



City of Richmond

September 1, 2010
File: 02-0775-50-3881/Vol 01

Business & Financial Services Department
Finance Division
Telephone: 604-276-4218
Fax: 604-276-4162

Attention: To All Proponents

Dear Sir/Madame:

Re: Request for Proposal 3881P – Development of a Strategic Plan for Richmond Fire-Rescue – Addendum Two

This Addendum includes items of clarification, forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in the preparation of your Proposals:

I. Questions and Answers

The following is a summary of the questions that were received after the . This information is provided to Proponents in accordance with Subsection 17.1 of the Request for Proposal.

1.
 - Q For Section 12 "Proposal Submissions" , 12.1 (i), regarding the requirement for the consultant to provide a schedule of fees for staff to be assigned to the project, can this be fulfilled by providing a time commitment schedule in place of a schedule of fees, or can the employee salaries be provided in order to complete this requirement?
 - A A schedule of fees as outlined in section 12.1 (i) is required.
2.
 - Q Can you clarify the stage for which the draft agreement attached at the end of the RFP would need to be completed?
 - A The draft agreement is for Proponent's information only and may form the final agreement with the Successful Proponent in accordance with subsection 16.1. Negotiation with the Lead Proponent will be in accordance with section seven (7) of the Request For Proposal (RFP).
3.
 - Q Will RFP responses be ruled as non-compliant by the City of Richmond if they do not commit to completion of the entire scope within the interim dates established by the project timeline?
 - A Proponents are advised to submit a project schedule as part of their Proposal. The City will evaluate all proposals in accordance with the RFP and project requirements.
4.
 - Q Will the City of Richmond be able to identify the issues requiring a more immediate answer especially as regards the requirement for reports to be completed in Q4 of 2010, so that an achievable timeline could be established and agreed?

- A Yes; Richmond Fire-Rescue (RFR) will be able to identify specific, key issues that we can agree need a more immediate answer for reports to be completed in Q4 of 2010.
5. Q The deliverables do not specifically state that a Strategic Plan is required. Do you expect an actual Strategic Plan as a deliverable?
- A The scope does present this requirement: Section 9.4, a - Page 12.
6. Q On page 14 under Proposal Submissions the following is stated
- d) A detailed project methodology explaining each project task including what will be expected of both the consultant and the City with respect to each task.
- g) A complete definition of the process that will be employed to meet the objectives of this project, e.g., approach to be taken, feasibility and market study, etc.
- Could you please clarify the difference between "d" and "g" and what is meant by "feasibility and market study"?
- A Subsection 12.1d requires an explanation of the Proponent's methodology while subsection 12.1 g requires an explanation of specific tasks that the Proponent will complete as part of its methodology. Feasibility and market studies are examples of such tasks. Items in subsections 12.1 (d) and (g) can be addressed together in Proponent's Proposals.
7. Q We are submitting from across Canada and as such must send out our submission on Wednesday Sept 1 mid PM to arrive on time for September 2. Since questions are allowed until Aug 30 and answers may not be posted till August 31, would you consider a day or two extension to allow us to incorporate any significant areas arising from the questions and answers?
- A An extension to the Closing Date will be issued in accordance with section three (III) of this Addendum.
8. Q A large concern still exists on the timing for this project. Just to confirm that between the submission date and the draft report date there are only 33 official working days. A minimum of 14 of those days have been allotted to evaluation and negotiation before announcing the winner leaving a maximum of 19 days for completion of Phases 1 - 4.
- Given the short time period is it possible to split the stakeholder engagement between Stage 1 and Stage 2 keeping only the key stakeholders in Phase 1 through 4 (For example, input from general public and the need to agree on the format, the need to advertise for two weeks leaves little chance to schedule, conduct and document before the deadline).
- Given the current scope and expectations of Phases 1-4 compiling an accurate report on all topics identified in three weeks is virtually impossible. Please advise if the extent of initial stakeholder engagement is negotiable?
- A The extent of the initial stakeholder engagement may be negotiable.
9. Q (The) RFP identifies development of a number of programs and documents: Emergency response & rescue assessment, fire prevention (inspections, harm reduction), statistics, officer development, proactive focus and vision model as part of deliverables. Each will require some negotiation with the Fire Department to develop and approve. Most of these are policy driven and have limited impact on budgets (may require minor staffing adjustment) or the general public. Given these factors can the actual documents based on approved recommendations become part of Phase 5?

- A RFR will allow some of the actual documents to become part of Phase Five (5) with RFR leading that decision.
- 10.
- Q Another example of short timeline is between initial draft and final draft of the strategic plan. The current schedule allows one week for the Steering Committee to return comments on the draft, consultant to edit the draft and resubmit. Will the client be able to produce comments in 3 days?
- A RFR shall endeavour to produce comments within three (3) days.

II. Amendment to subsection 17.1 of the Request for Proposal

Please replace the current statement in subsection 17.1:

The City and its directors, officers, employees, agents, consultants and advisors are not liable or responsible for any verbal or written information, or any advice, or any errors or omissions, which may be contained in this RFP or otherwise provided to the Serviced provider pursuant to this RFP.

With the following statement:

The City and its directors, officers, employees, agents, consultants and advisors are not liable or responsible for any verbal or written information, or any advice, or any errors or omissions, which may be contained in this RFP or otherwise provided to ~~the Serviced provider~~ any Proponent or Consultant pursuant to this RFP.

III. Deadline Extension

Please note that the Closing Date has been extended as follows:

WAS: Thursday, September 2nd, 2010 at 2:00 pm, local time.
IS NOW: Tuesday, September 7th, 2010 at 2:00 pm, local time.

Yours truly,



Kerry Lynne Gillis
Buyer II - Contracting Specialist

KG:kg

pc: Sandra Pearson, Program/Project Manager, Richmond Fire-Rescue
Jim Wishlove, Deputy Chief - Technology & Communications, Richmond Fire-Rescue