



## ADDENDUM

|   |                        |
|---|------------------------|
| PROJECT TITLE: Consulting Services – City Market Strategic Plan | ADD. NO: 2             |
| RFP NO: 2021-092203P  | DATE: November 8, 2021 |
| PAGE 1 of 6 (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.**

### ITEM A – CLOSING DATE CHANGE

**Please note the new closing date and time for the above-mentioned RFP will be Monday, November 15<sup>th</sup>, 2021 at 4:00:00PM Atlantic time.**

### Item B - AWARD

**We hope to award the contract by November 29<sup>th</sup>.**

### Item C – WORK COMPLETION DATE

#### REPLACE –

In reference to point 2.5.2 (c) “ The initial public engagement on the strategy, including ideas, comments, and proposed areas of focus **should be concluded before the end of the Christmas Holiday of 2021.**

#### WITH

In reference to point 2.5.2 (c) “The initial public engagement on the strategy, including ideas, comments, and proposed areas of focus **should be concluded before the end of January.**

### **SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL**

\_\_\_\_\_  
Chris Roberts, SCMP, CPPB  
Procurement Manager  
Supply Chain Management

\_\_\_\_\_  
Proponent’s Signature



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### ITEM D - QUESTIONS AND ANSWERS

**Q1. Describe in more detail the services that would be provided by the City and Market related to the capital costs section? Will the city retain a quantity surveyor, or architect or designer? Is experience by a designer or architect required by the winning consultant team?**

*A1. The City has access to a surveyor as well as a heritage architect that it uses when making upgrades at the market. The City also has surveys of the building and stall spaces. The City also has an asset management department that coordinates all capital upgrades on City buildings, including the City Market, and provide information on the building structure of the City Market to the consultant as needed.*

*This item is not in reference to capital renewal upgrades for end-of-life cycle items. Instead, this would be for new ideas that the steering committee recommends to bring the strategic plan to life. For example, if the steering committee wanted the City Market to have a roof-top patio – which it currently does not – the consultant would incorporate that in the capital improvement plan, and include a high-level cost estimate and visual renderings of what it could look like.*

**Q2. In an article related to the City Market, there is reference to \$6 million in improvements. Is there a study related to that work? Has all that work been carried out? Were consultants used to assist with that plan? Can you provide the study? or staff report? or the consultants names?**

*A2. As mentioned in the previous response in reference to the capital cost section.*

*The \$6 million in improvements is in reference to the City Market Upgrade program, which included the following projects, all of which have been completed, or are in the process of being finished.*

- 1. City Market Pedway Elevating Device upgrades.*
- 2. City Market Main Hall Window Replacement.*
- 3. City Market Tower Exterior Brick/Sandstone remediation/Restoration*
- 4. City Market Tower Interior Fit-up*
- 5. City Market HVAC*
- 6. City Market Main Hall Roof Replacement*
- 7. City Market Lower Roof Replacement*
- 8. City Market Main Hall Lighting Upgrade*

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*There is not an all-encompassing study/report identifying these items for need. These items were identified via the City's Facility Management maintenance programs and architects and contractors were engaged for each project separately.*

*see - <https://www.cbc.ca/news/canada/new-brunswick/saint-john-city-market-upgrades-funding-1.3728234>*

**Q3. Can you be more specific in the budget maximum. Are we to assume that some of the \$100,000 total budget would be allocated to the City to undertake some of the items identified in the RFP including some engagement as well as leading the capital cost assessment? Is there a range that the City has identified for carrying out these services?**

*A3. As mentioned in Section 2.8, The budget for the project is between \$50,000 and \$100,000 excluding HST. The City will be offering in-kind staff support throughout the project and working collaboratively with the consultant. As the City and the successful proponent work through project details there would be a discussion on which entity is better suited to take on specific tasks and whether a part of the project budget should be allocated for specific tasks.*

**Q4. Can you identify the members of the working group and their specialization? Can the winning team utilize some of the services and professional capabilities of some of the working group towards assisting in the strategy and action plan? Can you identify any of those types of skills or services that could be delivered in-kind?**

*A4. While members of the working group have professional expertise in backgrounds such as marketing, tourism, law, accounting, governance, entrepreneurship, or are vendors at the City Market, the steering committee members are not intended to be subject matter experts on the City Market, and their role on the project is more akin to a Citizen advisory panel.*

**Q5. Is there any preference for local firms in the overall weighting or in the experience section?**

*A5. There is no preference given to local firms. However, cost will be a factor, including the degree of travel costs a consultant may propose*

**Q6. Who is to sign off on the final deliverables? The City and the City Oversight Team? or does the Steering Committee also have to sign off on the plan? Does the Steering Committee have to approve and sign off on the plan?**

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*A6. The oversight team will sign off on any work the consultant delivers, and the consultant will report to the project manager, not the steering committee. The steering committee however does need to approve the plan and ultimately Common Council.*

**Q7. What other resources would the City provide - assuming provide meeting space, board room space, etc?**

*A7. The oversight team will provide direct in-kind support and subject matter expertise to the project and will coordinate additional in-house support from various departments with competent authority on matters related to the market.*

*The City has current and historical data that it can make available to the successful proponent upon request.*

*The City will also make available the use of meeting space (Covid-19 permitting), public areas of the City Market, as well as access to the Bang the Table™ platform to assist the proponent with conducting public engagement.*

**Q8. Capital Improvements Plan (Section 2.5.5)**

**a. Given that the City is leading the Capital Improvements Plan (Section 2.5.5), with consultant support, can you clarify what this supporting role would look like?**

*A8a. See answer in A1 above.*

**b. Can the Capital Improvements Plan (Section 2.5.5) be excluded from our scope of work and our proposal still be considered?**

*A8b. For a proposal to be considered, primary deliverables such as the capital improvement plan cannot be excluded from the scope of work.*

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### Q9. Marketing Strategy (Section 2.5.6)

- a. So that we may scope the work accordingly, what are you looking for the Marketing Strategy (Section 2.5.6) to include and/or how robust are you looking for the strategy to be as a secondary deliverable?**

*A9a. The City is open to proposals from proponents on what the marketing strategy should look like. However, at a high level, it should align with the new strategic plan, and will likely address how the City Market will attract new customers and vendors, and the types of messaging and value proposition that is required to reach those audiences*

### Q10. Stakeholders

- a. How many pop-up/temporary vendors do you work with?**

*A10a. The City works with approximately 35 to 40 temporary vendors*

- b. What does the turnover look like for permanent vendors?**

*A10b. Turnover for permanent vendors is generally quite low, and many vendors have been operating in the City market for decades. Roughly one or two vendors either change hands annually, by selling their business, or do not renew their lease, in which case a stall becomes vacant, until it is filled by a new vendor.*

- c. Can we assume that the City would be responsible for distributing any online surveys to stakeholders (vendors, residents, businesses, committees, etc.)?**

*A10c. The City has a suite of engagement tools such as Bang the Table that also incorporates online surveys and can be used for engagement either by the City directly or in partnership with the successful proponent. As mentioned in section 2.5.2 (b) i. i) “The City and the Consultant will come to terms on which engagements should be led by City Staff and which could be led by the consultant alone.”*

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## 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: \_\_\_\_\_