



PROCUREMENT SERVICES SECTION
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ADDENDUM #1

**REQUEST FOR EXPRESSIONS OF INTEREST
AND STATEMENTS OF QUALIFICATIONS 1220-050-2023-010**
(RFEI/SOQ) No. :

TITLE: Automated Rule-Based Zoning Bylaw
Compliance Tool

ADDENDUM ISSUE DATE: October 27, 2023

REVISED PREFERRED CLOSING DATE: Prefer to receive Submissions on or
before November 9, 2023

INFORMATION FOR RESPONDENTS

Respondents are advised that Addendum No. 1 to 1220-050-2023-010 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 Respondents 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 Respondents or any sub-contractor not being familiar with this addendum. This Addendum No. 1 contains four (4) pages.

REVISED PREFERRED CLOSING DATE:

The City would prefer to receive Submissions on or before November 9, 2023.

1. Refer to Schedule A – Scope of Services:

Delete Section 4. Project Timeline as issued for response in its entirety and substitute with the below Section 4. Project Timeline:

“4. PROJECT TIMELINE

Activity	Revised Date
Information Session	October 24, 2023
Closing Date	November 9, 2023
Clarification Interviews and/or Demonstrations	November 14, 2023
Respondents notified and selected to participate in the PoC	November 20, 2023
Proof of Concept begins	December 4, 2023
Proof of Concept ends	February 2, 2024
Respondents notified/shortlisted	February 23, 2024

Note: All line items of the above noted project timeline schedule are subject to change at the sole and absolute discretion of the City based on the actual timelines of preceding activities. **Please note that City Hall will be closed from Friday, December 22, 2023 through to the start of the workday on Tuesday, January 2, 2024.”**

QUESTIONS AND ANSWERS:

Q.1. ...can the City please provide a sample of “...digital plans, focusing on vector-based PDF format...” as mentioned in Section 1.2 – Challenge Statement, page 4.

A.1. Single Family permit drawings submitted to the City for review are considered private information. The City can provide a sample drawing upon written request to purchasing@surrey.ca. Using the sample drawings is not a requirement for the demonstration but for sample purposes only.

Q.2. What applications and tools are the plan checkers using currently during the review process?

A.2. Paper and vector-based PDFs, Bluebeam to do take offs, Excel for calculators, calculators, and pencils. Everything the City normally records is on paper and then stored digitally.

Plan Checkers leverage several applications and tools to facilitate their work, including:

- BlueBeam to review, measure and markup digital plans;
- Consigno to validate signatures and seal approved digital plans;
- Cosmos/GIS to confirm zone, lot size, Development Permit areas and other lot restrictions.
- Excel is the tool used for the building height calculator and spatial analysis calculator.
- PowerBI to report on application metrics such as Processing Time, Time to Issue, # of Applications in Queue, # of Resubmissions, # of Approved Applications);
- Amanda Land Management System to keep track of applications and the approval process;
- Citizen Portal to allow applicants to submit applications online (digital permitting platform)
- MS Office application suite (Outlook, Word, Excel, Teams)

Q.3.

- (a) Are all submissions currently electronic and what workflow are you using (if any)? Is there any automation that you are using for this process?

A.3.

- (a) 50% (approximately 400) of new Single Family Building Permits are digital submissions, the rest being paper applications.

All applications are logged in the AMANDA Land Management System. AMANDA keeps track of the application, application information (e.g., address, applicant, fees, attachment/plans status..) and the approval process. AMANDA automates several business rules, including pre-requisites (e.g. fees must be paid before a permit can be issued).

Digital submissions have their drawings and documents (PDF) stored in AMANDA, along with the status of the submitted item (e.g. accepted, superseded, rejected, issued). Plan checkers can access the digital plans from AMANDA and perform their review using Bluebeam. Paper submissions are reviewed on paper. **There is currently no automation for the Zoning review.**

Q.3.

- (b) How does that relate to full volume of numbers? Different building types (i.e., laneway, coach homes, single family, etc.)

A.3.

- (b) Development volume, by building type, numbers of applications, number of dwellings and value of construction is on the City website, and the Development statistics link is included in the RFEOI/SOQ at <https://www.surrey.ca/renovating-building-development/land-planning-development/development-statistics>.

The largest number of applications are in the Single-Family Building Permits with an average 800 applications for new Single-Family building permits per year. We also have a lot of development in the low-rise, high-rise and townhouses.

In Surrey, there isn't much in development for laneway or coach houses.

- Q.4.** We are working on our response to the City's RFEOI and request that the City extend the submission date by two weeks to November 16. An extension would allow us to provide a comprehensive response to the City's requirements.

- A.4.** Reference the clarification section above for extension and revised project timeline.

Q.5.

- (a) 3D model-based approaches have been found to be a more comprehensive and accurate approach compared to 2D, PDF-based methods. Do you require the solution to be developed based on 2D PDF plans, or would a 3D model-based solution be acceptable?
- (b) If a 3D model-based approach is acceptable, do you have any specific requirements or file format preferences for these models?

A.5.

- (a) BIM/3D models are an acceptable format for this REFOI submission, but the City prefers to keep the focus on 2D PDF-based methods due to the local industry's standard practice and the City's current processes.
- (b) Since the City does not currently process BIM/3D models, there are not specific requirements or file format preferences.

– END OF ADDENDUM –

All Addenda will become part of the RFEOI/SOQ Documents.
