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**ADDENDUM NO. 2**

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**REQUEST FOR QUOTATIONS (RFQ) NO.:** 1220-050-2015-013  
**TITLE:** ARTISTIC USE OF CITY SPACE  
**ADDENDUM ISSUE DATE:** JUNE 16, 2015  
**CLOSING DATE:** PREFER TO RECEIVE QUOTATIONS ON OR BEFORE JULY 3, 2015

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**INFORMATION FOR APPLICANTS**

This Addendum is issued to provide additional information and clarifications to the RFEOI-SOQ 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 applicant not being familiar with this addendum. This Addendum No. 2 contains three (3) pages in total.

**Q.1.** Introduction and Background for the Site Tour and Information Meeting held June 11, 2015.

**A.1.** City staff opened the building and, over a period of 20 minutes, interested parties examined the space in question. The group walked across the street to a meeting room in the Chuck Bailey Recreation Centre. Sheila McKinnon (City) introduced herself and other City staff present. Those in attendance were asked to introduce themselves. The City encourages collaboration among the groups and individuals who are interested in the project.

City staff advised that the City's Cultural Plan contains a number of strategies related to the decentralization of arts and culture and encourages partnerships with community groups involved in arts and cultural activities. A number of recent examples were mentioned where an arts group has taken on the operation of a centre or space owned by the City.

In this case, the City is seeking Expressions of Interest from arts and cultural groups to operate and provide services in a space of approximately 2500 square feet at 10660 City Parkway. The space was formerly used as an automotive shop. An automotive shop is currently operating in the adjoining space. It was noted that the City has allocated some funds (\$200,000 limit) in the current budget to provide fire separation with the adjacent space and to otherwise bring it up to code and make the building safe for public use. No construction will be done in the space until the use of the building has been determined (through this RFEOI process) at which time the City will work with the successful proponent to determine the preferred flooring and configuration of the space.

It was noted that the RFEOI is a public process. Attendees were referred to the City's website for information about this RFEOI and any addenda associated with the RFEOI.

City staff reiterated the City's Goals and Service Objectives as listed on page 11 of the RFEOI and indicated that the City was interested in proposals that achieved these goals rather than proposals for a specific service. A group of staff and community representatives (still to be selected) will evaluate each proposal using the evaluation criteria listed in the RFEOI and staff will prepare a report and recommendation for Council consideration. Several factors and considerations must be evaluated in order to arrive at a recommendation to Council. Interested parties were reminded to submit a complete proposal that addresses each of the City's stated goals and that includes all of the items listed in section 3.2 of the RFEOI document.

The City intends to enter into a future Operating Agreement that will clearly state the term, financial arrangements, performance expectations, responsibilities, and other conditions, associated with the operation of space by a particular group or individual.

**Q.2.** What age of youth are we looking for?

**A.2.** Youth is loosely defined and could include young adults and people attending college.

**Q.3.** What operating costs will the tenant have to cover?

**A.3.** All of the costs associated with the day to day operation of the building, such as heat, light, janitorial, garbage and litter collection, phone, etc. The City will be conducting (and paying the cost of) basic building safety inspections and repairs to the shell of the building and for grounds keeping. If necessary, the City may assist with the cost of day to day operation; however, a group that can be self-sufficient will score a little higher than a group that needs help with operating costs.

**Q.4.** Can a responding team be comprised of several parties/individuals?

**A.4.** Yes but the relationship should be clearly stated in the response. The City will enter into future agreement with the primary party.

**Q.5.** Do we have to answer item # 3.2 xi) if we do not provide any services for youth?

**A.5.** Yes. Address all items listed in all questions.

**Q.6.** Do we need to provide financial estimates?

**A.6.** Yes.

**Q.7.** What is the capacity of the space?

**A.3.** The Fire Department will establish a maximum occupancy for the space based on its intended use. The capacity cannot be simply stated until then.

**Q.8.** Is the rest of the building available?

**A.8.** Potentially. Depends on the strength and the number of submissions. Currently there is no budget provision for the cost of further renovations and lost revenue associated with use of the rest of the building. Council budget approval would be required and we would likely not pursue this until 2017.

**Q.9.** How long will be the Term of the Operating Agreement?

**A.9.** Term has not been finalized. Typically the Term would be in the range of 5 years.

**Q.10.** Will the City put together groups who are compatible?

**A.10.** There is a possibility of that. However, the City encourages compatible groups to submit joint proposals that can compete against other strong proposals that may be submitted.

END OF ADDENDUM

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

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