



**PROCUREMENT SERVICES SECTION**

**CITY OF SURREY, SURREY CITY HALL**  
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**ADDENDUM No. 1**

**REQUEST FOR QUOTATIONS No.:** 1220-030-2022-020

**TITLE:** OUTDOOR SPORTS COURT STRATEGY

**ADDENDUM ISSUE DATE:** MAY 24, 2022

**(REVISED) DATE:** ON OR BEFORE THE FOLLOWING DATE AND TIME  
(THE "CLOSING TIME")

**TIME:** 3:00 P.M. (LOCAL TIME)

**DATE:** JUNE 2, 2022

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**INFORMATION FOR PROPONENTS**

Proponents are advised that Addendum No. 1 to RFP 1220-030-2022-020 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 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 the Proponents or any sub-contractor not being familiar with this addendum. This Addendum No. 1 contains two (2) pages.

**1. QUESTIONS/ANSWERS**

Q1. In the RFP, Section 4.2, Evaluation Criteria outlines the evaluation criteria for scoring; however, will the City please provide further information about how points will be awarded?

A1. The Evaluation Team may apply the evaluation criteria on a comparative basis, evaluating the Proposals by comparing one Proponent's Proposal to another Proponent's Proposal. Specific weightings are not assigned to the individual evaluation criteria, but it is anticipated that the Proposal that offers the greatest overall value for money will be judged as most advantageous.

Q2. The RFP notes engagement "with key sports user groups and public stakeholder groups in several consultation session during design development" as well as "public open houses". Does the City have an idea about the number of stakeholder meetings and public open houses it would like to see so we can budget for our fee proposal? The RFP notes engagement "with key sports user groups and public stakeholder groups in several consultation session during design development" as well as "public open houses". Will the City please provide a quantity of stakeholder meetings and quantity of public open houses to

allow the consultants to bid on equal footing? Without firm quantities there is quite a bit of room for interpretation and there is potential for the bids to not be comparable.

A2. The Proponents are to provide the proposed number of meetings and corresponding costs as they deem appropriate in the performance of Services as specified in the RFP.

Q3. What is the City's budget for this contract?

A3. The City is not releasing budgetary information. Proponents are encouraged to respond to the RFP using its knowledge and experience working with similar sized markets.

**2. REFER TO SECTION 2.1 CLOSING TIME AND ADDRESS FOR PROPOSAL DELIVERY**

DELETE in its entirety and REPLACE with the following:

"The Proponent should submit the Proposal electronically in a single pdf file which must be delivered by email at: [purchasing@surrey.ca](mailto:purchasing@surrey.ca) on or before the following date and time

Time: 3:00 p.m., local time

Date: June 2, 2022

(the "Closing Time")."

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

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