

Addendum No. 1 August 6, 2021

Project Name/Description: RFP Bilingual (French/English) Public Consultation for Tunney's Pasture
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Owner: Canada Lands Company
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Total number of pages within this issued Addendum: 3

All Addenda shall form an integral part of the RFP and are to be read in conjunction therewith. The Addenda shall take precedence over the aforementioned RFP which may prove to be at variance or may otherwise be qualified in writing by authorized personnel.

This information shall be incorporated into and be read together with the relevant Sections of the Request for Proposal document.

Question 1:

At page 20 of the RFP, under "Rated Information – 3.3.12 Proposed Work Plan and Timeframe," what is meant by "commitment to site investigations" in the context of public engagement? (See second sub-bullet, under the first bullet at page 20)

Answer:

Please see revised Section 3.3.12 – Rated Information: the reference to site investigations was removed to clarify

Question 2:

The RFP (at page 18) calls for proponents to submit, as a rated requirement, a detailed work plan, including all tasks, milestones and timetables required to meet the Scope of Work.

The Scope of Work (Schedule 2 at page 27) further states that the successful proponent will prepare an engagement strategy and process that aligns with the "planning process, site servicing sequence, marketing program, and the redevelopment of former Federal Office lands."

In order to prepare and submit the detailed work plan, can the Company release details of its planning process, site servicing sequence and marketing program? Without this information, it is difficult to anticipate how to complete the required work plan.

Answer:

CLC will complete the detailed engineering and technical report required for planning approval. Site servicing will follow approval of the planning and engineering design. Marketing of the sites purchased by CLC will follow.

Question 3:

Page 28 of the RFP (Community Engagement Events) indicates that the proponents should assume a minimum of twenty community engagement events such as open houses and community meetings. Given the current pandemic context, it can be assumed that some events (particularly those earlier in the project) might be virtual, while others would be in-person. The decision to go virtual or in-person has significant cost implications. How should proponents price out the various activities?

Answer:

The proponents shall consider the Community Engagement Event as 'in-person' events. Please see revised Pricing Schedule

Question 4:

Can it be assumed that team members from the Company and Lead Consultant will be made available to participate in the various community engagement activities, such as at open houses and community pop-ups

Answer:

Team members from the Company and Lead Consultant will be made available to participate in the various community engagement activities.

Question 5:

The Scope of Work (at page 28) states that the successful proponent will develop, implement and manage a pro-active digital engagement and media strategy. Can you please clarify the following:

- a) Will the Company be responsible for hosting a project website?
- b) Will the Company or Lead Consultant provide digital assets in support of the strategy, such as photos, graphs, images, video, etc.?
- c) Can the successful proponent use any the Company's social media channels or will the proponent need to build new channels (such as Twitter and Instagram accounts)?

Answer:

- a) Yes, the Company will be responsible for procuring the Public Engagement Platform. The Consultant will be responsible for the administration of this platform during the duration of the contract (for example, content creation, revisions, monitoring feedback, etc.)
 - b) The Company can provide existing digital assets in support of the Consultant's strategy. The Consultant will be responsible for the creation of new photos, graphs, images, video, etc.
 - c) The Consultant will be responsible for the creation of content to be posted by the Company on social media platforms. The Consultant can propose additional channels as part of its strategy.
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Question 6:

Is the Company responsible for costs associated with translation?

Answer:

The Company will be responsible for costs associated with translation; however the Consultant will be responsible for incorporating the translated text into the final document including any formatting required to create bilingual (French and English) versions of all public documents.

Question 7:

Is the Company responsible for costs associated with making documents accessible and web compliant?

Answer:

The Consultant will be responsible for costs associated with making documents accessible and web compliant.

Question 8:

Can the Company provide more clarity on its budget range for this RFP? This would help set expectations regarding the nature and scope of the engagement strategy.

Answer:

The Company cannot provide a budget range for this RFP

Question 9:

Costs for licences and access to digital engagement platforms can vary greatly. Will the Company be responsible for costs associated with the use of a digital platform?

Answer:

The company will be responsible for cost associated with the use of a digital platform

Question 10:

Is there a need and/or requirement to engage with Indigenous Peoples?

Answer:

PSPC is responsible for engaging with Indigenous People

Question 11:

Can the Implementation Plan (TPIP) that's referred to in the RFP be shared with Proponents?

Answer:

The TPIP is not available as part of the data room as it was not listed in the documents to be shared.
