



Township of Muskoka Lakes

Request for Proposal for Consulting Services

T-2024-31

Comprehensive Zoning By-law Update

ADDENDUM #1

April 10, 2024

The following addendum shall now form part of the Request for Proposal and amends the applicable information contained in the original Request for Proposal.

All other information contained in the original Request for Proposal remains unchanged.

T-2024-31 ADDENDUM #1
April 10, 2024

1. The RFP requests three firm references. Will the Township accept key individual references, from their previous work experience (not current firm)?

Answer: Yes

2. The RFP says: Bidders shall submit a bid, not including the covering letter, résumés and company credentials. Appendices are to be limited to résumés, project lists and corporate information. Can you please confirm that we are to attach a cover letter, resumes and company credentials (including project lists and company information) as an appendix?

Answer: Correct, save for a covering letter, which can accompany the bid.

3. Is there a page limit to the proposal response?

Answer: No

4. The deliverables indicate that Muskoka will be preparing the Final Zoning Schedules (page 18 of the RFP). However, the RFP also states that all drawings must be in Auto CAD and/or ESRI ArcGIS. Can you confirm that the consultant will be required to prepare the zoning mapping and only coordinating with the District on finalization of the mapping.

Answer: Per Attachment "A" to the Request for Proposal, the successful consultant will be required to provide any necessary input to and coordinate with the District Municipality of Muskoka with respect to the preparation of Draft Zoning Schedules (mapping) and will review Final Zoning Schedules prepared by the District Municipality of Muskoka.

5. Will the current mapping in Auto CAD and/or ESRI ArcGIS be available for the consultant to utilize from the District and Township? It is not listed in the available information. The drawing submission indicate CAD and/or ESRI ArcGIS – is CAD acceptable format without ESRI ArcGIS?

Answer: The successful consultant will not be required to prepare Zoning Schedules (mapping). The Auto CAD and/or ESRI ArcGIS data for current Zoning Schedules can be made available to the successful consultant.

6. Is the Township willing to cover travel, meals and lodging for non-public meetings (i.e. meetings requested by the Township with the consultant)? Should those be included in the expenses table?

Answer: Per Attachment "C" to the Request for Proposal, disbursements and expenses shall include any reasonable costs to complete the work. Virtual meetings, including Microsoft Teams and Zoom, should be utilized as appropriate.

7. Is there a requirement for the lead firm itself to have completed the project, or is it acceptable to have staff and subconsultants listed on the project having completed a Comprehensive Zoning By-law within the last 5 years?

Answer: Yes, it is acceptable to have staff and subconsultants listed on the project having completed a Comprehensive Zoning By-law within the last 5 years.

8. On the Supplier Background and References Corporate / Company Profile, we are to provide information about our firm's "business model." Are there any specific requirements to what the Township is asking for in this section?

Answer: A brief description of the company's business target market, its key offering or offerings, what the company feels differentiates the offering or offerings from others in terms of value, and why the company feels its offering or offerings make the company attractive to its business target market.

Directions to Bidder

The Bidder shall:

1. Sign this Addendum in the space provided below and submit this Addendum to the Township in the same envelope as the Bid.

Signature of Bidder

Date