



PROCUREMENT SERVICES

CITY OF SURREY, SURREY CITY HALL
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ADDENDUM No. 1

REQUEST FOR PROPOSALS No.: 1220-030-2023-015

TITLE: SUPPLY, DELIVERY AND INSTALLATION OF
URBANSOFT, SURREY CIVIC CENTRE

ADDENDUM ISSUE DATE: JANUARY 18, 2024

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

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

DATE: JANUARY 30, 2024

INFORMATION FOR PROPONENTS

Proponents are advised that Addendum No. 1 to 1220-030-2023-015 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 three (3) pages.

INSERT SCHEDULE A-1:

Schedule A-1, as attached to the end of this addendum, is to be inserted into the Request for Quotations.

QUESTIONS AND ANSWERS:

Q1. Could you please provide drawings for the poles?

A1. Please see added Schedule A1 – Contract Drawings

Q2. Could you please provide height/width of the library as well as the distance from the poles?

A2. Please see added Schedule A1 – Contract Drawings

Q3. Is there any expectation for daytime projection?

A3. No there is not.

Q4. Could you please elaborate on the scheduled events?

A4. The venue will run from September to April (30 minutes after sunset to 11pm/midnight). Generally, longer exhibitions will run from September to January and then January to April (2 per year). Screening events will happen during the longer exhibitions for a few evenings. There is also the possibility of filming occurring in the plaza where any projections will need to be turned off.

Q5. Could you please provide drawings for the electrical and data in the plaza?

A5. Please see added Schedule A1 – Contract Drawings

Q6. Could we please have a second site visit for a technical analysis of power and data?

A6. Yes, please see the information below.

An information meeting will be hosted by the City Representative to discuss the City's requirements under this RFP (the "Information Meeting"). While attendance is at the discretion of Proponents, Proponents who do not attend will be deemed to have attended the Information Meeting and to have received all of the information given at the Information Meeting. At the time of issuance of this RFP a meeting has been scheduled as follows:

When: Tuesday January 23, 2024

Where: Surrey Civic Plaza located at 13450 – 104 Avenue Surrey, B.C.
Meet outside entrance to City Hall on Plaza Side

Time: 1:30pm

It is possible that some questions raised, and information provided during the Information Meeting may be the only source of critical information essential to prepare and submit a successful Proposal. Proponents are responsible to ensure they are fully informed and have a clear understanding of the requirements.

Note: No minutes of the Information Meeting will be provided

The Proponents are responsible for any fees incurred as a result of the Information Meeting.

All Addenda will become part of the Contract Documents.

- END OF ADDENDUM -

SCHEDULE A-1 – CONTRACT DRAWINGS

LIST OF CONTRACT DRAWINGS
3244 E104-a_b_c Plaza PWR - LTG-E104a Plaza Elec - LTG
3244 E104-a_b_c Plaza PWR - LTG-E104c Plaza Elec - LTG
3244 E1001 LTG DETAIL - RISER-E1001
16505 1 6 1-002N Lighting Equipment Shop Drawings LT6 MCW - Eos, MTA reviewed 1
16505 1 6 1-002PR1 LT6 Base Revised-revd by RJC(13Apr17) MTA(13April18) MCW EOS MTP (13APR28)
PLN A- City Centre Library - A-201 - GROUND FLOOR - OVERALL PLAN
PLN A- City Centre Library - A-300 - BUILDING SECTIONS
PLN A- City Centre Library - A-400 - NORTH EAST ELEVATIONS
PLN A- City Centre Library - A-803 - WALL SECTIONS
PLN A- City Centre Library - A-804 - WALL SECTIONS - East and South Wall
SCC Site Plan w area takeoffs
SCH 3244 E104-a_b_c Plaza PWR - LTG-E104c Plaza Elec - LTG POLES & PLAZA DIMENSIONS
Surrey Civic Centre - Structural - Final Design Drawings S101

The documentation provided in Schedule A-1 is for reference purposes only. The City does not bear responsibility for the accuracy of this documentation.

Contract Drawings 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 Username, “Welcome” as the password and then click “Login”

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

Login ID: surreybid
Password: Welcome
Folder: 1220-030-2023-015