



434-2016 ADDENDUM 2

REQUEST FOR PROPOSAL FOR A CONSULTANT TO PREPARE A GROWTH STUDY FOR THE CITY OF WINNIPEG

URGENT

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

ISSUED: May 17, 2016
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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

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 D – SUPPLEMENTAL CONDITIONS

Revise: D4.2(d) to read: Prepare a report, **spreadsheet model**, and presentation.

QUESTIONS, ANSWERS AND SUPPLEMENTARY ANSWERS TO MAY 16, 2016 PROPONENTS CONFERENCE CALL:

- Q1:** You mention that there are some time restrictions on the issuance of this RFP and that's one of the reasons that you are circumventing your usual RFP process. So, can you give us some background on why there is such a short fuse on this RFP in particular?
- A1:** That's just the direction that we have been given by our Leadership and Council, and so now we are enacting that.
- Q2:** I'm just wondering when we talk about identifying all of the cost, are we part of the engineering exercise to start from scratch to consider your longer term projections and then put all the engineering to it, or do we have master plans, or what will the expectations from identifying all the links from the capital side all the growth related capital costs?
- A2:** So principally, we are looking for your recommendations on best practices on how to accomplish this scope. If that requires specific data on longer term capital operating cost projections then we will endeavour to provide you with the information that you see necessary within the scope of this project.
- Q3:** Do you guys have any budget limitations established for this and can you share?
- A3:** The budget that we have for this project has been put in the RFP.
- Q4:** When you talk about your past growth related cost and revenue can you talk a little about the quality of the City of Winnipeg data, in particular, do you have cost and revenue – especially cost basis based on this urban form that those various infrastructure served, that is, can you show us cost related to, for instant downtown and old neighbourhood infrastructures versus the suburban fringe and exurbs.
- A4:** I don't believe we have that detail of info segregated. We'll take that away and just confirm, but we believe we don't have that.
- SA4:** The City of Winnipeg confirms that it does not have this level of municipally-disaggregated data.
- (SA=Supplementary Answer)

- Q5:** Also, in those D4.2 and D4.3 when you ask to prepare a report and presentation are any of our formats acceptable for that or are there precise report and presentation formats that you are looking for.
- A5:** We're expecting, we would like to see a proposal of a document outline or presentation outline in the proposals from proponents and we expect that that would be an output, a logical output of the work that you are going to be conducting. Sorry if I wasn't clear, we don't have a specific outline in mind at this point in time.
- SA5:** See revision to D4.2(d) above.
- Q6:** You're speaking of fiscal modeling and such; is this your product that you can like model that you can work with and take away after the study is completed, and do you want a year-by-year type of thing where we are integrating capital and operating?
- A6:** At this point we may have to get back to you on whether we would like a model to take away. We certainly envision that you will require a model in order to complete this piece of work but I will have to confirm whether we want that as a deliverable, as an Excel sheet or what-not. And I'm sorry the... yeah, to be more specific, we are looking as well, for a framework of the best practices and how to analyze our finances – our growth related finances both costs and revenues – and yes, that would be year by year. I hope I answered that clearly.
- SA6:** Please see amendment to D4.2(d). The City of Winnipeg would like to see a workable excel spreadsheet as part of the final deliverable.
- Q7:** D4.3(b)(i) references stakeholder consultation, however, that seems to be only in regard to recommendation for future stakeholder consultation. It seems as though this RFP specifically with its very concise time frame does not require any stakeholder consultation as part of this process. Is this correct?
- A7:** We're going to be issuing an Addendum to this RFP shortly after this call and it will be related to stakeholder engagement. We're just finalizing the scope and expectations of that. We don't envision it to be a major component relative to the other pieces but we will be sending out an Addendum today on that note.
- SA7:** See D4.6 in Addendum 1 issued May 16, 2016.
- Q8:** Just in relation to your answer on Stakeholder Engagement, you indicated that there will be an Addendum coming shortly. Will that also include an addendum to change the submittal deadline, or is that going to remain for Tuesday given some of the issues and others that have come up today?
- A8:** We don't envision that it will be able to push the submission deadline. But we will confirm that as we issue the addendum. But at this point expect that the submission deadline will be for this Tuesday.
- SA8:** See revision to B2.1 in Addendum 1. The City of Winnipeg has extended the submission deadline.
- Q9:** Just a follow-up question, OurWinnipeg the City's new, or relatively new municipal development plan, involved a series of background studies that led into it. Have the market projections and those background studies been updated to 2016? And if not, does the City have any other data sources which may provide updated market projections?
- A9:** So, we have updated Population Forecast that's updated, we have Housing Forecast but that is not segregated into OurWinnipeg and we do not have a Land Strategy.
- Q10:** Can the City provide any current residential, commercial, industrial development data whether its quantitative or spatially such as geo reference housing permit data and updated projections, like, is there any other source for this data?
- A10:** Yes, we should be able to accommodate that information and we envision that you will put into your RFP the data requirements, expectations for resources on our end and we'll confirm that we have those or not, but we envision that we will be able to provide you with most all information that is required for this scope work.
- Q11:** A final question from my end, the City recently updated its Development Application fees and there has been some discussion about the current Development Agreement parameters document and whether it might be revised. Can the City provide any additional info or insight on how these initiatives may or may not be considered as part of this growth study?
- A11:** That is currently under review and we don't expect that that output will be available for the timeline of this project... related to Development Agreement, sorry.

- Q12:** The first in regards to D4.3(b)(i). It's the same question about the stakeholder consultation in regards to the previous item which was legal authority and restrictions to what extent is the work on legal authority and restrictions included in the scope of the RFP or simply to be included in the recommendation upon implementation?
- A12:** Although the City of Winnipeg Charter doesn't provide Winnipeg with the ability to impose development costs charges in the same way as other cities can, the Public Service believes that the City has statutory authority to impose other charges or fees that would insure that growth fully pays for growth. So we don't envision there to be extensive legal analysis for this project. I hope that clarifies your question.
- Q13:** So, I include it in that sub-bullet solely to note that it should be an item of consideration in preparing recommendations.
- A13:** Yes.
- Q14:** But not to conduct any formal legal authority or restrictions review.
- A14:** That's exactly it.
- Q15:** The 2nd question was in regard to D4.2(b). There is a comment to compare past growth related cost and revenue reviews conducted on the City of Winnipeg against best practice methodology. Is this meant to summarize a list of reports that may have been prepared by or for the City, and if so is there a copy of the list or is the list available?
- A15:** To answer your question, that is correct to just review other assessments and to make note of the methodologies and the outputs from those processes conducted by or on the City of Winnipeg, and we will just confirm whether we can send out that list. There are just some that were not necessarily completed and they weren't publicized at the time. So we just want to confirm that we can send all that information out but we'll let you know after this call.
- SA15:** There is one report produced for the City of Winnipeg, conducted in 2004. There are other reports available publically which can be found at the following site: www.udimanitoba.ca. It will be at the discretion of the consultant to determine which report(s) is/are pertinent to the scope of this engagement.
- Q16:** For clarification, sorry I just dropped my notes here, there is section B9.4 that refers to Section C.1.1(d). But there isn't a C1.1(d), and then when you read section C1 there seems to be a very confusing statement and maybe because there's not a C1.1(b).
- A16:** In your RFP, under Section C there is a link and we think, or we know, that if you click on that link all the information will be available to you. You will need to choose the General Conditions that are referenced in Section C, so if you actually have a look at what's there it will tell you that you're going to the General Conditions for Consultant Services and C1.1.(b) is the definition for Allowable Disbursements which is what you're looking for. Anything else that you see that refers to a C you will find in those General Conditions.
- Q17:** In reference to some earlier questions about stakeholder engagement, it was mentioned that there would be an addendum coming out in regard to stakeholder engagement. If any stakeholder engagement is going to be required as part of this project can you provide comment on how the Office of Public Engagement review timelines may or may not apply to this project. At present there's a requirement for minimum 6-week review period for any public engagement materials for a City project.
- A17:** The Public Service will determine that, and whether or not that info is going to be provided in the addendum is yet to be determined.
- SA17:** This will not be addressed in an addendum.
- Q18:** Just a question as to whether or not we see your August 17 draft report date, is there any particular program this is falling in with in terms of that date? Just curious about the date.
- A18:** Yes, there is. Ultimately it will be ... it's necessary for budget discussion and budget planning.