



771-2012 ADDENDUM 2

REQUEST FOR PROPOSAL FOR CONSULTING SERVICES FOR THE CORYDON-OSBORNE NEIGHBOURHOOD PLAN – FINAL PHASE

URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE
REQUEST FOR PROPOSAL**

ISSUED: November 27, 2012
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**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE REQUEST FOR PROPOSAL AND
SHALL FORM A PART OF THE CONTRACT
DOCUMENTS**

Template Version: Ar20120228

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 9 of Form A: Proposal may render your Proposal non-responsive.

PART B – BIDDING PROCEDURES

Revise: B10.4 to read:

B10.4 The Proposal should include general firm profile information, including years in business average volume of work, number of employees, list of awards and other pertinent information for the Proponent and all Subconsultants. A list of project awards is intended to mean any special recognition that a project has received from an outside organization, for example, IAP2, Canadian Institute of Planners, etc.

Add: B11.2.1 Professional recognition awards is intended to mean any professional designation or affiliations that each key personnel holds, for example, LEED AP, IAP2 certification, Member Canadian Institute of Planners, American Institute of Certified Planners, P.Eng., etc.

Questions and Answers

- Q1. Can you please tell us the consultation firm who designed and implemented the workshops and open houses in the past on this project?
- A1. Previous consultants involved with the project are listed in B15.1. Prairie Architects Inc. was the lead consultant responsible for the previous round of public consultation and the Collective Design Process for the project.
- Q2. Does the City have a Public Engagement Policy?
- A2. The City does not have a formal public engagement policy but does have a demonstrated organizational philosophy of engaging citizens. In August 2011, the City of Winnipeg's new long-range, municipal development plan – OurWinnipeg – came into force and effect, replacing Plan Winnipeg 2020 Vision. OurWinnipeg was created with the input of more than 42,000 Winnipeggers in what was the most participatory public input process in the city's history. The process of developing OurWinnipeg may be complete, but collaboration with partner organizations, such as local business groups, business improvement zones, non-profit groups and other levels of government represents an integral part of plan implementation. OurWinnipeg and Complete Communities Direction Strategy (our new land use and development playbook) reflects a shift in direction that further enables collaboration, recognizing the important partnerships and relationships that the City of Winnipeg has with the stakeholders who will ultimately be building our communities.

- Q3. What level of influence or control will the public have on the decision that is being made? Have you identified where on the IAP2 spectrum this project sits?
- A3. The City of Winnipeg will partner with the community and incorporate public feedback, advice and recommendations into the decision making process to the maximum extent possible. A Community Planning Advisory Committee has been established for this project. The City of Winnipeg suggests that the project would fall under Collaborate on the IAP2 Spectrum of Public Participation.
- Q4. Corporate Profile and Award History, how is the description in B12.1 of the RFP different than the description to be included in Section D as described in B10.4 of the RFP?
- A4. This was addressed in Addendum 1.
- Q5. Corporate Profile and Award history, what is meant by “a list of project awards by the proponent”? Is this referring to a list of all projects the proponent has ever won, a current list of projects underway, projects that have been given special recognition through awards or recognition, or something else?
- A5. See revised B10.4 in Addendum 2.
- Q6. Experience of Key Personnel, it is asking for “professional recognition” of each personnel. What does this mean, and does this include professional designations and affiliations?
- A6. See B11.2.1 in Addendum 2.
- Q7. Under Part E2.10 of the RFP it states “The City will cover administrative costs and expenses for public consultation events including, for example, venue rental charges, equipment rental, catering for snacks and refreshments, printing, postage, courier, newspaper advertising, photocopying”. Do the expenses related to these items need to be included in the Fees?
- A7. Under E2.10, the intent is that the City of Winnipeg will be responsible for the identified expenses and/or disbursements related to the project and those costs should not be included in the consulting fee proposal.
- Q8. Can you confirm whether provisional member is sufficient as per B10.2(d): *Qualified professional planner and Member, Canadian Institute of Planners (CIP) or American Institute of Certified Planners (AICP)*.
- A8. "Provisional" member of the Canadian Institute of Planners is not an appropriate substitute and does not meet the requirements of the RFP for a full member of CIP or AICP. At least one key consulting team member must be a full member of CIP or AICP. For CIP, that would mean the member must be a Member (MCIP) or a Registered Professional Planner (RPP).
- Q9. We are assuming that members of the firms listed on pg.6, Section B 15.1 are available to be consulted during the project even if not listed as subconsultants on our proposed team. Will these firms be available to participate in a workshop and/or interviews with the successful vendor, the City and stakeholders?
- A9. The scope of work by the consultants listed in B15.1 was completed as part of the previous phases of the project. While those consulting firms may be contacted, we cannot say whether they would be willing to participate or be interviewed for this new phase of the project. Any participation from this point forward would be at their sole discretion.