



# City of Richmond

February 14, 2011  
File: 02-0775-50-4200/Vol 01

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

**Attention: To All Proponents**

Dear Sir/Madame:

**Re: Request for Proposal 4200P – Development of a Social Planning Strategy –  
Addendum One (1)**

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:**

- Q.1 Did you have an external consultant assist with the consultation completed in 2010? If yes, can you please advise who that was and if they were precluded from this Request for Proposal (RFP)?
- A.1 A consultant was not involved with the consultation completed in 2010.
- Q.2 Under section twelve (12) of the RFP, the budget for this project is \$70,000 Canadian, including all applicable taxes. This means that a consultant would have to do the work for around \$62,500, as the HST would cost roughly \$7,500. This is despite the fact that municipalities can claim any HST they are required to pay from the government. Was this your intent when you included taxes in the \$70,000 budget?
- A.2 The City's total budget for the work under this RFP is \$70,000.00, including HST.
- Q.3 Please also confirm that the \$70,000.00 includes all disbursements, such as mileage.
- A.3 The \$70,000.00 budget includes disbursements.
- Q.4 Will the City cover meeting costs, such as room rental and refreshments, and printing costs, or are those costs to be borne by the Proponent as well?
- A.4 The City will fund meeting costs that are agreed to by the City and successful Proponent beforehand.
- Q.5 In section 14.1.g it mentions a feasibility and market study. Is this study to be conducted by the Consultant or is this part of the data collection that has already been undertaken as highlighted earlier in the document?
- A.5 Proposals should clearly outline and detail the process that the Proponents propose to follow. A feasibility and market study are listed as examples only.

## **II. Social Planning Strategy Update**

Please see the Social Planning Strategy Update that was presented to the Planning Committee of Council on February 8, 2011. This information is provided to Proponents for information only and is available at this link: [http://www.richmond.ca/cityhall/council/agendas/planning/2011/020811\\_minutes.htm](http://www.richmond.ca/cityhall/council/agendas/planning/2011/020811_minutes.htm)

## **III. Closing Date Extension:**

The Closing Date for Proposals has been changed:

- WAS: Wednesday, February 16, 2011; 2:00 pm, local time.
- IS NOW: Wednesday, February 23, 2011; 2:00 pm, local time.

**Proponents must sign and include this Addendum with their submission.**

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**Signature, Name and Title**

Yours truly,



Kerry Lynne Gillis  
*Buyer II - Contracting Specialist*

KG:kg

pc: John Foster, MCIP, Manager, Community Social Development