



## 248-2023 ADDENDUM 2

### PRE-QUALIFIED LIST OF PUBLIC ENGAGEMENT PROVIDERS

#### **URGENT**

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

ISSUED: June 29, 2023  
BY: Morgan Vespa  
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**THIS ADDENDUM SHALL BE INCORPORATED  
INTO THE BID/PROPOSAL AND SHALL FORM  
A PART OF THE CONTRACT DOCUMENTS**

Template Version: Add 2021-03-05

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**Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid/Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 10 of Form A: Bid/Proposal may render your Bid/Proposal non-responsive.**

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#### **QUESTIONS AND ANSWERS**

- Q1: Are there any examples of the types of projects that this RFQ is looking to support?
- A1: The pre-qualified list established through this RFQ could support any project where we require additional engagement support beyond our staff capacity. We intend to continue to use the single RFP for both professional consulting and engagement services when it makes sense to do so.
- Q2: Does this RFQ represent a change in direction by the City, so it will no longer be requesting engagement services from integrated consultant teams for projects? B3.3 speaks to this but we just wanted to be sure.
- A2: We intend to continue to use the single RFP for both professional consulting and engagement services when it makes sense to do so.
- Q3: Further to B6.1, does the City anticipate issuing a similar RFQ on an annual basis? That is, will there be future opportunities for us to apply once this one expires?
- A3: We intend to evaluate the use and success of the pre-qualified list through the RFQ and will make decisions on any future RFQs pending that evaluation. Proponents should also note, and as per B6.1, the City and anyone on the Pre-Qualified list will have the option of four (4) mutually agreed upon one (1) year extensions available, which may be exercised. If extensions are exercised, annual re-issuing of a similar RFQ will not be necessary.
- Q4: Will pre-qualified firms be penalized or not considered in future if they decline to submit proposals when invited?
- A4: No. Any pre-qualified firms may decline to submit a proposal when invited and there will be no penalty. We understand that capacity limitations exist and prefer that pre-qualified firms are able to decline when they cannot or do not want to take on the proposed work.
- Q5: Further to B6.4, what are the expected submittal requirements when pre-qualified firms are asked to submit proposals? Full proposal submission or simplified fee proposal letter outlining scope of work, Project Team, fees, schedule?
- A4: The submission requirements will depend on the Scope of Work, but the intention is to request simplified proposals to reduce the work and time required to produce a submission.