



552-2016 ADDENDUM 1

REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR THE CITY OF WINNIPEG ATHLETIC FIELD ALLOCATION REVIEW AND POLICY RECOMMENDATIONS

ISSUED: June 20, 2016
BY: Jonina Ewart
TELEPHONE NO. 204 - 986-2682

URGENT

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

THIS ADDENDUM SHALL BE INCORPORATED INTO THE REQUEST FOR PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

Template Version: Ar20150806

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: B9.1 (a) (i) to read: Anticipated Subconsultants required for this project include: Landscape Architect (s); Architect (s); Civil Engineer (s); Economic/ Business/ Management Consultant (s), IAP2 Foundations/Certificate Graduate

PART D – SUPPLEMENTAL CONDITIONS

Revise: D3.2 to read: to read: It is envisioned this plan will form the framework for an implementation strategy and field allocation policy recommendations that will guide the City over the coming years. The implementation strategy will identify all risks, costs and implications associated with each aspect of the athletic field booking recommendation alternatives so that the rationalization behind the recommended policy is transparent to the public and the elected officials. The recommendations should include options that are affordable and support the public’s willingness to pay for the field use. The Scope of Work for this assignment does not include the implementation of the **proposed policy but includes a communications plan to roll out the proposed policy**”.

Revise: D4.3 to read: Athletic fields are allocated according to field booking guidelines as outlined in **Appendix A 2007-2009 Fees and Charges Policy**.

Delete D4.4

Revise: D5.1 (c) (iv) to read: (iv) **And a communications plan** for the implementation of the Policy.

Revise: D5.1 (e) to read: Develop a draft sports field allocation policy and implementation plan including how it should be communicated, based on the standards developed in this study, that allows for fair access to all field users.

Revise: D6.3 (a) to read: Meeting with Project Steering Committee, to be developed in conjunction with Project Manager and after award, to confirm key City of Winnipeg personnel and review public **engagement** approaches and project schedule as described in the Proposal.

Revise: D6.3 (b) to read: The development of a comprehensive public engagement plan, which will follow best practices and core values as set out by IAP2 (see <http://iap2canada.ca/>), to ensure meaningful stakeholder input. The Public Engagement lead will work with the project team to iteratively review and adjust the PE process as may be necessary over the

course of the project. The project team will sign off on all PE plans and activities. **The PE process will inform the review of the existing field allocation policy as well as the development and evaluation of the proposed field allocation options and revised field allocation policy.** It should include a plan for the implementation of this policy. For each stage of the project;(Review of Field Allocation and the Development of Field Allocation Policy and the Implementation Plan) the PE process shall include:

Revise: D6.3 (b) (iii) to read: suggested tactics, which will allow for feedback to be provided at in-person events, **and may include public/stakeholder workshops and pop-up events.**

APPENDICES

Add: Appendix D - Winnipeg Community Sport Policy