



## 52-2020 ADDENDUM 1

### PROFESSIONAL CONSULTING SERVICES FOR THE DEVELOPMENT OF A CEMETERIES BUSINESS PLAN AND REVIEW OF THE PERPETUAL MAINTENANCE RESERVE FUNDS

#### **URGENT**

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

ISSUED: May 5, 2020  
BY: Brett Shenback  
TELEPHONE NO. 204 - 986-4392

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

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#### **QUESTIONS AND ANSWERS**

- Q1: What is the weighting or importance of the marketing plan component of the assignment?
- A1: While the marketing plan recommendations are an important component of this assignment, it is not expected to make up more than 15% of the total project weighting.
- Q2: What data and information will be provided by the City of Winnipeg?
- A2: Readily available is information on the number of interments (casket and cremation) each year since our first interment in 1878. Financial information (i.e. revenue and expenditures by year, annual Perpetual Maintenance Reserve contribution, etc.) can also be made available. The Cemeteries Branch will make every effort to accommodate information requests throughout the duration of the project.
- Q3: When is the anticipated completion date for this project?
- A3: There is no target completion date, but the expectation is that the work is completed in a timely manner. A timeline of approximately six months from award to completion should be reasonable, likely resulting in a project completion in the first quarter of 2021.