



**PURCHASING SECTION**  
13450 – 104<sup>th</sup> Avenue, Surrey, B.C. V3T 1V8  
Tel: 604-590-7274 Fax: 604-599-0956  
E-mail: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

**ADDENDUM NO. 1**

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**REQUEST FOR QUOTATIONS (RFP) NO.:** 1220-030-2016-054

**TITLE:** COSULTANT SERVICES – HERITAGE RESEARCH &  
REVIEW SERVICES FOR THE PARKS, RECREATION &  
CULTURE (PRC) 10-YEAR STRATEGIC PLAN

**ADDENDUM ISSUE DATE:** DECEMBER 12, 2016

**CLOSING DATE:** 3:00 P.M. ON DECEMBER 15, 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 Proponent not being familiar with this addendum. This Addendum No. 1 contains one (1) page in total.

**Q.1. How would the City expect the different consultants (those consultants that are selected to work on the various PRC strategic plans) to work together or coordinate?**

**A.1. Consultant communications will be coordinated through the City's staff working group, notably the Project Manager. The selected Proponent will be provided with the contact information of other consultants working on this project, most notably that of the Public Engagement Consultants and the Needs Assessment Consultant (if different from the Proponent for this RFP). Staff will provide a framework to guide communications between consultants. It is expected that Proponents account for the necessary communication and meeting time to support their proposal.**

**Q.2. How accessible/involved will City staff be for this engagement?**

**A.2. The Heritage Services Lead and Project Manager will be available as needed. A staff Planning Technician will also be made available to provide internal support such as background information and data gathering. Proponents are expected to undertake the body of research and analysis associated within the Scope of Work. Proponents should outline any desired staff support from the City within their Proposal.**

**Q.3. Will out of the region vendors be considered on the same criteria as local vendors?**

**A.3. Yes. We encourage submissions from all interested Proponents.**

END OF ADDENDUM