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Corporate Finance Department
Purchasing Division

215-2024 ADDENDUM 3

PROFESSIONAL CONSULTING SERVICES FOR GREENSPACE & NATURAL CORRIDORS PLAN BYLAW & BIODIVERSITY POLICY

ISSUED: July 19, 2024
BY: Stephanie Whitehouse
TELEPHONE NO. 204 986-2530

URGENT

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

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

Template Version: Add 2024-02-01

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.

PART B – BIDDING PROCEDURES

Add: B8.7 Notwithstanding C11.1, Fees submitted shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.

QUESTIONS AND ANSWERS

Q1: B9.1: Quantity of relevant projects in Section C: Please verify that you are looking for a total of three (3) relevant project for the prime Consultant and two (2) for the Sub-consultants. This item is written in a way that implies we need multiple project examples for each of the areas of work (i) through (iv).

A1: The lead Consultant will need to provide details for at least three (3) relevant projects that demonstrate experience per line item eg: three projects that demonstrate Projects of a similar scope, three Projects of similar complexity etc. The proponent may submit only three projects total for the prime Consultant and two project total for the Sub-consultant, provided the three projects demonstrate experience in all areas described in (i) through (iv).

Q2: Representing non-consultant team members in Section C and D: Many of the key personnel we are looking to include on our team are individuals who bring specialized knowledge but are not necessarily Consultants or part of a consulting firm – they include academics, community leaders, etc. We’re having difficulty aligning their experience with the requirements listed in B9.1 and B10.3, which are specific to consulting firms. Would the City accept if these critical team members are omitted from the standard Section C and Section D experience charts, and included instead through separate descriptions of their roles, credentials, and what they bring to the team?

A2: The “Sub-consultants”, included on the project, who will provide team expertise in areas listed in B9.2 through B9.4 and B10.3(b), do not need to be registered as a consulting firm or legal business. They may include individuals who are recognized as knowledge expert(s) with demonstratable experience and credentials. B9.5 indicates “should” which means it is not required, particularly where not appropriate, however, the Consultant should demonstrate the qualifications of team members.

If a Sub-consultant is represented as an academic, community leader or other, and not specifically a Consultant firm, the Consultant should submit a description of their role, credentials and the knowledge and experience they bring to the team.

Q3: Can you provide more information on the expected relationship and responsibilities between the proponent Consultant team and the CIER/Co-Development Team? Specifically, please describe:

(a) how the role of First Nations/Inuit/Métis members of the Consultant team will differ from the Co-Development Team. Descriptions of the mandates for each would be helpful.

(b) the general schedule for the six (6) meetings with the Co-Development Team mentioned in D11.4, if available. This will be helpful in organizing our project schedule.

(c) the anticipated schedule for the Co-Development process. Will it run concurrently with and throughout this contract?

(d) Can you share which First Nation, Métis and Inuit communities the Co-Development Team will be engaging and on what topics, so that we can better estimate the extent and form of engagement we need to undertake with those communities.

A3(a): The Terms of Reference for the Co-Development Team is not yet available. It will be co-created with the Co-Development Team in the coming months and will be available to the Consultant at or near to the time of project start up.

Generally speaking, the Co-Development Team is comprised of representatives of the City of Winnipeg and Indigenous Governments and/or high level Indigenous organizations that have an interest in the Greenspace Plan and the Biodiversity Policy— please see the following press release:

<https://www.winnipeg.ca/news/2024-06-17-city-winnipeg-and-indigenous-partners-join-together-co-develop-greenspace-plan-and-biodiversity>

The purpose of the Co-Development Team is to provide policy direction to the City and Consultant. Normally a Consultant in this situation would receive direction solely from the City of Winnipeg, but because this is a co-development process, the Co-Development Team will also provide policy direction. The intention is that this will ensure that the policy direction makes sense for all the governments and organizations represented on the Co-Development Team and that the final Plan will be in line with the policy interests determined by the Co-Development Team.

The co-development process is being undertaken to ensure that First Nations, Inuit and Métis government and community interests, cultures, knowledge are accurately and appropriately incorporated and represented in the outcomes. The Co-Development Team does not write the Plan or the policies nor do the work that feeds into the development of the Plan; it provides direction to the City and Consultant. The Consultant Team will be responsible for writing the policies et al and ensuring the information brought forward by the Co-Development Team is respected in the final products.

The Consultant still is required to do the outreach and engagement work that it would normally do in this situation (with community, stakeholders, and rights holders) in order to develop the deliverable in line with the policy direction it has been given (in this case, as explained above, by the City and Co-Development Team).

A3(b): The six (6) meetings will be informed by the project timeline and key stages of the project development including but not limited to research, data, engagement, and review of draft deliverables. Thus

essentially determined by the Consultant team schedule. The City and CIER will facilitate additional communication and meetings with the Co-Development Team and will forward meeting minutes and input summaries to the Consultant for incorporation in the project.

A3(c): Yes, the Co-Development process will run concurrently with and throughout the contract. The Co-Development Team meetings will precede key stages of the Consultant work so that the appropriate direction can be given to the Consultant. The City/CIER will meet with the Consultant to review the timeline and will identify key stages in the plan development and will coordinate the Co-Development Team meetings accordingly. Additionally, the City/CIER will correspond with the Co-Development Team, as and when necessary, to share information and seek input throughout the project development.

A3(d): The following governments and organizations are part of the Co-Development Team:

- Southern Chiefs' Organization (SCO)
- Manitoba Keewatinowi Okimakanak (MKO)
- Assembly of Manitoba Chiefs (AMC)
- Treaty One Nation
- Manitoba Métis Federation (MMF)
- Tunngasugit Inc.

With regards to the topics, the Co-Development Team will be involved in all aspects of the project development to provide guidance, input and content direction. The Consultant will be responsible for identifying key milestones and opportunities for input in the stages of project development.

Q4: B11.2 begins: 'Project Understanding- should also demonstrate the relevance of key considerations as it relates to the Project Approach (as per D4) and Scope of Services (including Deliverables, as per D6) for the following project concepts... Can you clarify what you are looking for under this item?

A4: We would like the Consultant to indicate they understand the complexities of this project and its scope, and the various roles and relevancies of stakeholders / rightsholders and the multiple ways of knowing that each bring and how they feed into the final deliverables. We would like the Consultant to demonstrate they understand the work required to deliver a succinct, comprehensive and deliverable Greenspace Plan, Biodiversity Policy, and Implementation Plan, as outlined in Section D. They must demonstrate a clear understanding of the four priority areas listed in B11.2 (a) through (d) and that they understand why the Project Approach is relevant to the Scope of the Services and Deliverables.