



ADDENDUM

PROJECT TITLE: Housing Needs Assessment and Affordable Housing Action Plan	ADD. NO: 1
RFP NO: 2021-092202P	DATE: September 23, 2021
PAGE 1 of 4 (Including Confirmation Sheet)	

Make the following modifications to the above project. Include in the amount of the Proposal, any additions to or deductions from the cost of the work by reason of these instructions.

Sign and attach this Addendum to the Proposal documents and submit with your Proposal. Failure to do so may result in the rejection of your Proposal.

Questions and Answers:

Q1. On page 19 there is a requirement that "All responses to this proposal call should include team members that are full and current members of the Canadian Institute of Planners qualified to practice in the Province of New Brunswick." From our experience, we have not seen this requirement in other jurisdictions to successfully deliver housing needs assessments and affordable housing action plans. Is this a mandatory requirement for each proposed team member? We respectfully request the City to remove this requirement.

A1. It is our preference that professional planners be engaged. However, it is not a requirement. Other relevant professional qualifications will be considered.

Q2. Will the City accept an emailed RFP submission? We recognize that a paper copy is requested in the RFP.

A2. The City will not accept emailed RFP submissions.

Q3. Has the City defined a budget for the project? If so, can it be disclosed?

A3. The City expects the Housing Needs Assessment to possibly cost up to \$50,000 and the stakeholder engagement and support for the development of the Action Plan to possibly cost up to \$45,000.

Q4. We reviewed the City's Affordable Action Plan (<https://pub-saintjohn.escribemeetings.com/filestream.ashx?DocumentId=8537>) Have external consultants been engaged in the development of the work to date, and if so, is that organization precluded from bidding on this RFP?

SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL

Chris Roberts, SCMP, CPPB
Procurement Manager
Supply Chain Management

Proponent's Signature



ADDENDUM

PROJECT TITLE: Housing Needs Assessment and Affordable Housing Action Plan	ADD. NO: 1
RFP NO: 2021-092202P	DATE: September 23, 2021
PAGE 2 of 4 (Including Confirmation Sheet)	

A4. No. All work, except for some graphical assets in the PowerPoint presentation, have been undertaken by City staff.

Q5. Does the City have a preferred completion date for the proposed work? [ref. Appendix D - A(3) of RFP]

A5. The Project Charter includes a completion date of January 14, 2022, for the Housing Needs Assessment. We may consider a later date in January 2022. The Charter includes a completion date in April 2022 for the Saint John Affordable Housing Action Plan. We may consider a later date of one or two months thereafter.

Q6. Apart from the project lead for the City, can you please clarify City expectations with regards to the role of the consultant in interfacing with the various City staff/entities cited in the RFP (e.g. project team, support team, Action Team, Growth Committee, etc.) as well as the City's project partners (e.g. Canada Mortgage and Housing Corporation, the Government of New Brunswick)? [ref. "Roles" in Appendix D - A(2) of RFP]

A6. The consultant will need to work with the Action Team, which includes City staff, CMHC, the Government of New Brunswick, and NPO partners, with respect to the engagement program and developing the Action Plan. We do not anticipate any direct involvement with the City support team, Growth Committee, or NPO boards, though members from these entities will likely participate in one or more of the engagement sessions.

Q7. Has the City previously secured custom cross-tab data from Statistics Canada in support of this project (Census 2016)? If not, would the City be willing to procure such data?

A7. The City has not procured data from Statistics Canada for this project. We would expect that the consultant will acquire and utilize the latest possible datasets, including any available datasets from

SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL

Chris Roberts, SCMP, CPPB
Procurement Manager
Supply Chain Management

Proponent's Signature



ADDENDUM

PROJECT TITLE: Housing Needs Assessment and Affordable Housing Action Plan	ADD. NO: 1
RFP NO: 2021-092202P	DATE: September 23, 2021
PAGE 3 of 4 (Including Confirmation Sheet)	

the Census 2021 collection.

Q8. Your RFP indicates that “Stakeholder and public engagement are expected to be a prominent component of the project”, and furthermore our workplan should include “workshops with affordable housing stakeholders, including seniors, students, immigrants, Indigenous persons, single people, families, people with disabilities, and other groups”. Can you provide a list of names of the key stakeholder groups to be consulted with, and if possible, a sense of how many workshops will be required?

A8. The engagement program will be designed by the consultant and informed by feedback from the project team. The engagement program is subject to the approval of the City.

SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL

Chris Roberts, SCMP, CPPB
Procurement Manager
Supply Chain Management

Proponent’s Signature



ADDENDUM

PROJECT TITLE: Housing Needs Assessment and Affordable Housing Action Plan	ADD. NO: 1
RFP NO: 2021-092202P	DATE: September 23, 2021
PAGE 4 of 4 (Including Confirmation Sheet)	

CONFIRMATION - RECEIPT OF ADDENDUM

**Upon receipt of this document, fax this page to
(506) 658-4742 to confirm receipt of this addendum.**

CONSULTANT'S NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

RECEIVER NAME (PRINT) _____

RECEIVER SIGNATURE: _____