

Addendum 1 for RFP ADM-01-2026 – Community Improvement Plan Strategy

Issued: April 15, 2026

This addenda shall be made part of the RFP issued per section 1.8 of the RFP.

SECTION 1: QUESTIONS AND ANSWERS

Q1. Are you able to share the Township's budget for this project / What is the available budget / anticipated budget range?

A1. The Township has established an anticipated consulting budget ranging from \$55,000 to \$75,000 CAD excluding HST for professional consulting services related to this project. Proponents are encouraged to submit their most competitive and comprehensive proposal based on the scope outlined in the RFP.

Q2. Is there a preference for in-person or virtual engagement? Would a mixture of both strategies be acceptable?

A2. The Township is open to hybrid engagement approaches (meaning that there must be an element of in-person engagement), provided the proposed engagement strategy effectively supports meaningful participation from businesses, interested parties, Council, and the public. Proponents are encouraged to recommend the engagement approach they believe will best achieve the project objectives.

Q3. Is it possible to extend the submission date by a week?

A3. Yes. The Township will extend the proposal submission deadline by one (1) week.

Revised Deadline for Proposals:

April 29, 2026, at 12 p.m. (Noon)

All other timelines shall remain unchanged.

Q4. Do you have a preference for AODA software for accessibility?

A4. The Township does not require the use of specific AODA software. However, all deliverables must comply with AODA accessibility standards and be provided in accessible, editable electronic formats compatible with standard municipal software platforms.

Q5. Section 1.5(b), Page 5 – Is the fee breakdown included in the 20-page proposal limit?

A5. Yes, the fee breakdown required under Section 1.5(b) is to be included toward the 20-page proposal limit.

Q6. GIS-Based Business Mapping – Is the consultant expected to conduct field data collection / will MPAC data be provided / should mapping include commercial and industrial businesses?

A6. The Township expects proponents to include an approach for business data collection and verification, but does not require a full field survey unless recommended as part of the proponent's methodology.

The Township may provide available background/business listing data where possible; however, proponents should assume they may need to confirm available information through independent verification and engagement.

The GIS-based business mapping should include both commercial and industrial businesses, and proponents are encouraged to also consider broader economic activity where relevant to the project objectives.

Q7. In Section 4.2 iii., can the requirement for relevant project examples completed within the last 3 years be extended to 5 years?

A7. The bidder may submit relevant project examples that are outside of the last three years. It should be noted that bidders that have relevant project examples that meet the criteria will be evaluated more favourably.

Q8: Is Section 2.4 Proposal Requirements intended to align with Section 4.2(c) Demonstrated Understanding?

A8. Yes. Section 2.4 is intended to provide additional guidance regarding the Township's expectations for proposal content and should be addressed as part of the respondent's demonstrated understanding of the project, methodology, and proposed approach under the evaluation criteria.

Q9. Section 2.4 appears to request a substantial amount of unpaid work. Will the Township reconsider requiring responses addressing the full list?

A9. The Township acknowledges that Section 2.4 is intended to outline proposal expectations and desired areas of response; however, proponents are not expected to complete the substantive project work at proposal stage. Responses should demonstrate methodology, understanding, and proposed approach at a high level.