



ADDENDUM

PROJECT TITLE: Consulting Services – Saint John Industrial Park (SJIP) Market Assessment	ADD. NO: 1
RFP NO: 2022-092204P	DATE: July 19 th , 2022
PAGE 1 of 3 (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.

Please find below a list of questions and answers.

Q1. Is there a set budget for this project or a range that you can share with us?

A1. *No. We do not have a budget or will not share it at this time.*

Q2. The Phase 2 Project Brief (pg. 37) provides a high-level project plan. Please confirm whether this timeline/date is still valid and whether there are any major stakeholder meetings and/or milestones which should be factored into our proposed workplan?

A2. *Timeline is relatively intact. There are no major stakeholder meetings, and we have a small project management team at the City.*

Q3. Section 4.9 (pg. 16-17) of the RFP outlines specific insurance requirements. Please confirm whether proof of these insurances / policies is required as part of the RFP response or to be shown prior to the start of the work?

A3. *Certificate of insurance will need to be provided only by the proponents that is awarded the work.*

Q4. Since the 'Financial Proposal' will be a separate file and will include the completed 'Pricing Form', should we refrain from mentioning any proposed pricing information in our 'Technical Proposal'?

A4. *Correct. Please do not include any pricing information in your technical proposal.*

Q5. We understand that there was a core team involved in performing phase 1 actions. Please clarify the stakeholders, along with their expected role, to be involved during this proposed scope of work.

A5. *The Project Management team will be Brian Irving and Terry Conrod.*

SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL

Monic MacVicar

BY: _____
Monic MacVicar, CCLP, CPPB
Procurement Specialist, Supply Chain Management

Contractor's Signature



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<p>Q6. We understand that Saint John Industrial Parks has identified three priority market segments (Manufacturer & Producer sectors, Traditional & Green Energy sectors, and Value-Added Services). Please clarify whether the scope of the market study will be limited to these priority market sectors or if a broader industry identification and assessment will be required.</p> <p>A6. <i>We are asking the consultant to provide thought leadership around others as well as those cited, steel, auto parts would be an example.</i></p> <p>Q7. Are there any geographic restrictions / preferences in relation to the potential industry sectors and customer candidates (i.e., Canadian, North American, Global, etc.)?</p> <p>A7. <i>No</i></p> <p>Q8. As noted in Appendix D "Each proponent is requested to provide three references from clients who have obtained services as those requested in this RFP for each of the four (4) phases from the proponent in the last three years (may be up to 12 references)." Please clarify the minimum number of references required.</p> <p>A8. <i>3 references is required as per Appendix D.</i></p> <p>Q9. Confirming that the analysis of the current market trends of each selected industry segment is only expected to be based on desktop research of available information. Sector growth modelling and forecasting, and/or stakeholder engagement for this task is not expected.</p> <p>A9. <i>Part of your technical proposal should include validation from industry and would be idea but we are not in a position to comment on how to provide the information we are seeking.</i></p> <p>Q10. Confirming that there will be no zoning and/or rezoning required as part of the task in coordination with City planning.</p> <p>A10. <i>Correct</i></p> <p>Q11. Please confirm if there are page limits for the RFP response.</p> <p>A11. <i>There are no page limits.</i></p>	

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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: _____