



# 503-2015 ADDENDUM 1

## REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR MULTI-FAMILY DIVERSION STRATEGY

### **URGENT**

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

ISSUED: December 1, 2015  
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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: Ar20150806

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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 B – BIDDING PROCEDURES**

- Revise: B8.1 to read: The Proposal shall include a Fixed Fee for all disciplines and/or phases identified in D4 Scope of Services.
- Revise: B10.2(a) to read: The proponent shall designate a Public Engagement expert to be the Public Engagement Lead for the project. The experience of the Public Engagement personnel shall also include: confirmation of IAP2 membership, and completion of IAP2 or related public engagement courses, specifying the year of completion of the IAP2 Foundations/Certificate courses.
- Revise: D4.2(c)(ix) to read: identify suitable programs and implementation plans that include, but are not limited to timelines, costs, other resource requirements, communication strategies, and funding models/options/mechanisms;
- Add: D4.2(c)(x): include a plan-language executive summary.
- Revise: D4.4(b) to read: The PE process will be managed by the City’s Public Engagement Officer. The proponent’s PE Lead will work directly with the PE Officer and project team to iteratively review and adjust the PE process as may be necessary over the course of the project. The PE Officer will sign off on all PE plans and activities.
- Revise: D4.4(c) to read: The project’s website will be hosted on the Department’s [Public Engagement website](http://www.dengage.winnipeg.ca), which will be an ongoing virtual space for engagement: <http://www.dengage.winnipeg.ca> Online engagement will be a key part of the PE Plan.
- Revise: D4.4(e) to read: The scope of work shall include the costs of all creative and design services for material proposed in the PE plan. PE materials used for the project will need to be submitted for review and approval before providing to the public.
  - (i) The anticipated review period for PE materials will be 4 weeks.
  - (ii) All relevant PE materials will need to be posted online 2 weeks prior to an in-person event, which will in addition to the 4 week review period.
  - (iii) During the 4 week review, PE materials shall be subject to a minimum of 2 rounds of revisions.
- Add: D4.4(h)(v): A PE process evaluation summary.

- Add D4.4(i): The proponent shall be responsible for all logistics related to the PE plan including, but not limited to, booking and coordinating with venues, ordering refreshments, and setup and takedown of events.
- (i) Subject to prior approval by the PE Officer, the City will cover administrative costs and expenses for public engagement events including, for example, venue rental, equipment rental, refreshments, translation, printing, postage, courier, newspaper advertising, photocopying, etc.
  - (ii) Wherever possible, City facilities will be used to host public events.