



TO: All Proponents **DATE:** September 21, 2016
FROM: Nichole Walsh **SUBJECT:** ADDENDUM # 2

This addendum forms part of the Request for Proposal for the project stated above and is to be read, interpreted and coordinated with all other parts.

The following questions have been received and subsequent answers are offered:

Clarification 1:

In reference to Addendum 1, Clarification 1, “Proponent’s are encouraged to provide solutions and/or methodology of approach that will achieve desired outcomes and scope of work which may exceed the current budget available.” The City has revised the evaluation criteria and weighting to reflect the suggestion of a ‘phased’ approach and to account for some flexibility in the budget to meet the desired deliverables.’

Please see DELETE, evaluation criteria in the RFP document and replace with the revised evaluation criteria table below.

2.10 Evaluation Criteria for Proposals (Addendum 2)

Request for Proposals will be evaluated against the following criteria:	<u>Points</u>
<ul style="list-style-type: none"> • General project approach and methodology/Innovative Ideas Completeness and clarity of the methodology and approach including demonstrated ability to conduct research with industry leaders. Consultants are encouraged to provide their own innovative ideas or additional benefits that will provide added value to the project. 	25
<ul style="list-style-type: none"> • Understanding of Requirements/Objectives Demonstrated understanding of the project objective and requirements. 	20
<ul style="list-style-type: none"> • Key staff qualifications, past experience and roles for this project including sub-consultants/specialists Individual and collective experience in undertaking arts, culture and heritage plans and providing practical recommendations with identified 	20
<ul style="list-style-type: none"> • Availability, Timeline Proposal, and Fee Proposal Schedule and timeline for the project including professional fees breakdown in each phase, public consultation, meetings, and report writing. 	20
<ul style="list-style-type: none"> • Community Engagement Experience Experience in engaging community stakeholders, developing community participation plans, facilitating public meetings, focus groups, surveys etc. 	15
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Clarification 2:

The closing date for this Proposal Opportunity has been extended to:

Closing Date: October 5, 2016
Closing Time: 2:00pm, local time

End of Addendum #2
All other terms & conditions remain unchanged.