

Addendum 1



The Corporation of the Town of South Bruce Peninsula

RFP 19-08

Parks Recreation Culture Master Plan

Addendum 1

March 5, 2019

This addendum forms part of the bid document for RFP 19-08 for the above noted project and shall be read in conjunction with the bid document, posted March 19, 2019. The following revisions supersede the information contained in the bid document issued for the above-noted project to the extent referenced and shall become part thereof.

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1. On page 7 of the RFP, Section 6, bullet 3 refers to surveys conducted.

For clarity, be advised that all surveys shall be Statistically Valid.

2. On page 9 of the RFP Section 10, last paragraph, it refers to the Town's public engagement tool "Open Mic South Bruce Peninsula".

For reference, this is a "Bang the Table" platform used by the Town. More information regarding the platform and it's capabilities can be found at <https://www.bangthetable.com/engagementhq/online-tools/>

3. On page 4, under the general section of the RFP; "Purpose", it speaks to "sustainability challenges and infrastructure deficits".

Question: Does this mean that the Town would like to have a facility asset assessment completed as part of the project?

The Town has completed asset assessments for its facilities which will be made available for purposes of the plan once the contract is awarded.

4. On page 7, Section 6 under "Key Deliverables" the words "conceptual stage" are used.

"Conceptual Stage" can be the equivalent to "Vision Stage" for the purpose of the plan.

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5. Page 9, Section 10 refers to an “Optional Aquatic Centre Feasibility Study”.

Question: Is the study part of this budget (\$70,000) or does it have its own separate budget?

The study is part of the overall budget however should be costed separately in your submission as an option.

6. Page 11, under “Submission Requirements” it refers to Appendix “D”.

Appendix “D” should be removed and refer to the label shown at the bottom of Page 11.

7. Project timing may be a concern with challenges in facilitating quality community engagement and finalizing a comprehensive report. Is there flexibility?

The Town recognizes that time constraints stated in the RFP may need to have some flexibility due to unforeseen circumstances. The date for the draft report and final report may be extended a period of no more than 30 days with written approval from the Town.

8. Page 12 of the RFP under “Submission Requirements” requires one electronic copy of the proposal and 7 hard copies.

For clarification The electronic copy and 7 hard copies shall be for the technical portion of the proposal only. The pricing envelope shall contain one electronic copy and one hard copy with original signatures.

9. Page 4, Under “Specific objectives of the Project”, item 2 speaks to identifying potential partnership opportunities.

For clarity, the Town wishes to identify recreation and cultural program opportunities that may require regional partnerships to be operational and fiscally sustainable. These programs may include the optional aquatic centre and cultural programs such as drama, art, theatre, dance, music , etc.

10. Page 16 the Project timeline has April 5th, 2019 as the deadline for questions.

In light of this addendum the deadline for questions has been extended to April 10th, 2019.

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** Please Note: This addendum notice must appear with your tender submission.

Signature of Bidder

Company Name

Name of Bidder (Please Print)

Date