



PURCHASING SECTION
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ADDENDUM #1

REQUEST FOR PROPOSALS (RFP) No.: 1220-030-2017-024
TITLE: SURREY LRT ADVISORY SERVICES

ADDENDUM ISSUE DATE: APRIL 28, 2017
(REVISED) CLOSING DATE AND TIME: ON OR BEFORE THE FOLLOWING DATE AND TIME (THE “CLOSING TIME”):
TIME: 3:00 p.m., local time
DATE: MAY 5, 2017

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 three (3) pages in total.

1. Re: SCHEDULE A – SCOPE OF SERVICES – SECTION 1

Delete Section 1 in its entirety and substitute with the following:

“1. In-Scope Services

On an “as and when required” basis, the Consultant may be requested to deliver to the City the following advisory services to support the planning, design, and decision-making regarding light rail transit (LRT), including the following:

Task 1: Support for City of Surrey with regards to communication, advocacy, and urban integration work; and

Task 2: Possibility for additional items on an “as and when required” basis.

Individual assignments will be provided to the Consultant to address strategic and tactical requirements, related to the project. Upon receiving individual assignments the Consultant will prepare a work plan and calendarized budget for each assignment and submit the work plan and budget to the person named above for review and approval.

The scope of Services is to provide the City advice and counsel to support advancement of light rail. This may include:

- assistance with respect to community and urban planning and development themes for Surrey LRT;
- identification of municipal design and urban integration needs and requirements;
- preparation of key messages, communications strategies and tactical plans for internal and external audiences, including decision-makers, as required;
- support for Council strategy and decision-making sessions;
- attend meetings with City staff and other technical advisors and;
- other services as required.

The Consultant may or may not work independently of City staff or other contracted resources. In some cases, there may be teams of Consultant, City staff or other contracted resources working closely and in an integrated manner; in other cases, work may be assigned directly and fully to the Consultant. This requirement will vary between assignments and will be clarified through a statement of work.

The Consultant will support Surrey City Council's light rail transit vision and its implementation through an intensive work program (dates to be determined). The following are a series of key activities that the Consultant should undertake:

- Work with the City to identify key themes with respect to urban integration and development, and the preparations of associated developmental and presentation materials;
- Support urban integration work streams by developing work programs and project parameters and attending workshops
- Review stakeholder engagement and communications including the participation of project and working group meetings, and developing key messaging, visuals, presentations and technical notes;
- Prepare key messages, communication strategies and tactical plans for internal and external stakeholders and audiences, including senior management and decision-makers;
- Refine City-led communications and advocacy plan, to include any action and tactical plans and timelines that will allow the allocation of resources to be considered;
- Provide general advisory services with ongoing input and comments regarding communications and urban integration tasks, including strategic advice for both internal and external meetings as required; and
- Other related services as required.

Given the breadth and scope of the advisory services for Surrey LRT, the City may be required to use resources other than those of the Consultant; consequently, the City may choose to procure another consultant to deliver the in-scope Services, if, in the opinion of the City:

- The Consultant cannot meet the requirements of a statement of work, if, by way of example, the Consultant does not have or cannot propose suitable resources, or the Consultant cannot meet the City's timelines;
- The City and the Consultant cannot negotiate the terms of the statement of work successfully, or will not be able to in the timeframe required; or

- The City determines that it is in the best interest of the City if another consultant delivers the Services (as an example, if there is a real or perceived conflict of interest).

In addition, the City reserves the right to:

- Use in-house resources at any time for in-scope projects; and
- Use other resources currently under a services contract with the City for in-scope Services or where that work is within the scope of the existing services contract with those resources.”

2. INFORMATION MEETING

An all Proponents information meeting will be hosted by the City to discuss the City’s requirements under this RFP (the “**Information Meeting**”). While attendance is at the discretion of the Proponents, Proponents who do not attend will be deemed to have attended the Information Meeting and to have received all of the information given at the Information Meeting. At the time of issuance of this RFP a meeting has been scheduled as follows:

Date: May 1, 2017
Time: 1:00 p.m.
Location: Surrey City Hall, 13450 – 104 Avenue, Surrey, B.C.

Room Number: 4W.90.14

Please be prompt. The purpose of this Information Meeting is to provide Proponents with an opportunity to pose questions in relation to the general performance and functional requirements.

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 Proposal. Proponents are responsible to ensure they are fully informed and have a clear understanding of the requirements.

3. REVISED CLOSING DATE AND TIME (the “CLOSING TIME”)

The Closing Time is amended as follows:

May 5, 2017 @ 3:00 p.m.

Questions and Answers:

Q.1 Can you please confirm that the successful consultant team for these consultant advisory services for the Surrey LRT, will be still eligible to bid on the P3 contract for the City of Surrey LRT –design and build work?

A.2 Yes. The successful Consultant would not be precluded from participating.

END OF ADDENDUM #1

All Addenda will become part of the RFP Documents.
