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Manager of Purchasing

Elaine Castellan
Purchasing Supervisor

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TELEPHONE NUMBER

**ADDENDUM NO. 3
WALKERVILLE DISTRICTING PLAN CONSULTANT
RFP NO. 91-19**

JUNE 10, 2019

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. The RFP indicates that the Implementation Plan may include identification of policy development where required, and related recommendations for City Council's consideration. Will the consultant be expected to draft recommended policy changes or simply identify areas of policy that may require future development?

The consultant would be responsible for identifying areas where the creation of new policy would help The City of Windsor to achieve the objectives/designs of the Districting Plan. The City of Windsor staff will complete the drafting of policies.

2. Can you define in more detail what you mean by "design charrette," as described in 6.2.9(d)? Do you see these events as being substantially different from a typical public meeting or workshop?

The design charrettes are envisioned to allow the public/stakeholders a chance to generate design solutions for their district. If successful, the charrettes will give the consultant a collection of design ideas in which to help pull some inspiration.

If participation is high, the design charrette participants will be divided into groups, and given a design problem to explore and develop a solution for. The charrettes may happen after a majority of the design problems have been identified through earlier visioning exercises. For example; a charrette may help identify design solutions for specific gateways, or a specific outdoor space, or important public connection. Each group will have a meeting organizer with them to work through a design problem.

The charrettes will be held at a Walkerville venue. Drafting/design tools will be supplied by the consultant. The charrettes will be staffed by the consultant and The City of Windsor staff will be available for additional support. Further details will be developed as part of the Consultation Plan with the successful proponent.

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

END OF ADDENDUM NO. 3

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

Elaine Castellan

Elaine Castellan
Purchasing Supervisor

EC/ab

**ADDENDUM NO. 3
WALKERVILLE DISTRICTING PLAN CONSULTANT
RFP NO. 91-19**

June 10, 2019

I hereby acknowledge receipt of Addendum No. 3 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 SIGNED
ACKNOWLEDGEMENT SHEET ASAP**

Attn: Purchasing Department