



PURCHASING SECTION
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ADDENDUM No. 1

REQUEST FOR QUOTATIONS No.: 1220-040-2017-091

TITLE: INDIGENOUS HALL DESIGN & CONSTRUCTION
SURREY MUSEUM

ADDENDUM ISSUE DATE: JULY 18, 2017

REVISED DATE: PREFER TO RECEIVE QUOTATIONS ON OR
BEFORE **JULY 27, 2017.**

INFORMATION FOR CONTRACTOR

Contractors are advised that Addendum No. 1 to RFQ 1220-040-2017-091 is hereby issued by the City. This addendum shall form part of the Contract Documents and is to be read, interpreted and coordinated with all other parts. The following information is provided to answer questions raised by Contractors 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 or any sub-contractor not being familiar with this addendum. This Addendum No. 1 contains one (1) page plus Revised Schedule A – nine (9) pages for ten (10) pages in total.

REVISED CLOSING DATE:

The City would prefer to receive Quotations on or before **July 27, 2017.** The City's office hours are 8:30 a.m. to 4:00 p.m., Monday to Friday, except statutory holidays.”

REVISED SCHEDULE A:

(Attached)

- END OF ADDENDUM -

SCHEDULE A - REVISED

SPECIFICATIONS OF GOODS AND SCOPE OF SERVICES

1. GENERAL

The City of Surrey invites Request For Quotation (RFQ) to provide the exhibit design and construction of an 800 sf Indigenous Hall in an existing space at the Museum of Surrey (MoS), 17710 - 56A Avenue, Surrey, BC.

For certainty, the Work contemplated by this Schedule A shall be interpreted to include compensation on account of all related costs, including but not limited to all direct, indirect, or impact, head office, overhead, and all other costs, and all markups and profits, even if the Contract Documents does not specifically mention such items.

In accordance with this Contract the Contractor shall furnish everything needed to perform all of the requirements of this Contract including without limitation any and all material required but not supplied by the City, all labour, transportation and services required to faithfully perform and provide the Work at the Place of Work as required for and to the satisfaction of the City.

The Services shall include working closely with Museum staff and Indigenous representatives from Katzie First Nation, Kwantlen First Nation and Semiahmoo First Nation to construct a Hall, which includes plans and drawings, and the construction and installation of all components. These components will include interpretation and a demonstration/celebration space. The Hall could include artifact displays, panels, screens, interactive displays, and demonstration spaces. Museum staff will lead the consultation and engagement process with these Indigenous communities.

2. BACKGROUND

The City of Surrey is committed to creating and enhancing a sense of community where individuals, cultures and the environment thrive. The mission of the Surrey Aboriginal Social Innovation Strategy is to be “a city that values Indigenous contributions to city life. A city that is committed to working towards reconciliation at all levels. A city where every Indigenous person has the opportunity to achieve their full potential.”

This dovetails well with the Museum’s mission and values; to ignite young imaginations and connect Surrey’s diverse citizens and communities. The Museum contributes to community life by celebrating Surrey’s past, present and future through innovative, dynamic and delightful learning, storytelling, and creating shared experiences.

MoS Values:

- Community - We are inclusive, welcoming every citizen of Surrey and visitors and are accessible in every sense: intellectually, culturally, economically, and physically.
- Wonder - Our visitors often say “wow”.
- Engagement - We are interactive, thought provoking, and fun.
- Connection - We seek ways to be relevant to people’s lives today and create ways for people to learn and explore together through shared experiences.
- Innovation - Our program is surprising and delightful, sparking inspiration, and creativity.
- Stewardship - We responsibly care for the heritage and cultural resources entrusted to us.

Beginning in 2016, design for the expansion of the Museum of Surrey began and construction of the building, renovations, landscaping and relocation of heritage buildings will commence July 31, 2017. The official opening for the completed and expanded Museum is planned for September, 2018. The Museum expansion is identified in the Surrey Cultural Plan as a recommended strategy for meeting the needs of a rapidly diversifying population and enhancing a local sense of community.

Even before the Truth and Reconciliation Commission was released to Canadians it has been abundantly clear that cultural institutions must engage with Indigenous communities with full collaboration and ‘buy-in’. This means more than respectful engagement; it means to provide spaces for Indigenous communities so they have a deep sense of ownership and they are empowered to decide how, when and where their narratives are interpreted.

The Indigenous Hall at the Museum of Surrey is one piece in the City of Surrey’s All Our Relations Strategy to enhance awareness, understanding and respect of Surrey’s Indigenous communities, with particular emphasize on the three territorial nations of Katzie First Nation, Kwantlen First Nation and Semiahmoo First Nation. Surrey Cultural Plan recommends strategies that will meet the needs of a rapidly diversifying population and enhancing a local sense of community. The engagement with Indigenous communities in Surrey and the construction of an Indigenous Hall that has been constructed with their full collaboration will certainly contribute to community wellness and happiness, as well as Surrey identity and pride.

Indigenous Engagement at Museum of Surrey

Previous to 2014 there was a dearth of Indigenous consultation and engagement at the Museum of Surrey. In 2005, when Phase 1 of the Museum was constructed, a small exhibit was developed that gives a general overview of the Coast Salish people. However, this static display does not reflect the reality of local Indigenous nations or even general communities living in Surrey. In addition, since 2013,

Museum staff has learned that some of the hands-on items being used were of a sacred nature and so these have been removed.

Beginning in 2014, there have been a number of opportunities for Museum staff to work closely with Indigenous nations and communities in the City. First, staff included the renovation of the Indigenous displays as part of the exhibit refreshment planning of the History Gallery. Second, the BC Ministry of Education has instituted substantial changes to both elementary and high-school curriculum that meant Indigenous content needed to be revisited, often rewritten and integrated throughout programming. Third, as a result of the TRC, the City of Surrey has embarked on a comprehensive project to strategically address Indigenous issues and services in the City.

In the past two years, staff has embarked on relationship building with Katzie First Nation, Kwantlen Nation, Semiahmoo First Nation, and many urban Indigenous groups and plan to continue this as long-term/permanent partnerships. So far, the Museum has collaborated with local Indigenous groups to rewrite education programs, begin partnerships with various Indigenous communities (like Métis Nation BC and Fraser Valley Urban Aboriginal Friendship Centre), and integrate approved Indigenous content into displays. The Indigenous Hall is another step to strong, lasting relationships with Surrey's Indigenous communities. The goal of this is the eventual establishment of an Indigenous Advisory Board.

Funding of \$250,000 for an Indigenous Hall has only recently been secured.

3. PROJECT GOAL

The goal is to have an Indigenous Hall that is facilitated and sanctioned by Surrey's Indigenous communities. It is to be a safe and respectful place for Indigenous communities that also connects Surrey's residents and visitors to local Indigenous tradition and knowledge. This will be a meeting place, a place of celebration, a place of demonstration and a place of learning.

The goal of the project is divided into stages:

Stage 1: With Museum staff leading, engage with Indigenous partners to define programming and concept documents together with early cost estimates

Stage 2: Complete and document the detailed design and confirm timelines

Stage 3: Construct the displays and Hall

Stage 4: Test the Hall and have a private opening; and

Stage 5: Provide advice on hiring a local Indigenous artist and guidance to create artwork in the Hall that will be erected in the Museum of Surrey's new atrium.

Proposed Delivery Schedule

Task Description	Date
Close RFQ	July 27, 2017
Interviews/Presentations by selected proponents	August, 2017
Contract Award	September 11, 2017
Phase 1 start	September 25, 2017
Phase 2 start	April, 2017
Stage 3 start	April, 2018
Stage 4 start	August, 2018
Stage 5 start	March-July, 2018
Stage 5 complete	November, 2019

Note that some of the above dates may change as the needs of the project dictate.

4. DESIGN VISION

The vision for the Indigenous Hall is to have a space that incorporates three things: (1) traditional museum interpretation of displays and interactives of relevant Indigenous information (both historical and current), (2) a space that teaches through demonstration and celebration, and (3) a place that Indigenous communities in Surrey can utilize for their own cultural needs.

The space is on the second floor of the Museum with windows looking eastward – on clear days it is easy to see Mount Baker, an important mountain in Coast Salish culture. Early concepts are to leave the middle of the Hall open for celebrations and demonstrations while the three territorial nations are interpreted through panels and interactive elements on the edges/walls. Display cases would include local items – both modern and historical – that are relevant to Indigenous communities in Surrey. There is an additional 10' x 10' possibility for an intro area or large artifact (possibly the petroglyph) display outside the Hall.

Artifacts: The Museum has a strong collection of local Indigenous objects, the two most prominent being a petroglyph found on the beach at Ocean Park (south Surrey) and a Semiahmoo First Nation canoe, donated by a family who found it on the Nicomekl River in the 1950s. Other local Coast Salish artifacts include basketry, stone sculptures and various tools such as mortars/pestles, fishing equipment and hunting equipment. All of these items would only be interpreted with the appropriate protocol and acquiescence of Surrey's Indigenous communities.

Ambitions:

1. Relationship with Surrey's Indigenous Communities

This is integral for the Hall and for a long-term relationship with the Museum. Although Museum staff will lead this process, proponent needs to attend meetings and illicit feedback as required.

2. Celebration

Many Indigenous communities in Surrey have expressed the need to have a space that is sanctioned by the City but can be used to celebrate events, traditions and stories. This space has the potential to bring together many groups and foster a greater understanding and awareness of the Indigenous people, communities and nations that call Surrey their home.

3. Demonstration and Interaction

The MoS values are clear that connection, engagement and participation are integral for the Museum and the diverse communities of Surrey. Demonstrating skills in the space animates it and give people options to participate in various ways – from watching to trying to creating.

5. APPROACH

- Work within the Museum's Indigenous consultation and engagement processes to collaboratively harness the agreement, talents and insights to optimize the project's results;
- Maximize efficiency through all phases of design and construction;
- Manage project cost through continual feedback with Museum Manager;
- Establish open, direct, and transparent communication;
- Maximize functionality, flexibility, and interoperability;
- Control improvement costs and budget, re-using systems and materials where possible;
- Establish and implement quality control and quality assurance procedures to ensure compliance with the objectives and design requirements in order to achieve best possible results;
- Assign a dedicated professional to act as the design coordinator/manager for the project, coordinating and working closely with Museum Manager and Surrey's Indigenous communities;
- Coordinate regular research, Indigenous collaboration, design, construction and testing/commissioning update meetings as needed;
- Ensure all City of Surrey bylaws, plus provincial, federal codes and regulations are met;
- Provide an operation, maintenance and fix manual, including maintenance schedule;

- In addition to compliance with the applicable building codes, review possible improvements to comply with the City's additional Accessibility Standards (Refer to Appendix 2); and
- Create a collaborative and resourceful environment through a free exchange of ideas, thoughts, information and data. Engage stakeholders for effective decision making.

6. DESIGN CONSIDERATIONS

- Respectful and sanctioned interpretation of territorial Nations in Surrey (Semiahmoo, Katzie, Kwantlen) as well as the inclusion of Urban Indigenous and Métis;
- Interactivity;
- Engagement and Participation;
- Adaptability and Flexibility;
- Durability;
- Affordability;
- Minimize impact on the environment;
- Life-cycle approach (high-quality products that maximize Owner's return on investment);
- Efficient user circulation;
- Accessibility and universal/inclusive design considerations ; and
- Seismic restraint and attachment.

7. OBJECTIVES

The project will be developed with ongoing input from the Museum Team (Museum Manager, Curator, Visitor Experience Coordinator). The Museum Manager will oversee the work of the Proponent in development, design and construction of Indigenous Hall that interprets the local Indigenous nations of Surrey. The Indigenous Hall is a 'work in progress' meaning that the relationships and demonstrations will be developed long after the Project is completed. The successful Proponent will achieve the following:

1. Familiarize itself with the Museum's Indigenous collection and research to date;
2. Validate and further detail the exhibition budget in relation to the Museum Team's requirements and desires;
3. Build upon the existing relationships with Surrey's territorial nations: Katzie, Kwantlen and Semiahmoo First Nations. Consult with a point person from each Nation with intention of long-term relationships between Museum of Surrey abovementioned Nations;
4. Attend and record regular meetings with Museum Team;
5. Based on the mutually agreed upon program of requirements, schedule and budget, prepare for the Owner's review and approval, research, collaborative agreements with Katzie, Semiahmoo and Kwantlen, design documents to

illustrate how the parts of the Project functionally relate to the requests of Surrey's Indigenous communities;

6. Present schematic designs (up to two options) to Museum Team;
7. Obtain approval from the Owner and territorial Nations on the design concept for the preferred exhibition option prior to proceeding to next phase.
8. Coordinate Indigenous Hall installation and testing/commissioning with Museum Manager and territorial Nations;
9. Prepare for the Owner's review and approval, design development documents consisting of drawings and other documents for the project:
 - a. Exhibit floor plan and elevations (3-D modelling is an asset);
 - b. Interactives plans and schematics;
 - c. Project brief detailing exhibition components and relationships, and outline specifications to describe the size and character of the functional exhibit parts, including materials and such other elements as may be appropriate;
 - d. Get Owner approval before proceeding to next activities;
10. Construct Hall with regular meetings, updates and inspections;
11. Coordinate Indigenous Hall installation with construction manager (Heatherbrae).

8. PROJECT DELIVERABLES

The Preferred Proponent is expected to deliver at least the following elements:

- Completed Indigenous Hall with flexibility to include:
 - Space for demonstration and celebration,
 - Interpretation for Surrey's three territorial Nations,
 - Interpretation of Urban Aboriginals and Métis Nation,
 - Respectful and sanctioned space;
- Chair regular meetings with the Museum Team including preparation of agendas and distribution of minutes;
- Work closely with Museum staff who will consult with Indigenous communities to ensure the project continues to meet community objectives;
- Indigenous crafts-person to work on a piece as a demonstration and to erect in the Museum when complete (NOTE: this does not need to be complete by end of project);
- Research, community consultation and design documents including project scope brief;
- As needed liaison with the base-building expansion design team (HCMA) and Construction Manager (Heatherbrae) to coordinate site visits, timelines and installation;
- Schematic Design documents including project scope brief;

- Project report and turn over documents including as-built drawings, in accordance with Project Completion Deliverables in Appendix 6.

9. REPORTS

Written and graphic documentation is to be provided in both paper and electronic versions, standardized in Adobe PDF formats, including text, spreadsheets, graphs, slides used in presentations, etc. The Proponent is to have the ability to communicate with City staff through the internet and the ability to exchange information through an FTP site. Storyboards and video will be provided in a format clearly explained in the Proponent's future proposal. With the exception of material expressly protected by copyright, any information submitted to the City of Surrey becomes the property of the City.

10. PROJECT DETAILS

The City's expansion of the Surrey Museum, located at 17710 – 56A Avenue, is an opportunity to provide the community with cultural spaces of celebration and participation. It is important that there is a high degree of ownership by the community. Currently, Museum staff have begun relationships with Surrey Indigenous communities through consultation (education programs), commemoration (apology ceremony), and a number of relationship building meetings with the long-term intention to have a Museum Indigenous Advisory Group.

The Indigenous Hall is to be a new exhibition and activity space that separates itself from previous, colonial interpretation of Indigenous peoples on the west coast. It will be specific to local Indigenous nations but must be inclusive of all Indigenous communities in Surrey. The Hall will not be romanticized or colonial but will be relevant, current, respectful, and adhere to Coast Salish protocols.

Intended Scope of Indigenous Hall project:

Turn an existing gallery space into an Indigenous Hall for interpretation, demonstration and celebration. The gallery space features:

- 800 sf
- Room is glazed on east side;
- 25' exposed underside of roof structure, with suspended grid at 20'

Demonstration and Celebration Area:

- When Museum expansion is complete have an Indigenous artist/craftsperson working on a specific piece that will be displayed in the Museum up completion;
- Area to be used by Indigenous communities and artists.
- Space to be used for programming, special events, demonstrations, etc.

Interpretation:

- With full consultation of Katzie, Kwantlen and Semiahmoo First Nations, have interpretation of these three Nations;
- Acknowledgement of Surrey large, diverse and important urban Indigenous communities;
- Integrate Museum artifacts as appropriate;

- Be relevant and current. This isn't a 'history' exhibit.

Welcoming/Introduction area:

- To create 'atmosphere' and prepare visitor for experience;
- General information, iconic artifact or current objects.

Safety:

- A safe space for demonstration, celebration and contemplation.

The total research, design and construction budget is \$250,000.

APPENDICES

Appendices 1 through 6 shall be considered in the design and delivery of the project:

1. Appendix 1 City of Surrey Sustainability Charter
[Sustainability Charter 2.0](#)
2. *Appendix 2 Accessibility Standards - Checklists
3. *Appendix 3 Surrey Museum Expansion Renderings
4. *Appendix 4 Surrey Museum Expansion Plans and Drawings
5. *Appendix 5 Museum of Surrey Strategic Plan
6. *Appendix 6 Project Completion Deliverables

Printing is the sole responsibility of the Contractor.

* DOWNLOAD APPENDIX 2-6

Appendix 2-6 may be viewed and/or obtained at the Managed File Transfer Service (MFT) link noted below. Printing will be the sole responsibility of the Contractor.

In the URL, or address field at the top, enter the following address: <https://mft.surrey.ca/> and hit "enter".

Enter "surreybid" as the User Name, "Welcome" as the password and then click "Login"

<https://mft.surrey.ca/>

Login ID: surreybid

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