



# 308-2017 ADDENDUM 1

## REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR COMMUNITY WIDE CLIMATE CHANGE ACTION PLAN AND PUBLIC ENGAGEMENT PROGRAM

ISSUED: May 3, 2017  
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### URGENT

**PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE BID OPPORTUNITY**

**THIS ADDENDUM SHALL BE INCORPORATED INTO THE BID OPPORTUNITY AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS**

Template Version: A20160708

**Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid Opportunity, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 9 of Form A: Bid may render your Bid non-responsive.**

### PART B – BIDDING PROCEDURES

- Revise: B1.1 to read: The Submission Deadline is 12:00 noon Winnipeg time, **May 8, 2017**
- Revise B10.4 to read: Submit the experience and qualifications of the Key Personnel assigned to the Project for projects of similar complexity, scope and value, including the principals-in-charge, the Consultants Representative, managers of the key disciplines and lead designers. **Include educational background, job title, years of experience in specialty area, and years of experience with existing employer.** Roles of each of the Key Personnel in the Project should be identified in the organizational chart referred to in B10.1.1
- Revise: B14.3(a) to read: **have successfully carried out services for projects of similar complexity, design, and scope and value; and that can be related to those required for this Project; and**
- Delete: B14.3(d) **Delete B14.3(d) in its entirety.**

### PART D – SUPPLEMENTAL CONDITIONS

- Revise: D13.3 to read: **The City intends to award this Contract by June 2, 2017.**
- Revise: D14.1(a) to read: Completion of plan visioning and target setting as indicated in D7.1 - **September 30, 2017.**
- Revise: D14.1(b) to read: Completion of draft action and implementation plan sections as indicated in **D7.2** and D7.3 – February 1, 2018.

### QUESTIONS AND ANSWERS

- Q1 D7.1 Suggests we facilitate a meaningful vision and target-setting process based on data in the 2011 GHG Inventory and Forecast Report, previous City studies, OurWinnipeg, plus established targets by other levels of government and peer municipalities; and that we engage in a process that includes representatives from the scientific community, regional planners and peer municipalities, and relevant senior government representatives. Is this correct?

- A1 A broad range of community stakeholder groups are anticipated to participate in the process. The objectives for establishing a vision and targets for the community climate action plan are described in Section D7.1. A list of anticipated stakeholders is identified in Section D8.5 (b).
- Q2 D7.2 Identify Opportunities to Act - We would assume that the same or a very overlapped group of expert participants would be identifying the priority opportunities to act in the context of setting realistic targets, since they will have insight into funding opportunities and other key considerations and many have undertaken much of this work already. These are the priorities and associated risks and benefits that we would then assess against public consultation. Does this approach fit with your interpretation?
- A2 We are open to your ideas on the best approach for public engagement on developing the climate change action plan.
- Q3 D7.3 Define an Implementation Strategy - The Implementation Strategy we would propose would be specific to the City of Winnipeg, in the context of other jurisdictions and areas of expertise and would anticipate ongoing partnerships and relationships with many of the key stakeholders identified through the process above. So while the Implementation Strategy will have aspects within the full control of the City of Winnipeg, it would be more of a blueprint for interlocking accountabilities. Would this be considered an acceptable deliverable?
- A3 We are open to your ideas on the best approach for developing the implementation strategy that will support the climate change action plan.
- Q4 D4.2 a 'Building broad public awareness and understanding about issues related to climate change and adaptation' will require significant general public communication. Is there a budget available for this communication? Alternatively, can you provide specific parameters related to this goal?
- A4 The fee identified in B8 (Section B) is all inclusive with regards to the Scope of Services identified in D5. The City's responsibility is identified in D9.1(g). The communications related to this project relate to the goals identified in D4.1(a) and D4.2(a). An example of the technical work that will provide a basis for communications on climate change emission reduction opportunities can be found in the Community GHG Inventory and Forecast Report identified in D3.7.
- Q5 D8.4b iv) 'Seek the public's input on the design of the public engagement process.' Do you have a process in mind for this?
- A5 We are open to your ideas on the best approach for public engagement on developing the climate change action plan.
- Q6 D8.6 vi) 'Develop and manage a complementary social media campaign, as appropriate.' Do you have a timeline for this campaign?
- A6 The social media outreach would be anticipated to occur throughout the next year while the climate plan is being developed and drafted for Council approval. However consideration should be given to aligning with the timelines identified in the Critical Stages section of the RFP (D.14).
- Q7 B14.3 a) Speaks to a requirement for successfully carrying out architectural or engineering projects; and d) represents construction. Are these correct?
- A7 See amendments to these clauses above.
- Q8 Would the City cover the cost of developing the survey?
- A8 See Section D8.5(b)(v).
- Q9 Showcasing consortium's experiences through three projects under section C, does it mean three projects all together, or 3 projects per consortium organization?
- A9 Three projects all together.
- Q10 Relatedly, would it mean 3 projects expertise areas (public engagement, sustainable community planning, climate change planning, etc.) or 3 projects for the entirety of section C?
- A10 Three projects altogether that best illustrate your expertise in the areas referenced in Section C (B9).
- Q11 Based on the RFP, the 2011 Community Greenhouse Gas Inventory and Forecast was undertaken by Golder Associates. Would we have access to the data and tool used by Golder?
- A11 The data that was used to develop this report will be available to the successful Proponent after award of contract.

- Q12 In the CV portion, what does it mean “years of experience in design”, and is this a requirement to have in the CVs? Also, what does it mean in “project design” in our project examples?
- A12 Please explain the years and relevant experience that team members assigned to the project have (including experience in climate change planning, public engagement, etc.) See also the explanation in B10.4.
- Q13 Referencing the costs covered by the City, what is the range on the budget on the items identified – example range in venue costs.
- A13 While the City does have a budget in mind, it will not be disclosed at this time.
- Q14 Would you consider alternative equivalent for IAP2?
- A14 See B10.3. Proposals must demonstrate how effective public engagement process will be employed in the project. However, because this RFP will be awarded before January 1, 2018, even though the Work may not be performed until after this date, IAP2 designation should be considered to be desired but not mandatory.
- Q15 Could we receive responses to questions made by other applicants?
- A15 All questions received from all prospective proponents that are not answered by drawing attention to specific clauses found in the RFP document are provided for via this Addendum.