



The Corporation of the District of Peachland

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January 14, 2015

The following is Addendum #1 for the Request for Proposals for Municipal Consulting Services.

ADDENDUM #1

The following questions were asked, followed by District of Peachland responses:

Question 1:

At this point in time, would it be acceptable to propose architectural services only and bring the sub consultants later as an add-on once the project specifics are disclosed?

Should you need any specific sub consultants to be part of the proponent's team, please let us know.

District Response:

In order to adequately review the experience and suitability of each sub-consultant, it would be favorable to have them all listed with experience for the main specialties including:

- Engineering (Storm water, Water, Transportation, Sanitary, Asset Management)
- Planning (Expertise in the following: Parks Master Planning, Phased Development Agreements, Hazard Management, and Sustainability Initiatives)

While there will be other specialties required during the term of this contract, it is especially important that these ones are identified.

Question 2:

In the overview of the requirements, what does "local and regional strategic planning" entail to in terms of consulting services? Can an example of regional strategic planning be provided?

District Response:

While there may be several instances of this in the 5 year term of this contract, one example is the current Sustainable Transportation Partnership of the Central Okanagan (STPCO). Often if these meetings are technical in nature, the District will request that our Consultant attend these meetings with District Staff.



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Question 3:

Could you please elaborate on the current and future Joint Planning Initiatives with neighbouring municipalities?

District Response:

As a small municipality, we often work with neighboring municipalities to share resources and strategies. As mentioned above, the STPCO is an example of planning initiatives with neighboring municipalities. Others may include such issues as regional wastewater initiatives or other regional initiatives/concerns that may arise.

Question 4:

Are we allowed to use associated sub-consultants in the RFP for some of the services?

District Response:

While it is not a requirement that all services be provided by our consultant "in house", it is preferred that the majority of the services would be. We are looking for a well connected team to work with our team seamlessly.

Clarification:

In Schedule B there is an error in the 8th evaluation section. It currently reads "**Overall Impression** – What is the reviewers overall impression of the suitability of the proponent for this 3 year term?" This Request for Proposal is for a 5 year term and as such, it should read "**Overall Impression** – What is the reviewers overall impression of the suitability of the proponent for this 5 year term?"

Please acknowledge that you have read this Addendum in the appropriate section of Schedule A.

Joe Mitchell, P.Eng.
Director of Operations
District of Peachland