



ADDENDUM

PROJECT TITLE: Consulting Services – City Market Strategic Plan	ADD. NO: 1
RFP NO: 2021-092203P	DATE: November 2, 2021
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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

Please note that any stated time within the RFP document is to be amended to include “:00” seconds. For example, the closing time shall read “4:00:00 pm”.

Item B – Questions and Answers

Q1. Regarding the 8 Steering Committee meetings mentioned in section **2.5.1 Steering Committee Support**, is there an option for one longer in-person session and two virtual meetings, instead of 8 smaller meetings? A longer session (e.g. 6 hours) will allow for a more thorough discussion on key findings and to define the strategic plan.

A1. Common Council has appointed a steering committee of 10 members of the public, it is very unlikely they will be able to devote significant amounts of time to long meetings. Therefore, it is very unlikely that these steering committee meetings could simply be consolidated to 2 or 3 meetings. There is likely a possibility for a consultant to participate in steering committee meetings remotely, especially if meetings are held using video-conferencing due to Covid protocols.

Q2. When do you expect to award the contract for this RFP?

A2. We hope to award the contract by November 15th.

Q3. In section **2.5.2 Public Engagement c)**, you identify that 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.” Can you define what you mean by “initial public engagement”? Does this include all that is listed in **2.5.2 b)**, “The Consultant will work very closely with the City is conducting a robust engagement using a wider variety of mediums such as: Bang the Table™; Surveys; World Café engagements; virtual or in-person, open-Houses; pop-up engagements at the City Market; Focus Groups; Individual engagement when needed.”?

SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL

Chris Roberts, SCMP, CPPB
Procurement Manager
Supply Chain Management

Proponent’s Signature



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A3. Initial Public Engagement is essentially soliciting the public, and various stakeholders for ideas and opinions on what they think the vision and objectives for the City Market should be. The Steering committee will then be able to start making informed decisions based on that feedback. There will be a second round of public engagement once the strategic plan is drafted or nearing completion in order to obtain feedback from the public on whether we are on-track with the plan, or whether we need to go back to the drawing board.

- a. The engagement mediums listed in 2.5.2 are not prescriptive but are for illustrative purposes. However, if the consultant intends to only solicit public feedback through one methodology, they should justify that rationale.*
- b. The City has a subscription to Bang the Table, and the successful incumbent would have access to this tool if requested.*

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A D D E N D U M

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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: _____