



# ADDENDUM #1

**To:** Prospective Bidders  
**Date:** January 14, 2021  
**From:** Michelle Geneau, Manager of Planning  
**Re:** Addendum #1 RFP 2021-02

**File No:** RFP 2021-02

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Please review the following responses to bidder questions that were submitted in regards to the City of Duncan RFP 2021-02 Official Community Plan Review.

## 1) Electronic Bid Submissions

*Question: Would it be permissible to consider an email or online submission?*

*Response:* Considering current circumstances with COVID-19, the nature of an RFP, and concerns about the current reliability of couriers, the City will accept e-mail or electronic submissions for the adjusted submission deadline (see below). Where applicable, Proponents are requested to follow their electronic submission with the printed hardcopies with a target date of February 8, 2021 for receipt of those hardcopies by the City. In the event of any discrepancy or question related to an electronic submission, the hardcopy will be used to resolve the matter.

## 2) Amended Submission Deadline

*Question: We would like to request an extension of the deadline by one week to February 5. Can this be accommodated?*

*Response:* The City amends the Bid Schedule dates as follows. Specifically, the Submission Deadline is amended to **February 4, 2021** at 12:00pm local time.

### **Bid Schedule – Amended Dates**

Issue Date of RFP	December 22, 2020
Deadline for Questions	January 21, 2021 (two weeks before closing date)
Deadline for Issuing Addenda	January 28, 2021 (one week before closing date)
Submission Deadline	<b>February 4, 2021 12:00pm local time</b>
Rectification Period	February 8, 2021
Anticipated Ranking of Proponents	February 11, 2021
Anticipated Contract Negotiation Period	February 12 to 19, 2021
Anticipated Execution of Agreement	February 19, 2021

Note: the amended submission date is highlighted; however, multiple dates have been amended in this table.

**3) Final document format**

*Question: Can the final and supporting documents be in Adobe programs (i.e., InDesign, Illustrator)?*

*Response:* Adobe InDesign or Microsoft Word are acceptable formats for the final documents.

**4) Advisory Committee and Advisory Design Panel Meetings**

*Question: How many meetings with the Advisory Committee and Advisory Design Panel should be assumed?*

*Response:*

**Section 5.2.1 Meetings – Amended to add:**

One online meeting with the Advisory Committee is anticipated during each of Phases I, II and III (for a total of three meetings, but more may be required). An online meeting with the Advisory Design Panel (ADP) is anticipated during each of Phases II and III, and will be coordinated with the existing ADP schedule, held once per month the fourth Thursday of the month.