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**ADDENDUM #1**

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<b>REQUEST FOR PROPOSALS (RFP) No.:</b>	<b>1220-030-2016-003</b>
<b>TITLE:</b>	<b>SURREY MUSEUM EXPANSION: ARCHITECTURAL &amp; ENGINEERING DESIGN SERVICES</b>
<b>ADDENDUM ISSUE DATE:</b>	<b>January 6, 2016</b>
<b>CLOSING DATE AND TIME:</b>	<b>ON OR BEFORE THE FOLLOWING DATE AND TIME (THE "CLOSING TIME"):</b>
	<b>TIME: 3:00 p.m., local time</b>
	<b>DATE: January 14, 2016</b>

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**INFORMATION FOR PROPONENTS**

The following information is provided to answer questions raised by potential 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 any Proponent not being familiar with this addendum. This Addendum #1 contains five (5) pages in total.

**Q1:** Schedule C-2 makes no mention of Resumes or CV's. Are we allowed to include Key Personnel CV's in an Appendix?

**A1:** Schedule C-2 (x) states "Proponents should provide information on the background and experience of all key personnel proposed to undertake the Services (use the spaces provided and/or attach additional pages, if necessary)." Resumes and/or CV's can be included in this section.

**Q2:** Schedule C-4 and C-5 currently contain "Sample" tables. Are we expected to provide our own, or will you be sending us unmarked versions of these schedules?

**A2:** These tables are provided as examples and are the minimum information that the City is asking for. Proponents can use their own tables.

**Q3:** Is it possible to provide page limits for each Schedule - or will this be up to our own discretion?

**A3:** This is up to the Proponent.

Q4: Are Exhibition Services part of the Scope?

A4: No; however, as part of the design, the Proponent will work with the City to ensure that new exhibition spaces are designed to maximize potential (layout, convertibility, specialized lighting, climate control, etc.).

Q5: Can you confirm whether you will be providing an exhibit consultant?

A5: No, the City's working group will include a resident exhibit curator. The Proponent's relevant design experience will also assist in this regard.

Q6: We have been approached to join a design team pursuing this project, as a cost consultant. Would our involvement with this team, regardless of if they are successful or not, preclude us from pursuing the project as the contractor/CM, as the project moves into construction?

A6: If the design team pursuing this project were successful, this would not preclude you from pursuing the project as the contractor/CM and the City would disclose in the later stages of this project what your company's role is and the extent of your involvement.

Q7: Is the Proponent required to carry a landscape architect for this project?

A7: Yes. While minimal, both hard and soft landscaping will be required.

Q8: I'm wondering if you could tell me if there's an architectural team that has already been involved in the Surrey Museum Expansion project? Our company provided exhibit design services for the Surrey Museum in the past, and are keenly interested in teaming up with a local architectural firm to respond to the City of Surrey's RFP.

A8: Dialog BC Architecture Engineering Interior Design Planning Inc. was engaged for early design portion of functional programming and concept design, as per the RFP information. Mechanical engineer AME Group Consulting Professional Engineers and electrical engineer MMM Group Limited were involved in preliminary study reporting, per the RFP information. Iredale Group Architecture designed the original phase one building.

Q9: One of our consultants mentioned that the City of Surrey follows the Certified Professional program. Would you like us to include CP services in our fee proposal as well?

A9: The City regularly accepts the Certified Professional Program method of permitting and Facilities often requests this route for code or time sensitive Civic Building projects. In this instance, there may be benefit to implementing the CP process should there be a sensitivity of continuing program operations within portions of the existing museum during construction; however, this would be a decision left up to the Proponent's Coordinating Professional. If considered applicable, submissions should clearly include the CP as an Additional Expense to the fees submitted.

Q10: Does the City of Surrey require a fee for both code compliance and CP services for this RFP? Or is it just for code compliance?

A10: If considered applicable, submissions should clearly include the CP as an Additional Expense to the fees submitted. Remove any overlap between code compliance and CP fees.

Q11: Will bonding will be required?

A11: Bonding will be expected for the General Contractor, although this remains an option for the City at the time of award.

Q12: Can you please provide more detail regarding the following requirements as we aren't clear on what you are looking for here: Prime Contractor qualified coordinator is Name and Contact Number.

A12: Prime Contractor requirements are as per the Workers' Compensation Act Part 3, Division 3, Section 118 (1-3), which states:

Coordination of multiple-employer workplaces

118 (1) In this section:

“multiple-employer workplace” means a workplace where workers of 2 or more employers are working at the same time:

“prime contractor” means, in relation to a multiple-employer workplace,

(a) the directing contractor, employer or other person who enters into a written agreement with the owner of that workplace to be the prime contractor for the purposes of this Part, or

(b) if there is no agreement referred to in paragraph (a), the owner of the workplace.

(2) The prime contractor of a multiple-employer workplace must

(a) ensure that the activities of employers, workers and other persons at the workplace relating to occupational health and safety are coordinated, and

(b) do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with this Part and the regulation in respect to the workplace.

(3) Each employer of workers at a multiple-employer workplace must give to the prime contractor the name of the person the employer has designated to supervise the employer's workers at that workplace.

Q13: Are we required to provide a City of Surrey Business License, or can this be provided upon shortlisting/contract award?

A13: This can be provided upon contract award.

Q14: Is there a particular funding/opening deadline that is driving the expedited schedule?

A14: There is no current critical deadline driving the schedule; please prepare best practicable schedule.

Q15: Who are the key stakeholders? How many stakeholder consultation meetings are anticipated/required?

A15: The City's project working group will require regular design meetings (every 2 weeks, or as agreed to be required); peripheral stakeholders will be brought in to this working group as needed. Proponents should allow for one open house session for outside stakeholders, the neighbouring community and general public, with any additional open house events paid for on a fixed extra fee basis.

Q16: Are the following included as part of the FF&E budget (e.g. not part of base budget/fee): exhibit design and fit-out, and high density collection systems?

A16: The City may carry collection storage racking as FF&E (soft costs) and procure independently, but will require the Proponent to accommodate (i.e.: layout and structural design). The extent of exhibit fit out has not yet been determined; anticipate some base-building theatrical lighting and sound system design provisions will be required.

Q17: Are the mechanical upgrades limited to the expansion or do they apply to the entire building? If applicable to the entire building, please confirm extent of existing area that must meet Class A requirements, and if any existing areas will also require pre-action fire protection systems?

A17: Class A requirements are expected for all (existing and new) gallery spaces and collection storage spaces. Extent of upgrades to the existing mechanical systems will depend on the mechanical design's integration of old plant with new. Pre-action fire protection requirements are unknown in advance of a further developed design.

Q18: How many stages of occupancy are expected for this project?

A18: This has not been determined at the early functional programming/concept design stage. Part-area occupancies would be as practically required to suit operations, design and buildout.

Q19: In Schedule C-2, item (v) asks for contact information of corporate clients Proponent is currently supplying same or similar Services to. Does this mean our references can only be for current projects in process of being built? Are we allowed to include references for past projects that have been completed?

A19: Yes, Proponents can include references for past projects that have been completed. The City's preference is to have references for same or similar Services.

Q20: Can you provide a percentage or points breakdown of the evaluation for the RFP?

A20: Evaluation of the Proposals is as per Section 4. Evaluation and Selection. The City does not provide a percentage or points breakdown.

Q21: Can you confirm if the heritage scope (related to the 1881 Town Hall move) is included in the project at this time?

A21: At this time, a Heritage component will not be included. The Proponent is to plan for the potential addition of the 1881 Town Hall on the site, in company with the existing Anderson Cabin.

Q22: Are you able to provide more details on the anticipated civil engineering and landscape architecture scope?

A22: Parking lot and site walkway/access development, plus the tie-in with Veteran's Plaza are known landscape components. Civil work, in addition to the parking lot development, may include building service supplement.

Q23: Does this project include interior renovations to the existing museum beyond improvements to the lobby/entry?

A23: Yes, as outlined in the RFP documents and as required for integrated design. The City may later request additional fees for possible upgrade of other independent existing spaces.

Q24: Re: Schedule C-3 - You ask Proponents to identify reports we anticipate providing to the City. To help us define this list, can you provide a list of reports already completed regarding this project and site the City might have (i.e. geotechnical assessments, arborist reports, and others)?

A24: Schedule C-3 (v) relates to project deliverables identified in Schedule A – Scope of Services. The City will supply previous Geotechnical Reports and engage a Geotechnical Engineer separately. There is no arborist report for the site and we assume the City's Parks Department will provide any existing planting input. Further study of the 1881 Town Hall (and possibly the Anderson Cabin) will be conducted, before any incorporation into this project scope.

**END OF ADDENDUM #1**

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All Addenda will become part of the RFP Documents.

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