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**ADDENDUM NO. 2**

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**REQUEST FOR QUOTATIONS (RFP) NO.:** 1220-030-2016-045

**TITLE:** COMMUNITY ENGAGEMENT & FACILITATION SERVICES FOR THE PRC 10-YEAR STRATEGIC

**ADDENDUM ISSUE DATE:** NOVEMBER 2, 2016

**CLOSING DATE:** 3:00 P.M. ON NOVEMBER 10, 2016

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**INFORMATION FOR CONTRACTORS**

This Addendum is issued to provide additional information and clarifications to the RFP 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 contractor not being familiar with this addendum. This Addendum No. 2 contains three (3) pages + 2017 Events Index and 2017 Sport Index attachments totaling 6 pages.

**Q.1. Can we get a copy of the City's preliminary engagement framework for this project (indicated on page 13 of the RFP)?**

**A.1. The intent and crux of the preliminary framework has been incorporated within the 'Project Objectives,' 'Engagement Approach and Considerations' and 'Project Scope' sections of the RFP. It is considered a working framework, and should be approached as flexible. The City is most interested in the proposed approach of Proponents, which will form the basis for Proponent selection. As such, the City prefers not to narrow the scope of the RFP requirements any further.**

**Q.2. If the full engagement framework isn't available, can you indicate the number of distinct festivals/events/activities you would like the engagement plan to include?**

**A.2. The details of the final Community Engagement Plan, including the specific engagement activities and a schedule, will be developed following the selection of a preferred Proponent. As such, within their proposal, each Proponent should estimate the number and general format of potential engagement activities and events that can be expected given the project scope and budget. The City is most interested in the proposed overall approach of Proponents, and to ensure, generally speaking, that our key stakeholder audiences are provided with appealing and ample opportunities for dialogue.**

**It is expected that some of the engagement activities will be developed specifically for the purpose of this project. It may also be suitable, and efficient, to also leverage some of the existing events and festivals offered within the City. To support this process the City has assembled a preliminary events index (PDF attached) and a preliminary sport hosting index (PDF attached), for Proponents' consideration.**

**Q.3. Does the project budget include expenses for engagement (e.g. promotions, events, food, materials, etc.) or is there a separate and additional budget for these expenses?**

**A.3. The City will cover all costs associated with the production and coordination of advertising. The City will also cover the general costs associated with event activation, including the costs of meeting/event space, associated furniture (e.g. tables, chairs, tents etc.), and food. The Proponent is expected to include costs associated with the design and production of event related information materials, including display board and other materials associated with desired engagement activities.**

**Q.4. Is there a draft PRC strategy framework developed yet? If not, is the idea to develop a completely new PRC strategy, or use a similar framework to the current one?**

**A.4. The City has an active 10-year Strategic Plan. The intent of this project is to create a new 10-Year Strategic Plan. This new plan will be based, in part, on the feedback received through community engagement, as well as the work of other consultant services. The final Plan document will be developed by the City project working group, based on the outcomes of the supporting consulting services. The City does have a Project Charter to guide this process, including detailed project objectives, responsibilities, scope and schedule. This Charter will be available to the final selected proponent.**

**Q.5. Will the City provide all graphic design services for all promotional information, reports, engagement summary, etc. or is it expected or preferred to be completed by the consultants?**

**A.5. Surrey will make available graphic design services for any external engagement/advertising/promotional activities as required. Similarly, we will provide access to the City's social media and web coordinators. The City does not have graphic design capacity to support the Proponent's required internal reporting. The Proponent is expected to produce these reports independently and absorb associated costs.**

**Q.6. The RFP mentions a potential information meeting on page 4. Will this still occur? If so, when?**

**A.6. An Information Meeting has not been scheduled. Once Proposals have been evaluated, interviews will be offered to short listed candidates. The City has reserved placeholder times for interviews on the afternoons of November 16 and 17, 2016.**

**Q.7. Are there specific capital spending and/or service delivery decisions that you anticipate will be part of the new PRC Strategic Plan?**

**A.7. The new PRC Plan will guide the Department's spending on capital and service delivery over the next 10 years. The specifics of this plan will be determined based on the results of the community engagement and needs assessment processes.**

**Q.8. Will there be opportunities for the expert information from the technical needs assessment to feed into the community engagement program, as well as for the technical needs assessment to perform research that is informed by the public's initial service demands?**

**A.8. Yes. A detailed project schedule, outlining the concurrent processes, as well as findings of the assessment process, will be shared with the selected Proponent as information becomes available to advise the Community Engagement process.**

**A.9. Page 12 of the RFP states that the community engagement program should help to prioritize the service demands of Surrey residents and stakeholders. To what extent does Surrey wish to involve the community in prioritizing competing service demands?**

**A.9. It is expected that the conclusion of the community engagement process will be the delivery of a report that prioritizes service and facility demand based on robust**

**stakeholder feedback. This should include the prioritization of service focus areas, as well as the prioritization of major new projects and initiatives. The goal of the community engagement consultation process is to advise the project working group of stakeholder feedback, which will be used together with the findings of the technical needs assessment to inform the development of the final PRC 10-Year Strategic Plan.**

END OF ADDENDUM

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

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## PRC Plan Engagement - Events Schedule

Date	Day	Event	Location	Address	Time	Community
First Friday of every month	Friday	Newton Community Walk	Newton Town Centre			Newton
First Saturday of every month	Saturday	Newton Community Coffee	Espresso Café	137 Street		Newton
Jan-27		An Acoustic Evening with Jimmy Rankin and special guest Babe Gurr	Surrey Arts Centre	13750 88 Ave	8pm	Whalley
TBD		Groundhog Day in Newton*	TBD		TBD	
Feb 3 & 4		Concord Floral Show	Surrey Arts Centre	13750 88 Ave	7:30pm	Whalley
Feb-05		Classical Coffee Concert	Surrey Arts Centre	13750 88 Ave	2:30-5pm	Whalley
TBD		Lunar New Year Celebration*	TBD		TBD	
Feb-13		Family Day Activities Around Surrey	TBD		TBD	
Feb-14		Valentine's Events	TBD		TBD	
Feb-20		International Mother Language Day*	TBD		TBD	
Feb 22-Mar 4		Bittergirl: The Musical	Surrey Arts Centre	13750 88 Ave	4pm & 8pm	Whalley
Mar-09		I Am Woman! Hear Me Laff! - Comedy Show	Surrey Arts Centre	13750 88 Ave	8pm	Whalley
Mar-10		Tomboy Survival Guide Show	Surrey City Hall	13450 104 Ave	7:30pm	City Centre
TBD		Celtic Fest*	TBD		TBD	
Mar 17 & 18		Opening Night	Surrey Arts Centre	13750 88 Ave	7:30pm & 3:30pm	Whalley
Mar-23		Classical Coffee Concert	Surrey Arts Centre	13750 88 Ave	10am-12:30pm	Whalley
March 26-28	TBD	Easter Activities	TBD	TBD	TBD	TBD
Mar-31		Comedy Unscripted: Improv with a Twist	Surrey City Hall	13450 104 Ave	8pm	
Late-March	TBD	Surrey Festival of Dance	Surrey Arts Centre	13750 88 Ave		
TBD		Seedy Saturday*	Historic Stewart Farm	13723 Crescent Rd	TBD	South Surrey
TBD		Fraser Valley Food Truck Festival*	TBD		TBD	
TBD		15th Annual Early Years Festival	TBD		TBD	
Apr-23		Classical Coffee Concert	Surrey Arts Centre	13750 88 Ave	2:30-5pm	Whalley
Mid-late April		Party for the Planet	TBD		TBD	
TBD		Vaisakhi Day Parade	TBD		TBD	
Apr-29		Surrey Youth Showcase	Guildford Recreation Centre	15105 105 Ave	10am-11pm	Guildford
Late April		Canadian Cancer Society Daffodil Dash	Hawthorne Park	104 Ave and 140 St		Whalley
May-13		The MOTHER Of All Comedy Shows	Surrey City Hall	13450 104 Ave	8pm	City Centre
May-14	Sunday	Mother's Day at the Glades	The Glades Garden Park	561 172 Street	10-4pm	South Surrey
Mid-May		Alexandra Neighbourhood House Annual Festival	Alexandra Neighbourhood House	2916 McBride Ave	TBD	South Surrey
May Long Weekend	Fri-Monday	Cloverdale Rodeo	Cloverdale Fairgrounds	17607 62 Ave	TBD	Cloverdale
May-28		Royal Victorian Party	Historic Stewart Farm	13723 Crescent Rd	TBD	South Surrey



2017	Sport Surrey Event Planning: Confirmed, Bids & Opportunities			Confirmed	
				Opportunity / To be confirmed	
	DATE / MONTH	SPORT / ASSOCIATION	EVENT NAME	Current Bid to Host	LOCATION
<b>Provincial</b>	Feb 3-5	Diving BC	BC Provincial Diving Championships		Grandview
	March 3-5	Ringette BC	A Provincials	<a href="http://www.surreywhiterockringette.com/provincials_2017">http://www.surreywhiterockringette.com/provincials_2017</a>	
	May 26-27	BC High School Sports	Track and Field Provincials		
	May 27-28	BC Ultimate	BC High School Championships		Newton Athletic Park
	June 24-25	E11even Management	SX Spring Cup	<a href="http://www.sxspringcup.ca">www.sxspringcup.ca</a>	
	July 6-9	BC Soccer / CCB	A Cup Provincials boys and girls		
	July 6-9	BC Soccer / Coastal FC	B Cup Provincials girls		
	July 17-21	British Columbia Golf Association	2017 BC Amateur Championship		
	Nov 4-6	Cycling	BC Cyclocross Championships	Glotman Simpson Cycling is bidding on the event	Cloverdale Fairgrounds
<b>*Regional</b>	March 2-5	Water Polo	U19 Men/Women Western Conference		SSLC
(western Canada)	April 1-2	Whitecaps FC	Adidas Cup	<a href="http://whitecapsfcdigital.com/adidascup/">http://whitecapsfcdigital.com/adidascup/</a>	Newton Athletic Park
	April 14-16	Whitecaps FC	2017 College Showcase		Newton Athletic Park
	June 3-4	BC Ultimate	Flowerbowl Ultimate Tournament	<a href="http://bcultimate.ca/tournaments/flowerbowl/">http://bcultimate.ca/tournaments/flowerbowl/</a>	South Surrey Athletic Park
	TBD	CCB	Mayor's Cup		
<b>**National</b>					
<b>***International</b>	Sept 2-4	E11even Management	SX International Cup		