

## **ADDENDUM A-01**

Project:	<b>Request for Proposal – Town of Drumheller Flood Mitigation – Communications and Public Engagement</b>
Addendum:	<b>A-01</b>
Date:	<b>November 24, 2021</b>
Location:	<b>224 Centre Street Drumheller, Alberta</b>

### **To All Bidders:**

#### **1. General**

- 1.1. This addendum shall be read in conjunction with the Request for Proposal #2021-11-09 – Flood Mitigation – Communications and Public Engagement.
- 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.

#### **1. A – MANDATORY WALK THROUGH DATE**

**Q1** On page 4, Alchemy Communications is noted to have been engaged as part of your Communications Team. What will be the relationship between Alchemy and the successful proponent of this RFP?

**A1** Project communication and engagement responsibilities would be transitioned from Alchemy to new Communications Team. The transitioning would occur in December. The new Communications Team would take over project communication January 1, 2022, with Alchemy providing support as needed.

**Q2** On page 5, the proponent is asked to identify a Project Lead and Team with “Project Management experience on similar municipal and local government projects in particular with projects overseeing a number of engineering consultants and disciplines”. As well, on page 6, we noted the need for the Project Manager to have “10 years management experience in delivery of municipal multi-discipline project team”. We have several team members each with more than a decade of experience in the areas relevant to this work. To confirm, is your expectation for

the Project Manager who will oversee the communications and public engagement work to be an Engineer?

A2 No. The Communications Project Manager is not an Engineer. The Comms Lead should have experience and be knowledgeable in leading communication projects within a municipal government environment.

**End of Addendum 01**