



ADDENDUM A-01

Project:	Town of Drumheller Request for Proposal – Downtown Area Revitalization Plan		
Location:	224 Centre Street, Drumheller, Alberta T0J 0Y4		
Date:	August 2, 2019	Addendum:	A-01

To All Bidders:

1. General

- 1.1. This addendum shall be read in conjunction with the Specifications prepared for the Town of Drumheller Request for Proposal – Downtown Area Revitalization Plan.
- 1.2. Where inconsistent with the above, this addendum shall govern. This addendum forms an integral part of the Contract Documents and shall be included therein.
- 1.3. No consideration shall be allowed for increases (extras) to the CONTRACT PRICE due to failure of the Contractor or Subcontractor not being familiar with this addendum.
- 1.4. The Bidder shall insert in the Tender Form the number(s) of the addenda received by them during the tendering period and taken into account by them in preparing their tender.

CLARIFICATIONS

1. How will past and current Downtown Revitalization initiatives fit in with the future Downtown Area Redevelopment Plan?

This plan will be the master plan. Any previous plans the Town has should be considered as For Information Only in terms of incorporating the appropriate elements based on the requirements of the RFP and your firm's experience.

2. Are there any active Municipal projects in the proposed Downtown Area Redevelopment Study Area?

Yes final section of cast iron pipe replacement, Downtown Plaza and pavement and sidewalk work (repair to existing standard). We expect that any new projects for consideration will be a result of the winning proposal.

3. What role will the Planning and Development have in the Downtown Area Redevelopment Plan?

We are currently rewriting our Land Use Bylaw. The role of our planning and

development office will be to accommodate any recommendations made.

4. A list of expertise is identified on page 5, are any technical studies expected or required as part of the Downtown Area Redevelopment Plan submission?

Yes, on traffic movement, pedestrian movement and wayfinding, parking, population density etc.

5. Are there any existing stakeholders surveys/feedback from previous Downtown projects?

Yes, these are listed in the RFP as previous studies. This goes back to point one in terms of incorporating the best elements of plans/studies etc.

6. Is there a proposed budget for the Downtown Area Redevelopment Plan?

Yes, the budget is 195K

7. Are the following items to be counted in the 30 page limit?

Yes, we will accept CV's of consultants as an appendix.

8. Can you please clarify how the Cover Page should appear in our submission? Would you like us to add our company information in the fields previously filled out? (see below) Is there a specific area that the Town would like WATT to sign?

You may use ours or your own as long as it contains the relevant information.

9. Would Action Plans (Page 5, 4.0 Implementation, 4.3) include the traditional investment attraction (including FDI) and business retention and expansion activities?

Yes

10. Would recommending economic development programming be an appropriate (or welcome) part of the Project for you? If desired, how much should economic development programming be weighted in the Proposal and final Project document?

On recommending economic development programming, we have experts in-house on that front. Please concentrate to high level points and when we get to the interview portion, we can drill deeper if required.

11. Can full resumes or CVs be included as an appendix to the proposal?

Yes

12. How many copies of the proposal should be delivered? Our apologies, but we could not find a definitive answer in the RFP.

Three

13. We noticed a discrepancy in the insurance requirements in the RFP. On Page 9, under 1 Mandatory Proposal Requirements, the RFP states: Professional Liability Insurance covering the services provided by the Consultant with policy limits not less than Five Hundred Thousand Dollars (\$500,000) per claim. However, on Page 18, under General Terms, 4.1 Insurance, the RFP states: - c) Professional Liability Insurance covering the services provided by the Consultant with policy limits not less than one million dollars

(\$1,000,000) per claim.

1 Million per claim

14. Generally speaking, do the majority of the stakeholders referenced in the RFP document share a relatively similar vision, objective & desired outcome for this project?

Yes

15. Will the Town provide resources to support the public engagement & consultation process (i.e. staff, postage, facilities, refreshments, etc.)?

The Dept. Of Economic Development will coordinate space for focus groups and/or public meetings and this will not be a cost incurred to the budget. This also applies to staff for coordination of the aforementioned. Coverage for expenses such as refreshments, postage, etc., will, for the most part, be covered within the project budget.

16. Will the Town provide resources to support review of relevant technical documentations (i.e. consultant access to planning, economic development, public works staff, finance, etc.)?

I expect that this will be part of the consultative process and per the RFP, a list of reports was provided.

17. Is the Town open to the consultant proposing alternatives to the stated 'Table of Contents' for the final deliverable?

For the purposes of the responding to the RFP, no, but will consider alternatives with the winning proponent. The table of contents should be used for your submission and how you plan to achieve those expectations with the table of contents listed in the RFP.

18. Does the Town have any prioritization in the evaluation of the consultant project team of those expertise listed?

The Town will adhere to the evaluation components as denoted in the RFP.

19. Has the Town allocated any funding for implementation of the ARP's recommendations?

There are elements of the ARP that have been allocated but those priorities may change based on the recommendations of the Consultant. Any allocations we may or may not have should have no bearing on the consultant's submission.

20. There is a significant amount of required content (both in information and page count) under the heading 'Corporate Qualifications and Experience' (Sec 3.5 in RFP). However, this entire section is omitted from the scoring rubric (Sec 11.2). We would assume that these qualifications might fall under the 'Key Staff & Qualifications' heading, but the detailed description of this piece (11.2.1.2 in the RFP) omits any mention of firm qualifications (including precedent projects and references). **Can you please clarify what weight will be placed on Corporate Qualifications, and what impact its inclusion might have on weighting of other components of the submission?**

These fall under key staff and qualifications.

21. Section 2 of the RFP mentioned a 30-page limit. Can you please clarify whether these are 'sides' or physical pages in the final document?

Thirty physical pages so you would have 60 sides.

22. Is any listed content not included in the page limit (front and back covers, for example)?

Front and back covers are included, you are allowed to include CV's of consulting staff only as an appendix, which will not count toward the 30 page count.

23. Can full team resumes be attached as an appendix, with personnel summaries that answer the RFP specifics included in the Key Staff & Qualifications section?

Yes

24. In Section 3.4 of the RFP, you request both confirmation and evidence that the team meets the mandatory requirements. But in section 1, it mentions only confirmation in the proposal, with proof only required of the successful proponent. **Do you require proof of the mandatory requirements (copies of insurance certificates) within the page count of the proposal?**

Proof will be required of the successful proponent. This can happen at the time of contract signing.

25. With respect to the "social planning" section that is referenced within the Revitalization Plan's Table of Contents, is this intended to include policies regarding encouraging social interaction? Or is this meant to be a section focused on achieving goals related to social equity?

This should focus on achieving goals to support social equity. It would be incumbent upon the Town to develop policies.

26. With respect to Corporate Qualifications and Experience, is it possible to list the relevant experience of the members of the prime consulting team that may have been gained at other firms?

Yes

27. In the RFP Section 3 Indemnity can you confirm that; 1. the Town does not expect to accrue revenues, or profits out of a contract with a proponent? and 2. is the project seen as High profile in the Community?

Although the report will be a public document, the Town will not be accruing revenues out of a contract, save for the intended results of implementing in whole or in part components of the report for the Town's use only. Yes, this will be high profile.

28. There was a big consultation effort led last year on the Downtown. Is there any concern about consultation burnout or is the community still pretty engaged?

There are no concerns with consultation burnout. The community is engaged in making Drumheller a destination.

29. Does the Town have any existing or standing agreements with other consulting firms that the Town might have a preference in working with?

No

30. For downtown revitalization to work there needs to be strong understanding of the market (what would draw people) and programs that create activity in (make them want to stay). Would you agree that this, along with design would be important to bring to the table for this project?

Yes

31. Was an external consultant retained by the Town of Drumheller to write this RFP? Does the Town have a preferred consultant to undertake this work?

No. Also, the document was based on a number of elements from a number of different jurisdictions using what we determined is a best fit.

32. What level of parking analysis is expected as part of this assignment? (Parking Assessment report, Parking Strategy? Etc.)

Yes, recommendations could include type of parking and location (angled, parallel, on and off street, and where these would work best).

33. What level of analysis is expected for 'Economic Impact Assessment'? It is not clear from the RFP if a separate report is required to address this.

EIA would not be a separate report. We would expect consultants to provide a level of assessment to identify areas of improvement that would make sense based on the strengths of Drumheller.

34. What level of analysis is expected 'Revitalization Cost Estimation and Budgeting'?

We would expect a realistic cost estimation that would provide detail for budget allocations.

35. We are reviewing the RFP indicated above and background info available through the Town's website. The MDP (Bylaw 11.08) makes reference to the Downtown Drumheller Area Redevelopment Plan. Is the ARP still active and relevant for the intended revitalization plan?

No, but if there are elements a consultant can draw from previous reports.

36. Are the Streetscapes Guidelines available for review?

Yes, on the Town website under economic development. Saying that, we expect consultants to make their own recommendations as this document could be irrelevant based on the consultant's analysis.

End of Addendum A-01