

**ALEX VUCINIC**  
**Manager of Purchasing**

**Elaine Castellan**  
**Purchasing Supervisor**

**(519) 255-6272**  
**TELEPHONE NUMBER**

**ADDENDUM NO. 1**  
**WALKERVILLE DISTRICTING PLAN CONSULTANT**  
**RFP NO. 91-19**

**MAY 30, 2019**

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This addendum amends and forms part of the Proposal Documents. The Proponent shall insert the addendum behind the cover page of the Proposal Documents.

**QUESTIONS & ANSWERS:**

1. Does the City have an anticipated/approved budget for this project that it can share?

The City has a capital budget place holder of \$5.25m through 2023 for the districting initiatives. Walkerville is the first of the 6 identified districts.

The City anticipates leveraging Federal and Provincial grant opportunities.

2. To ensure an ‘apples to apples’ comparison for submissions, can the City clearly outline the minimal number of meetings/consultation required?

The successful proponent will develop a detailed Public Consultation and Stakeholder Engagement Plan once the contract has been awarded. The minimum/types of public consultations are outlined in Section 6.2.9 of the RFP as well as the addition of 6.2.11 and 6.2.12, City Council presentations.

Appendix B – Question 6 “Project Approach/Methodology,” requires a Project Schedule and Work Plan be submitted as part of the Stage 1 Service Proposal. This should identify the minimum public engagements and meetings that the proponent believes is necessary to successfully deliver the project.

Appendix “D” – Evaluation Criteria, identifies the weighted value of Question 6.

3. For the Schematic Design of a Public Amenity Space (Section 6.2.2) does the City have an approved construction budget?

No. The allocated budget will be based off the schematic design and reported to City Council for approval.

The City anticipates leveraging Federal and Provincial grant opportunities.

4. Based on Appendix B: Submission Content, please confirm that it would be acceptable to submit the proposal as a bound document with Appendix A at the front, followed by a Cover Letter, TOC and the contents of Appendix B as the ‘body’ of the document (in the order requested).

Please refer to Section 9 of the RFP.

Except for the contents of this addendum, all other terms and conditions of this proposal remain the same.

***END OF ADDENDUM NO. 1***

Yours truly,

**THE CORPORATION OF THE CITY OF WINDSOR**

*Elaine Castellan*

Elaine Castellan  
Purchasing Supervisor

EC/ab

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WALKERVILLE DISTRICTING PLAN CONSULTANT  
RFP NO. 91-19**

**May 30, 2019**

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I hereby acknowledge receipt of Addendum No. 1 to the Proposal No. 91-19 (3 pages).

The information contained therein is hereby noted and account of same will be taken in our proposal cost.

This information was received on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Company Name

**\*NOTE: You are required to acknowledge this addendum with your proposal submission.**

**PLEASE FAX BACK TO (519) 255-9891 OR E-MAIL @ [purchasing@citywindsor.ca](mailto:purchasing@citywindsor.ca) SIGNED  
ACKNOWLEDGEMENT SHEET ASAP**

**Attn: Purchasing Department**