

PUBLIC ENGAGEMENT CONSULTING SERVICES FOR TRANSPORTATION MASTER PLAN: 2050

URGENT

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

ISSUED: April 15, 2020
BY: Julie Dooley
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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: Ar20160708

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 10 of Form A: Proposal may render your Proposal non-responsive.

PART B – BIDDING PROCEDURES

Revise: B2.1 to read: The Submission Deadline is 12:00 noon Winnipeg time, **April 24, 2020**.

PART D – SUPPLEMENTAL CONDITIONS

Revise: D5.1 (c) The funds available for this Contract are **\$135,000**.

Clarify: D5.2 (h) The Transportation Master Plan Lead will act on behalf of all consultants in requesting and coordinating sharing of information, content, and technical materials; the expectation of the successful proponent (151-2020) is to ensure information and materials flagged by the Lead and City Project Manager are appropriately considered and represented in public engagement materials.

Delete: D5.2.3 (a)(v)

Delete: D5.2.3 (a)(vi)

Revise: D5.2.4(c)(i) Communication log

- **Respond to submissions to a City-monitored project email, to be forwarded to the proponent by the project manager, as required. (The response could be physically sent from either the proponent or the City email address; the expectation is that the proponent would feed the content of the response as required as they would act as the subject matter experts on the Phase 2 engagement program. Some responses may be able to be handled directly by the COW project manager)**
- Monitor and respond to phone inquiries

- Document and maintain communications log resulting from phone and email touchpoints including follow-up actions
- Present log in sharable format with real-time editing

Add: D5.2.5 Phase 1 stakeholder meetings could take place via telecommunications methods as required by social distancing measures. The feasibility of In-person implementation of Phase 2 engagement will be evaluated in late 2020; however, it is anticipated that Phase 2 will be conducted as intended in this RFP as social distancing measures are expected to be relaxed by 2021.

Add: D5.4 The City will cover expenses for public engagement activities, including, for example, venue, rental charges, equipment rental, catering for refreshments, translation, printing, postage, courier, newspaper advertising, and photocopying subject to prior approval of costs by the Project Manager. Wherever possible, City facilities will be used to host public events.

QUESTIONS AND ANSWERS

Q1: What is the timeline for the other component studies, relative to the engagement timeline? Will the engagement timeline be adjusted if the technical work is delayed?

A1: The expectation is that the component studies will be completed in advance of Phase 2 engagement, and that the findings will be provided to the successful proponent prior to the start of Phase 2 development. The engagement timeline will be adjusted if required by technical delays. The studies are in the process of being awarded; the information will be posted online when it becomes public.

Q2: Can you elaborate on D5.2 (h) (vi):
"Coordinate with the successful proponents to ensure that public input obtained as outlined in D5.2 is mutually analysed and reflected in the strategies developed by successful proponents and incorporated into the final TMP2050."

How do you envision this coordination being carried out?

A2: We expect the successful proponent to obtain public feedback on the technical recommendations during engagement, and provide the findings as part of their What We Heard Report. The City Project Manager will be required to take this feedback back to the consultants, adjust recommendations as appropriate, and illustrate how feedback informed the recommendations included in the final TMP. We would expect the engagement firm to provide public feedback in such a way that we can relay it to the technical firms, who can in turn use it to refine recommendations.

Q3: Does the City have an existing stakeholder list that can be used as the basis for the stakeholder index required?

A4: Yes, but we will be asking the successful proponent to advise us if they feel any stakeholders are missing, or are included but should not be.

Q4: For Phase 1 and Phase 2, the RFP states a minimum number of stakeholder meetings (at least 20 in Phase 1 and at least 10 in Phase 2) - is there an anticipated maximum number of meetings? How many people are expected to be included in each meeting?

A4: We would expect the successful proponent to use best practices for group size and consideration of content when designing a stakeholder meeting for meaningful input..

Q5: What is the anticipated length of the stakeholder engagement reports (Phase 1 and 2) - internal vs. summary?

A5: Reports will be asked to follow the City of Winnipeg's public engagement reporting guidelines and templates, which will be provided to the successful proponent. The reports would be whatever length is required to adequately communicate the discussions. The summary would be approximately 1-2 pages.

Q6: Phase 1 promotional installation – does the \$100K budget include printing and installation? Is it anticipated that the installation will "tour"? If so, to how many locations?

A6: Please see addendum.

Q7: Phase 2 strategies booklet - is printing to be included in \$100K and, if so, do you have an estimate of page count of booklet and number of copies required?

A7: The funding of promotional materials will be covered by the project disbursement, further clarity has been added in D5.4. The number of printed booklets is dependent on the notification strategy pursued by the successful proponent and how that aligns with the objectives of the public engagement program. The successful bidder will need to convey key information from the component studies that is concise and useful for public feedback; we do not have an estimate of page count for the booklet. Please see addendum for more information.

Q8: In the strategies booklet, the RFP asks for information to be presented in a visually appealing way. The visual appeal of the booklet could be highly dependent on the visuals provided by the technical consultants. Will technical consultants be provided direction or guidelines to ensure some consistency between their visual materials, or would the engagement consultant be expected to redesign visuals to provide consistency/appeal?

A8: Yes, the visuals will be provided based on the City brand standards; however, it is expected that some of the data presented in a technical fashion may be better suited to an infographic, in which case the engagement consultant would be asked to develop this if possible.

Q9: How will OPE provide the online engagement results for the Phase 2 report - will OPE code and analyze the data, and provide a summary of key themes and concerns? Or will the consultant be expected to code and analyze?

A9: OPE will be coding and analyzing the online engagement results; the engagement consultant will be asked to integrate the key themes into the report as provided, and reference them as required throughout the remainder of the report.

Q10: Will the PE Consultant be granted access to the City's Bang the Table platform?

A10: Yes.

Q11: Will the PE Consultant be granted access to a City of Winnipeg project specific email address?

A11: We are unable to provide access to internal email addresses; we would be forwarding the emails from a project-specific email address to the consultant.

Q12: Page 2 of Appendix B identifies 'promotion materials' as a responsibility of the PE Consultant in Phase 1. Can you clarify if these materials are for PE Consultant led activities (i.e. Stakeholder Meetings) or OPE led activities (i.e. panel and workshop)?

A12: These materials are for Consultant-led activities.

Q13: The scope of services identified in D5.2.3 and D5.2.4 is different than what is described in Phase 1: Current State and Phase 2: Confirm Strategies in Appendix B (i.e. there is no reference for promotion materials in D5.2.3 or the Strategies booklet and web content in Appendix B). Can you please confirm the scope of work for Phase 1 and Phase 2? Can the PE Consultant be the main contact for general public enquiries regarding the project?

A13: Appendix B is intended as a reference point for how work will be allocated, but is not an exhaustive list. Please use the body text of the RFP when responding.

Q14: Can you please clarify the anticipated communications / work flow between the Office of Public Engagement, City Communications staff, and the Project Manager?

A14: The project manager will be the primary contact between the successful proponent and the City; however, it is understood that the subject matter experts may converse directly with the consultant as appropriate.

Q15: Is there a possibility the City will increase the budget for this project?

A15: Please see addendum.

Q16: Will the PE Consultant be responsible for any analysis or evaluation of the stakeholder feedback received?

A16: The successful proponent would be responsible for reporting on the stakeholder feedback in a useful manner.

Q17: Please confirm that the Lead Input Analysis key personnel role (B10.2 d) refers explicitly to interpretation and analysis of various public engagement data as collected via the engagement process?

A17: Confirmed.

Q18: Please confirm that the series of 4-6 large format boards (D5.2.3 vi) are on-street billboards that would run the entire length of Phase 1 Engagement (June-September 2020)?

A18: Please see addendum.

Q19: Does the City of Winnipeg have an overarching coordination plan or strategy for the various TMP50 projects that are ongoing?

A19: Yes; this material will be presented to the successful proponent in the kick-off meeting.

Q20: Is the City able to share the names of the firms conducting the ongoing TMP50 projects (Core framework study, Goods Movement study, Emerging Tech & Future transpo study, Non-capital intensive transportation options report, Winnipeg region transportation review)

A20: The information on these contract awards will be made available online as it becomes public..

Q21: We note that the Pedestrian and Cycling Strategies Update RFP has been extended from April 17 to April 27. Is something similar intended for the engagement RFP?

A21: Please see addendum.

Q22: Is it beneficial if we can offer a videographer and research consultant within the project team? Their budgets would not fit within the scope of this RFP budget, but would it be helpful to include this level of detail?

A22: Proponents are free to include whatever level of detail they see fit; evaluation will be based upon the responses to the criteria stipulated in the RFP.

Q23: Given COVID-19, is the City interested in shifting some in-person meetings and workshops to online formats? Is the capacity to do so considered an asset?

A23: Please refer to addendum.