

**REQUEST FOR PROPOSALS “RFP” NO. PS20201407
Broadway Business-Awareness Marketing Strategy for
Broadway Subway Project (BSP) Construction**

QUESTIONS AND ANSWERS NO. 1

ISSUED ON: December 14, 2020

Q1	Is it possible to submit one PDF document that contains the following: - Filled out/signed Form of Proposal (Page C-1) - Sections with the requested information of Questionnaire (pages C-9 to C-12), tables 2 & 3 (pages C-1 and C-2), appendix 4 (Pages C-3 and C-4) in a written proposal format (ie. NOT within the forms provided in your document).
A1	Yes, Proponents may use a different format than the one provided in the RFP - Part C but should take care to answer all of the questions posed in a format that is logical and easy to follow.
Q2	Can you provide the Detailed Breakdown of Proposed Fees For Services (Page C-1 and C-2) in the required excel format so I can complete it as required?
A2	Yes, an Excel version of the table will be posted on the City website.
Q3	Please confirm that a completed Certificate of Insurance (C-1 and C-2) is not required until the job has been awarded (I satisfy all insurance requirements as per previous contracts with the City of Vancouver).
A3	It is the City’s preference to receive the completed form listed. However, if one is not available a letter from the Proponent’s insurance provider stating the Proponent is able to meet the insurance requirements would suffice.
Q4	Are the Appendix 5, 6, 7, 8, 9, 10, 11 (Page C-3 to C-9) to be completed after the job has been awarded?
A4	Appendices 5 through 11 should be completed and provided as a part of Proponent’s submissions.

END OF Q&A No.1