



ADDENDUM

PROJECT TITLE: Consulting Services – Governance Reform for Housing	ADD. NO: 1
RFP NO: 2024-092205P	DATE: June 13, 2024
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.

Questions and Answers

Q1. Could you provide us with the budget for this project?

A1. \$35,000

Q2. Could you provide us with the key milestone dates? The RFP does mention “Presentation of the draft report and recommendation to the project steering committee should be completed before the end of Q4 2024”; and “The final report and recommendation should be presented to Growth Committee and Common Council in Q1, 2025.”

A2. *The tentative key milestone would be December 9, 2024. The confirmed key milestone date will be established during the scoping meeting for the project.*

Q3. Re: “Regular weekly meetings will be held between the project manager and consultant.” Can these meetings be held virtually or do you require the project team to be available on-site?

A3. *These meetings are intended to be virtual. The goal is to limit the requirement for any in-person meetings. Any potential in-person meetings (e.g. presentation to Council) will be discussed and finalized at the scoping meeting.*

Q4. Can you share the Affordable Housing Grant, Rapid Housing Initiative Round 3 project stream application (2023)?

A4:

[Affordable Housing Grant Program | City of Saint John, New Brunswick](#)

[Affordable Housing Soft Cost Grant Program | City of Saint John, New Brunswick](#)

SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL

Chris Roberts, SCMP, CPPB
Procurement Manager
Supply Chain Management

Proponent's Signature



ADDENDUM

PROJECT TITLE: Consulting Services – Governance Reform for Housing	ADD. NO: 1
RFP NO: 2024-092205P	DATE: June 13, 2024
PAGE 2 of 3 (Including Confirmation Sheet)	

Summary details on RH13 application would be shared at the kick off/information sharing meeting with the successful proponent.

Q5. We see the Housing Accelerator Fund Action Plan online. Is there any additional project documents from 2024? If yes, can you share those?

A5. We are preparing to launch a HAF portal on the city website, however, do not have additional project documents from 2024 to share at this time, with the exception that several additional HAF-related RFPs have been posted on the City’s procurement website. (Proposal 2024-092206P Consulting Services – Zoning By-Law Reform and Proposal 2024-092207P Consulting Services – Schematic Design Catalogue.

Q6. In the Housing Accelerator Action Plan, Initiative 8, pages 20-21, there are 4 milestones. Are there any additional details, timelines and milestones, or any that have evolved since publishing this plan? If yes, can you share those?

A6. We do not have additional details, timelines on milestones to add, except for those articulated in the RFP.

Q7. In the 2022 Action Plan, 100+ individuals and agencies provided valuable insights into local housing conditions, concerns and priorities (page 12) and appendix 2 of this document (page 35) lists 66 stakeholder organizations. On page 19 of the RFP, you also speak about facilitating engagement of each organization, and on page 20 stakeholder interviews. Can you confirm how many stakeholders should be interviewed and how many organizations should be engaged for this project? How many interviews and engagement sessions are required?

A7. The Gap Analysis covers non-profit housing developers, of which there are currently three major organizations in Saint John. No more than 10 interviews should be expected.

SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL

Chris Roberts, SCMP, CPPB
Procurement Manager
Supply Chain Management

Proponent’s Signature



ADDENDUM

PROJECT TITLE: Consulting Services – Governance Reform for Housing	ADD. NO: 1
RFP NO: 2024-092205P	DATE: June 13, 2024
PAGE 3 of 3 (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: _____