



PROCUREMENT SERVICES

CITY OF SURREY, SURREY CITY HALL
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ADDENDUM No. 3

REQUEST FOR PROPOSALS (RFP) No.: 1220-030-2024-011

TITLE: SUNNYSIDE LAWN CEMETERY MASTER PLAN

ADDENDUM ISSUE DATE: April 15, 2024

REVISED CLOSING DATE AND TIME: ON OR BEFORE THE FOLLOWING DATE AND TIME (THE “CLOSING TIME”):

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

DATE: April 19, 2024

INFORMATION FOR PROPONENTS

Proponents are advised that Addendum No. 3 to 1220-030-2024-011 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. 3 contains three (3) pages.

1. **REVISED DATE:**

“Delete Section 2.1 in its entirety and substitute with Section 2.1 below:

2.1 Closing Time and Address for Proposal Delivery

The Proponent should submit the Proposal electronically in a single pdf file which must be delivered by email at: purchasing@surrey.ca

on or before the following date and time

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

Date: April 19, 2024

(the "Closing Time").

Confirmation of receipt of email will be issued. Proposals that cannot be opened or viewed may be rejected. A Proponent bears all risk that the City's receiving computer equipment functions properly so that the Proposal is received by the Closing Time.

Note: The maximum file size the City can receive is 10Mb. If sending large email attachments, Proponents should phone [604-590-7274] to confirm receipt."

QUESTION AND ANSWER:

Q1. In Section 3.4: Detailed Design Phase, can the City confirm the review stages to include in task a) Construction Drawings Set? Would this include 50%, 75% and 100% Design Development (DD) drawings?

A1. Delete in its entirety Section 3.4 Detailed Design Phase, item (a) of Schedule A and replace with:

" 3.4 Detailed Design Phase

(a) Construction Drawing Set

Refine the master plan and spatial visions into detailed drawings used for permitting and phased construction. The Design should take into consideration a phased construction approach as some elements may be transitional and be rebuilt for the final build-out. Detailed design at each phase should be futureproof for the next and final phase. The Design is to be accompanied by a refined cost estimate.

Deliverable:

- Construction drawing sets for all phases include milestone submissions for City review at 50%, 75%, and 100% Design Development. At 100% Design Development completion, drawings will be labelled 'Issue for Construction'. Phase 1 to include a Class A cost estimate and subsequent phases to include a Class C cost estimate. Construction drawings are to include, but are not limited to:
 - Existing conditions with demolition and tree protection plan
 - Layout plan, use the City's georeferencing system (see Schedule A-1)
 - Material plan
 - Grading plan
 - Drainage plans
 - Planting plans (including memorial trees)
 - Irrigation plan
 - Water service plan
 - Sanitary service plan
 - Electrical service plan
 - Wayfinding signage plan to city standards
 - Erosion and Sediment Control (ESC) plan

- Sections and details, including columbarium, in-ground interment excavation depth and construct, entrance gateway, memorial structures, benches, pathways, fencing, tree planting
- Construction specifications to support construction drawing set;
- Class A cost estimate for construction works associated with Phase 1 build out, including permit costs and other fees;
- Class C cost estimate for construction works associated with subsequent phases of development;
- Minimum 2 meetings with the City's Project Lead to coordinate detailed design, revisions and feedback;
- Minimum 2 interim drawing submissions (in addition to / leading up to drawing sets for permitting) to City's Project Lead for review; and
- Final drawing set should be to the caliber of and labelled as 'Issued for Construction' set."

All Addenda will become part of the Contract Documents.

- END OF ADDENDUM -