



ADDENDUM NO. 2

REQUEST FOR PROPOSAL

REFERENCE NUMBER: 2018-01

**CONSULTING SERVICES FOR
SUBDIVISION AND DEVELOPMENT SERVICING BYLAW REVIEW & UPDATE**

To all Proponents:

February 1, 2018

The following changes/deletions/additions are hereby made as part of the Request for Proposal document:

Title Page – Add as follows:

Proposals will not be opened in public.

It is the sole responsibility of the Proponent to check the District's website at www.summerland.ca or BC Bid www.bcbid.gov.bc.ca for any updated information and addendum issued before the closing date. These websites are the only authorized websites to obtain competitive bid documents for District of Summerland opportunities. The District of Summerland shall not be held responsible for our competitive bid documents that are located on any other website.

Instructions to Proponents, item IP-2.2 Inquiries – Add as follows:

IP-2.2 Inquiries

All inquiries regarding the RFP shall be directed to the Project Office:

Attention: Chandra Moncrieff

Engineering Technologist

Phone: (250) 494-0431

Fax: (250) 494-3399

E-mail: cmoncrieff@summerland.ca

Proponents shall carefully examine the RFP documents and shall fully inform themselves as to the intent, existing conditions and limitations which may affect their Proposal submission. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions imposed.

Proponents finding discrepancies or omissions in the Contract or RFP, or having any doubts as to the meaning or intent of any provision should immediately notify the above-noted project contact. If there are any changes, additions, deletions to the Proposal scope, conditions or closing

date, an Addendum issued by the District will be posted on the District website (www.summerland.ca). All Addenda are to become part of the Proposal documents. Verbal discussion with District staff shall not become part of the RFP or modify the RFP unless confirmed by written Addendum.

Instructions to Proponents, item IP-2.3 Communications – Remove in its entirety and replace as follows:

IP-2.3 Communications

Proponents are to direct any inquiries to the District as noted in item IP-2.2. Proponents may contact staff to request specific information related to this project; however, the District retains the right to determine whether the information is relevant and suitable for release.

Instructions to Proponents, item IP-2.9 Addenda – Remove in its entirety and replace as follows:

IP-2.3 Addenda

Questions regarding the RFP should be submitted in writing to the **Project Office as outlined in IP-2.2**. Written questions will be summarized, answered, and an addendum will be posted on BC Bid and the District's website.

The District will not be responsible for nor be bound by any verbal instructions, interpretations, or explanations issued by its members, agents, employees, or representatives.

Addenda may be issued up to 48 hours prior to the Closing Date and Closing Time. After this time, the RFP will be considered complete and no further Addenda will be issued

Instructions to Proponents, item IP-4.1 Closing Date and Time – Remove in its entirety and Replace as follows:

IP-4.1 Submittal Deadline and Instructions

Delivery of Proposals to the Project Office prior to the Closing Date and Time is solely and strictly the responsibility of the Proponent. The District shall not, under any circumstances, be responsible for delays caused by any delivery service, or for delays caused by any other occurrence.

Proposals are to be submitted in a sealed envelope. Proposals and their envelopes should be clearly marked with the name and address of the Proponent, the Project Title and Reference Number.

Three (3) printed originals and one (1) electronic copy in PDF format of the Proposal are to be submitted in a sealed envelope clearly marked with the name and address of the Proponent, the Project Title and Reference Number may be hand delivered, couriered or mailed. Fax or e-mail submissions will NOT be accepted.

Instructions to Proponents, item IP-4.3 Content of Proposals, Remove first sentence and replace as follows:

IP-4.3 Content of Proposals

If you are interested in this consulting assignment, you are requested to submit your proposal with the following supporting information:

Instructions to Proponents, item IP-4.3 Content of Proposals, clause k.i and k.ii – Replace “Consultant” with “Proponent” as follows:

- k. the following endorsements:
 - i. “We, (name of **Proponent**), do hereby confirm that all computer software used by the Consultant in the execution of this assignment is directly licensed to the Consultant and that the terms of the software licensing Contracts have not been breached.”; and
 - ii. “We, (name of **Proponent**), do hereby confirm that the key personnel identified as members of the Project Team shall not be replaced without the written approval of the Director”;

Consulting Services Contract, item CC-12 Insurance, change in Professional Errors and Omissions Insurance amounts required as follows:

Professional Errors and Omissions Insurance

Coverage in the amount of **\$1,000,000** per occurrence and **\$1,000,000** aggregate, and must remain in force for the life of the Project and for 12 months after substantial completion.

Schedule ‘B’ - Scope of Services, item SS-6.0 Final Submission – Remove in its entirety and Replace as follows:

The final submission shall include:

- 1 digital copy of the text portions of the Subdivision and Development Servicing Bylaw in Microsoft Word **2007 or newer (.docx)** format,
- 1 digital copy of the drawing portions of the Subdivision and Development Servicing Bylaw in AutoCAD 2014 format,
- 1 digital copy of the entire Subdivision and Development Servicing Bylaw in PDF format with smart links throughout the document to allow direct access to the sections and sub-sections of the Bylaw,
- 5 double-**sided** bound paper copies of the entire Subdivision and Development Servicing Bylaw,
- 1 single-**sided** unbound paper copy of the entire Subdivision and Development Servicing Bylaw for reproduction purposes.

END OF ADDENDUM NO. 2

Kris Johnson, P.Eng.
Director of Works and Utilities