



69-2020 ADDENDUM 2

PROFESSIONAL CONSULTING SERVICES FOR WINNIPEG AREA TRANSPORTATION MASTER PLAN – PEDESTRIAN & CYCLING STRATEGIES UPDATE

URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE
REQUEST FOR PROPOSAL**

ISSUED: April 14, 2020
BY: Christopher Baker, MCIP, RPP
TELEPHONE NO. 204 -391-5463

**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE REQUEST FOR PROPOSAL AND
SHALL FORM A PART OF THE CONTRACT
DOCUMENTS**

Template Version: Ar20160708

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 10 of Form A: Proposal may render your Proposal non-responsive.

PART D – SUPPLEMENTAL CONDITIONS

- Add: D5.7 Project Management
- Add: D5.7.1 Progress meetings between the City PM and Consultant PM (in person, phone or digital) will be required bi-weekly and at project milestones as recommended in the respondents methodology.

QUESTIONS AND ANSWERS

- Q1: There is only one reference to a Project Steering Committee in Section D10.2(a) Public Engagement. Please confirm if there will be a Project Steering Committee for this study and if there are any specific requirements for Steering Committee meetings.
- A1: Yes there will be a Project Steering Committee, respondents should recommend meetings as part of the project methodology, minimum of five meetings.
- Q2: D5.5.2 notes that “all future recommendations and options must include a cost / benefit analysis, financial cost and funding options”. As the PCS covers the entire City of Winnipeg and includes innumerable recommendations that cannot be analyzed individually, please confirm how this requirement will need to be completed.
- A2: This is not required but rather an update to the high level cost estimate in the existing document.
- Q3: The TOR doesn’t explicitly identify project deliverables other than D10 which indicates technical information and materials for the public engagement are to be provided. Are deliverables limited to the updated PCS and PE materials?
- A3: Deliverables include updated PCS document, public engagement materials, individual high resolution map files, updated .kml files, all base files in base file format, reference memorandums (for background information not included in the PCS), materials for PSC meetings (ex. presentations, agendas etc.) and other similar minor deliverables as required.
- Q4: D4.7.3 states that the “proponent must produce any and all technical drawings, visual representations, text and/or design boards, web materials, flyers, etc.”. Could you please identify the number of phases of public

engagement the proponent is expected to participate in, number of meetings with OPE, number of boards the proponent is expected to produce, etc., so we can budget accordingly?

- A4: Public & Stakeholder Engagement will be divided into three phases: 1) Current State; 2) Draft Strategies & Recommendations Review, and; 3) Plan Presentation, Verification and Presentation. In addition to those requirements defined under D6.7, it is estimated that phase 2 may require up to 5 workshops and that phase 3 may require up to 5 open houses, all utilizing approximately 1-3 staff. The number of design boards is unknown at this time. These arrangements and numbers should be confirmed in RFP 151-2020 TMP Stakeholder & Public Engagement which has been posted as of Wednesday, April 1st.
- Q5: D9.3 states the award date for this assignment is May 1, 2020. D3.6 indicates that the Public Works Department has “the objective of completing it (Winnipeg Area Transportation Master Plan) by June 20, 2020”; however, we assume the PCS Update will need to be complete prior to that date. Please confirm the completion date for this study for scheduling purposes.
- Q5: For project scheduling, use the TMP50 completion date of June 30, 2021.