



Town of Minto

Addendum No. 1

From: Town of Minto

Date: Tuesday, July 18, 2023

Addendum No. 1

RFP 2023-08 - Provision of Consulting Services for the Development of a Corporate Strategic Plan, Parks and Recreation Master Plan, Economic and Community Development Master Plan, and a Cultural Master Plan

Closing Date: Friday, August 4, 2023, at 11:00 am

Please be advised of the following clarifications to this project as attached.

I/We hereby acknowledge receipt of this Addendum.

Signed (Must be Signing Officer of Firm)

Name (Print) / Date

Position

Name of Firm

Please update your Procurement documents as per the addendums in the document and attach a copy of this addendum page to your submission acknowledging receipt and understanding of the addendum.

TOWN OF MINTO

RRP 2023-08

Provision of Consulting Services for the Development of a Corporate Strategic Plan, Parks and Recreation Master Plan, Economic and Community Development Master Plan, and a Cultural Master Plan

ADDENDUM NO. 1

Date: Tuesday, July 18, 2023

CLARIFICATION QUESTIONS

Question No. 1

Would the Town like the events to be coordinated to reduce potential costs, or is the Town hoping that the public consultation events will be held separately as to not conflict with each other?

Answer No. 1

Public consultation meetings could be set-up to allow input into different topics / plans at the same time.

Question No. 2

Similarly for the one-on-one interviews, would a consultant be able to set up stakeholders meetings in a manner that allows for input on different topics/plans at the same time?

Answer No. 2

Stakeholder meetings could be set-up to allow input into different topics / plans at the same time.

Question No. 3

Can the Town confirm the overall budget for the preparation of the four master/strategic plans?

Answer No. 3

Budget is a factor in the scoring of responses and therefore the Town is unable to confirm the overall budget.

Question No. 4

Can the Town confirm if there is a timeline for completion of the entirety of the project?

Answer No. 4

The Town was anticipating this project to be completed in nine (9) months but is flexible on completion date.

Question No. 5

Can the Town confirm if there is a desire to stagger the delivery of the final completed plans? (For instance, if the strategic plan influences investigations for the parks and rec master plan, is there a desire for that to be completed before work begins on the parks and rec master plan?)

Answer No. 5

Work on plans can begin simultaneously, and the delivery of the final plans could be staggered if needed.

End of Addendum No. 1