



September 11, 2020

ENQUIRIES AND RESPONSES # 1
NWRFP-20-20
Agnes Greenway Design and Project Management Services
New Westminster, BC

ANSWERS TO SUBMITTED QUESTIONS

- Q11. 5.1 of the RFP states that topographic and legal survey may be required as needed for the Feasibility Study Phase. Does the City currently possess any existing topo or legal survey of the corridor and vicinity, and if so, can the City specify the extent of survey coverage, type, and accuracy to determine what additional survey may be required for the project?
- A1 The City has a complete topographic survey of the project extents (for both project phases and extending approximately 20 m along intersecting streets), including surface features such as curb, sidewalk, curb letdowns, utilities, trees, signs, etc. Property boundaries have been incorporated into the survey based on available legal information.
- The City suggests that proponents incorporate an allowance into their proposals to enable a small amount of additional survey data to be collected if certain details are missing and needed.
- Q2 Section 2.1 of Appendix A asks the proponent to “provide a one (1) page biography of your key employees”. Can the City please clarify if the intent is to provide all key bios on one page or one page per key employee?
- A2 One page total and attach individual résumés as a separate appendices if you desire.
- Q3 Section 3.5 of Appendix A asks the proponent to “include a draft Statement of Work (SoW) with your submission”. Part 3, section 3.2 notes the sequence of topics to include in the submission format include item 6) Appendix E – Sample Statement of work (following Appendix A through D). Can the City please clarify if the draft Statement of Work is to be included in section 3.5 of Appendix A submission requirements, or if section 3.5 of Appendix A should refer to the draft Statement of Work to be included as Appendix E of the proponent’s submission package. Also please confirm if this draft SoW is part of the 30 page limit requirements.
- A3 Refer to the draft statement in Appendix A to be included as Appendix E. The draft is not part of the 30 page limit.

Q4 Part 3 section 3.4 states “proposals should be provided double-sided on 8 ½” white paper”. Can the City advise if larger paper format (ie. 11x17) is acceptable for schedule and fee estimate sheets?

A4 Yes.

END of Enquiries and Responses

Yours truly,

A handwritten signature in blue ink, appearing to read 'Heather Rossi', with a horizontal line underneath.

For
Heather Rossi
Intermediate Buyer