



City of Richmond

February 17, 2011
File: 02-0775-50-4020/Vol 01

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

Attention: To All Bidders

Dear Sir/Madame:

**Re: Request for Proposal 4020Q – Community Energy & Emissions Plan Phase II
Addendum 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 proposal:

Questions and answers:

Q1) 1. Can the budget for this work be disclosed to better assist us in scoping a process that meets your budget constraints?

A1) The City is looking for consultants to use their experience and expertise to develop a response that generates high value for the Richmond community – one that meets the deliverables in the Terms of Reference in a cost-effective manner. The maximum budget is approximately 70K.

Q2) Is the Phase 1 document or outline available? Who completed the Phase 1 document?

A2) The City will provide the Phase 1 report upon request.

Q3) Are there any funding partners in addition to BC Hydro?

A3) There are no additional partners.

Q4) Section 8.2 – Engagement: It is our understanding that the City will design and lead the engagement process and that the consultant will be participating in this process.

QA) How many meetings will be required ?

AA) It is anticipated that there will be 8–15 meetings throughout the plan development process (two to four (2-4) with the public, two to four (2-4) with committees, four to six (4-6) with CEEP staff team and possibly 1 meeting with Council).

QB) How long will the charrette be?

AB) The City anticipates that the charrette will be 1-2 days

QC) Will all engagement be in the form of meetings or will the consultant be expected to conduct surveys or other forms of engagement as part of the process?

AC) The City anticipates that the majority of engagement will be through meetings and presentations. However, the City is seeking for respondents to propose their recommendations for appropriate engagement to best meet the deliverables in the Terms of Reference.

Q5) Section 14 – Schedule: How long does the City anticipate this project will extend upon award?

A5) See answer below

Q6) Is the May timeline flexible or what is driving this completion date?

A5/ A6) The Terms of Reference are seeking that the CEEP phase 2 be completed by May 2010. The City requires that the OCP portion of the work be completed by this time. The City is seeking for respondents to identify a schedule that generates a high value strategic plan for the City in a timely manner

Q7) Will the consultant be expected to present to Council?

A7) This may or may not be required

Q8) Section 12 states that “The final CEEP Phase 2 report must be approved by BC Hydro and the City of Richmond prior to final payment to the consultant being made.” What criteria will the City of Richmond and BC Hydro use for approving the report?

A8) The final report will be required to have satisfied the terms of reference included in the signed agreement between the City and the consultant, to which, BC Hydro will have subscribed.

Q9) There is a significant amount of data that is needed to complete the analysis requested. What data is the City already in possession of?

A9) The City has access to many data sets (e.g. land-use, development permit, building stock, etc.). Analysis and recommendations on action initiatives should be based on existing and accessible data sets. If further data sets and/or analysis is required, this should be identified as a recommended action

Q10) Given the short turn-around time between the question deadline and the proposal due date, will the City consider extending the submission deadline?

A10) The submission deadline is extended to **Monday, March 7, 2011 2:00 pm**

Bidders must sign and include this Addendum with their submission.

Signature, Name and Title

Yours truly,

Daianna Panni
Buyer I

DP:dp

pc: Alastair Moore, Community Energy Manager –
Community Services Department