrey.ca](mailto:purchasing@surrey.ca).

**Note: No minutes of the Information Meeting will be provided**

## **2. SCHEDULE A:**

Delete Section 7. ESTIMATED TIMELINE in its entirety and substitute with Section 7 below:

### **7. ESTIMATED TIMELINE**

Below is an estimated timeline only. The Proponent is to provide a schedule of the project based on their proposed work plan and knowledge of public engagement, design, and permitting timelines.

April 2024

- Design contract award

May 2024

- Startup meeting with staff

May to August 2024

- Pre-Design Phase with deliverables completed

Fall 2024 Initiation

- Communications and Public Engagement Phase
- 1st public engagement Sep/Oct 2024
- 2nd public engagement Spring 2025

Fall 2024 to Spring 2025

- Concept Master Plan Phase

Spring 2025 to Fall 2025

- Detailed Drawings Phase
- Obtaining permits

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

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**- END OF ADDENDUM -**