



ADDENDUM

PROJECT TITLE: Consulting Services – North End Secondary Plan	ADD. NO: 1
RFP NO: 2024-092208P	DATE: June 26, 2024
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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 No. 1

Please be advised that the closing date and time for this RFP has been extended to Wednesday, July 17, 2024, 4:00:00 pm, ADT. Additionally, the deadline for enquiries has been extended to Tuesday, July 2, 2024, 4:00:00 pm, ADT and the deadline for addenda has been extended to Thursday, July 4, 2024, 4:00:00 pm, ADT.

Item No. 2 – Questions and Answers

Q1. Could the city please clarify the pricing table on page 16? What information would you like us to provide?

A1. *The City is leaving it to proponents to structure their financial proposals in a manner they deem appropriate.*

Q2. For the reference form can the years be extended to 5 or 10 years. Additionally do the projects need to be fully completed or can they be in progress with the current clients?

A2. *This is acceptable. They can be in-progress.*

Q3. For the reference projects, do they need to be the same as the reference forms?

A3. *Not necessarily.*

Q4. Will the City be providing spaces to host the workshops and open houses?

A4. *The City will provide space for open houses and work shops – location and timing to be determined as required.*

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Chris Roberts, SCMP, CPPB
Procurement Manager
Supply Chain Management

Proponent's Signature



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Q5. Will the City be providing a list of stakeholders for interviews?
A5. The City will provide a list of current stakeholders – this does not preclude that others may become known throughout the process.

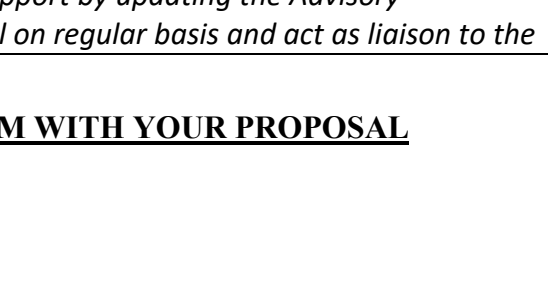
Q6. Does the city have its own online survey platform?
A6. The City will be using its publicly known Shape Your City webpage for transfer of information and survey purposes.

Q7. Please confirm if the expectation is that the consultant team will prepare and provide the content and the city will be in charge of publishing the online launch and activities?
A7. The City will be responsible for publishing online information through the Shape Your City website. If the consultant is aware of other online apps or options that are proving more suitable, the consultant should advise the City in its proposal submission and open the topic for discussion.

Q8. How many pop-up engagement activities and stakeholders visioning sessions should be considered as a minimum?
A8. As per the RFP, Key Stakeholders will include the Advisory Committee, Growth Committee, Common Council, and the wider general public. The consultant must submit an outline of a Public Engagement Plan identifying the recommend number and proposed format of engagement events (visioning charade/ open house, world café) appropriate for the various phases of the projects. Those sessions targeting the wider general public should be user friendly and designed to engage the average citizen who has limited technical knowledge. We expect consultation to take place in a combination of in person and virtual events. We anticipate presence of consultant virtually for some of these events, supplemented by city staff presence in person. We expect between 4 to 6 in person events where Consultant presence would be required. City staff will provide support by updating the Advisory Committee, Growth Committee and Common Council on regular basis and act as liaison to the



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Consultant and/or Project Lead. is also expected that the consultant will facilitate most or all of the stakeholder events with assistance from City staff where necessary. City staff will also facilitate most pop-up events (expected to be 2 or 3) and may require the consultant to attend in a situation where 3rd party representation is best suited.

Q9. Please clarify what would be the consultant team’s role in “engagement childcare support” and “engagement transportation support” mentioned in the Project Phasing table, Phase 2.

A9. Engagement childcare support and engagement transportation support – this is an oversight – The City will be making engagement opportunities available to those inhibited by child support or transportation needs. There is nothing additional required of the consultant.

Q10. Section 3.2 speaks to 5 phases being proposed, but the table and phase breakdowns only show 4 phases.

A10. The RFP phasing references are erred. The 4th Phase is 3.2.4.2 - City Review of Draft Secondary Plan. The 5th Phase is 3.2.5 - Plan Refinement and Finalization.

Q11. Please confirm that the city will provide GIS or CAD file format of maps including, but not limited to, property boundaries, streets, existing buildings etc. as a base for the consultant to work from.

A11. The City will provide GIS Shapefiles and/or CAD files as necessary for all mapping activities including infrastructure locations.

Q12. Can the City please share the budget for this project?

A12. The budget range is \$300,000 to \$350,000.

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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: _____