

**RFP ADDENDUM #3**

Date of Addendum: August 14, 2019

**NOTICE TO ALL POTENTIAL RESPONDENTS**

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

**PROPOSAL SUBMITTAL DEADLINE**

1. Refer to Page 1, Table 1 Summary of Basic Information:  
 Item No. 4 – Deadline to Submit Questions: Delete “Not Applicable” and replace with August 16, 2019 9.00 am PDT.  
 Item No. 7- Closing Date and Time to Submit Proposals (“Closing”): Revise date to read August 23, 2019 4.00 pm PDT.
  
2. Refer to Page 2, Section 1.1 Closing Date and Time:  
 Revise to Read as follows:  
 “ All Proposals must be received no later than **Friday, August 23, 2019 4.00 pm PDT.**”

**1.0 - RFP**

Item	Section	Description of Change
1.0	Schedule C	Refer to page 17, Schedule C, item 1.0, replace original sentence with the following new sentence  <b>I/We, the undersigned duly authorized representative of the Proponent,</b> having received and carefully reviewed all the Proposal documents, including the RFP and any issued addenda posted by the GVHA, submit this Proposal in response to the RFP.

**2.0 – QUESTIONS AND ANSWERS**



<p>The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.</p>	
Item	Questions and Answers
	<p>On page 21, when preparing a response to Schedule C-3, bidders are advised to "...separate Victoria Harbour from the Esquimalt Harbour works as part of the Proponent's Financial Proposal." We have two questions stemming from this RFP requirement:</p>
2.1	<p>Question:</p> <ul style="list-style-type: none"> <li>Does GVHA want its selected contractor to model, estimate and report the economic, social and environmental impacts of Victoria and Esquimalt harbours separately as well as aggregated together?</li> </ul> <p><u>Answer:</u></p> <p>In the submission of the proposal, GVHA requests that the proposals be detailed by harbour and separate the economic portion of the proposal from the detailed assessment of the environmental and social aspects for the proposal.</p> <p>For the final report, GVHA would like the harbours separated as well as aggregated together.</p>
2.2	<p>Question:</p> <ul style="list-style-type: none"> <li>In terms of undertaking project work, some tasks are going to be undertaken that benefit jointly the two harbours. For example, some survey work will be set up and undertaken to simultaneously collect data and information for Victoria harbor entities and Esquimalt harbor entities. As well, project meetings and project management will be undertaken for the overall project. Does GVHA want bidders in their financial proposal to separate out certain elements of the consulting work that are directly applicable to each of the two harbours (such as the economic impact modelling) and report also on the consulting work that benefits both harbours (such as some of the survey work and the project management) or does GVHA want bidders to attempt to separate the overall financial proposal into two distinct budgets for each harbor on the basis of identifying the consulting costs that are specific to each harbor and making some arbitrary decisions to split up the costs of the surveying work and project management that jointly benefit impact estimation for both</li> </ul>

	<p>harbours (in order to create a distinct and complete budget for each harbor)?</p> <p><u>Answer:</u></p> <p>See answer to Question 2.1 above, to restate GVHA would like a distinct and complete budget for each harbour.</p>
2.3	<p>Question:</p> <ul style="list-style-type: none"> <li>In our experience completing similar studies, a study of this type can have a wide range of data collection activities. In order to inform our proposed methods, could you please provide a ceiling budget for the study?</li> </ul> <p><u>Answer:</u></p> <p>Please see previous addendums. The proposal should include separate budgets for each harbour as well as the economic portion separated from the detailed assessment for the environmental and social aspects of the proposal.</p>
2.4	<p>Question:</p> <ul style="list-style-type: none"> <li>We have noted the list of sectors in the RFP's schedule D, but are wondering if it is exhaustive or if other sectors (e.g. residential investment/development) could/should be included as one of the factors in our economic impact assessment?</li> </ul> <p><u>Answer:</u></p> <p>The purpose of this assessment is to highlight the importance of the working harbour activities. It should not include residential as a sector. The capital investment section of the proposal will include any working harbour development.</p>
2.5	<p>Question:</p> <ul style="list-style-type: none"> <li>Could you please provide details on the administrative data that will be available to support the economic impact assessment?</li> </ul> <p><u>Answer:</u></p> <p>GVHA has a business directory list for the sectors however GVHA will work with the Preferred Proponent to finalize the list.</p>
2.6	<p>Question:</p> <ul style="list-style-type: none"> <li>The requirement from addendum 2 (question 2.5) that the environmental and social impact assessment be "detailed and quantitative" changes the anticipated scope from our initial understanding of the RFP. As a result, would it be possible to get a one-week extension to the due date of this proposal?</li> </ul>



	<p><u>Answer:</u>                  See Addendum #3</p>
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**3.0 - INFORMATION**

The following item(s) are provided as a matter of reference and information only to all respondents and do not modify or become part of the Contract Documents.

Item	Clarification
3.1	<p>For clarification to all Proponents the deliverables for this project include:                      RFP Pg 11                      3.2.3 Project Deliverables                      Below outlines the deliverables of the project:</p> <ul style="list-style-type: none"> <li>• Proponent will outline methodology, which could include a survey model, to provide a 2019 baseline report to determine the following by Harbour Sector (see Schedule D) within the geographic boundaries summarized through a triple bottom line lens:                             <ul style="list-style-type: none"> <li>○ Economic impact (direct, indirect, induced)</li> <li>○ Total employment and value of employment (occupations, wages/payroll, etc.)</li> <li>○ Property Assessment value and property tax contributions to the City of Victoria and Township of Esquimalt</li> </ul> </li> <li>• Triple bottom line lens includes a detailed assessment of the environmental and social impacts from the working harbour activities in addition to the economic impacts as noted above</li> <li>• To identify other tax impacts paid by employees and employers to the various levels of government i.e. payroll taxes, income taxes etc.</li> <li>• To include a list of current one-time capital investments and future planned capital investments in the Harbour determined at a reasonable threshold that will contribute ongoing economic activity within the geographical boundary to provide a discussion on the opportunities within the Harbour, in partnership with First Nations Project Partner Data Costs and Ownership</li> <li>• Any Project Partner that requests any specific data for their own purposes is 100% at the Project Partners cost.</li> </ul>