



412-2024 ADDENDUM 2

Consulting Services for Freight House Operations Plan and Needs Assessment

URGENT

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

ISSUED: July 3, 2024
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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 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

Revise B2.1 to read: The Submission Deadline is 4:00 p.m. Winnipeg time, **July 8, 2024**.

QUESTIONS AND ANSWERS

- Q1: In reference to Project Schedule (Section G), could you provide an anticipated timeline for the project, such as start time, project deliverable deadline, and any preferred time frames for stakeholder engagement?
- A1: - Start date: September 2024
- Deadlines dictated by the funding streams:
 - o December 31, 2024 for neighbourhood assessment and Phase 1 Stakeholder Engagement; and
 - o March 31, 2025 for all remaining deliverables, including a short pilot. Review of the implementation may take place after March 31, 2025.
- Specific milestones for deliverables, such as Phase 2 stakeholder engagement events, would depend on the plan put forward by successful proponent.
- Recommended timeframe for stakeholder engagement would be Fall 2024 and February March 2024.
- Q2: For the pilot project portion of the project, are the funds for this project part of the \$126,000 in the RFP, or are they over and above this amount?
- A2: - There is an initial amount of \$13,500 for implementation.
- Q3: For the stakeholder engagement component, can this include users of the space (e.g. clients, patrons, etc.), or is the intent to focus primarily on organizational staff?
- A3: - The focus is to engage stakeholder organizations and pertinent staff, but only those involved in decision making or direct programming in Freight House as identified by the Freight House Leadership Circle. In partnership with the community organizations, there

could be a possibility to engage current participants/patrons, if advised.

Q4: Will existing documents, including previous community engagement reports, be made available when the contract is awarded?

A4: - There are no previous community engagement reports specific to this project. Any background documents that have been identified related to the site will be provided.

Q5: (Were) there any capital funds available for short term upgrades to the space in relation to this project (e.g. Maintenance, upgrades, etc.)?

A5: - Through the Community Centre, the Community Centre Renovation Grant would be an option to request funds that could be use for maintenance and or upgrades. Other forms of funding could be explore depending on the suggested projects and cost.

Q6: For the final deliverables, what level of analysis are you anticipating for the physical space? I.e. Are you anticipating architectural drawings / recommendations, or strategies to inform future feasibility studies and analysis?

A6: - We would expect short term recommendations that could be consider for the physical space. In addition to references to long term possibilities and considerations. Including the need for further feasibility studies and analysis.

Q7: For the pilot program and recommendations development, are you looking for a fully costed program (e.g. cost/benefit analysis, staffing costs, etc.?) or will the City include costing as part of any future feasibility studies?

A7: - Regarding the pilot and the scope of this project, cost estimate should be included as part of any programming/operations recommendations or small capital improvements (as we had mentioned, under \$100,000) as that is the scope of this project.
- Recommendations that may result from this neighbourhood assessment and research for large infrastructure projects would be costed out as part of future feasibility studies.