



## 892-2019 ADDENDUM 1

### PROFESSIONAL CONSULTING SERVICES FOR ARCHIVAL PROGRAM FACILITY REQUIREMENTS

#### **URGENT**

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

ISSUED: October 24, 2019  
BY: Konrad Krahn  
TELEPHONE NO. 204 - 986-8738

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

Template Version: Ar20160708

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**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.**

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#### **PART D – SUPPLEMENTAL CONDITIONS**

Revise: D8.1(c) to read: Report documenting financial projections to be completed within **90** Calendar Days of award of contract.

#### **QUESTIONS AND ANSWERS**

- Q1.1: Will the survey participants be selected by the City or is that the responsibility of the Consultant? How many jurisdictions do you have in mind?
- A1.1: Proponents are to develop and present the methodology for the survey as part of their proposal. Project Understanding and Methodology is a weighted criteria in the evaluation (weighted at 40% of the total evaluation score)
- Q2.1: How many internal stakeholders will be involved in the project?
- A2.1: Primary Stakeholders include Archives and Records Control Branch employees, and Municipal Accommodations personnel within Winnipeg Planning, Property and Development, and representatives of the Association for Manitoba Archives.
- Q2.2: Does the full scope of research and analysis include municipal jurisdiction survey and Appendices A and B? Are there any additional documents?
- A2.2: Successful bidder will be provided additional relevant background materials to inform research and analysis upon request, but the methodology and project plan is to be developed by the Proponent.
- Q3.1: Is the Consultant expected to produce a facility budget (Class D) or will a City budget be available to determine financial projections?
- A3.1: The successful bidder is expected to provide financial projections for securing and adapting a facility (Class D is acceptable).
- Q3.2: Does the City have a building in mind?
- A3.2: The City does not have a building in mind.
- Q4.1: Is it likely that the project will include a public engagement aspect? Will a separate budget be allocated for public engagement?

A4.1: Public engagement is not anticipated as part of this project.

Q5: Refer to B9.1: Can we list three projects for each subconsultant?

A5: Yes.

Q6: Refer to B10.2: Can we list the Key Personnel (the project manager) for each subconsultant?

A6: Yes.

Q7: Refer to B11.4(c): The RFP asks the Proponent to address the proposed Project budget. What is the Project budget?

A7: A Project budget has not been identified.

Q8: Refer to B21.1(c) Fees; (Section B) are evaluated as 20% of the total score: How are the fees scored? Lowest fee gets 20 points; highest fee gets zero?

Q8: The fees are scored comparatively to the lowest fees.

Q9: Refer to D4.3 "The funds available for this contract are \$75,000." Does this mean that a maximum of \$75,000 is available for the consultant's fee and disbursements inclusive of applicable taxes?

A9: The maximum value of the contract, inclusive of all applicable taxes and fees is \$75,000.