



THE CORPORATION OF THE CITY OF NIAGARA FALLS

**ADDENDUM #1**

**REQUEST FOR PROPOSAL**

**RFP18-2022**

**Economic Development Strategy**

**CLOSING DATE: Wednesday, April 27<sup>th</sup>, 2022 at 2:00 p.m. local time**

This addendum shall form an integral part of the Request for Proposal (RFP) documents for the above noted RFP and shall be read in conjunction therewith. This addendum shall, however, take precedence over all requirements as it pertains to the particular and specific items noted below.

This addendum must be signed by the Bidder in the appropriate space and must be attached to the Bidder's Proposal submission at the stated time of the closing of the RFP or prior to this time. Proposals submissions not including this addendum may be rejected.

**CLARIFICATIONS**

- Part 1 – 1.4 RFP Timetable, 1.4.1 Key Dates revised as follows:
  - **Submission Deadline** – Thursday, April 21<sup>st</sup> revised to **Wednesday, April 27<sup>th</sup> by 2:00:00 pm local time.**
- Bidders are to use **Mailing Label (REV1)**, attached as page 4 of this Addendum.

**QUESTIONS AND ANSWERS**

**Q1:** What is the allotted budget for the project?

**A1:** **The available budget for this project will not be disclosed.**

The Bidder shall take due notice of the above noted changes and make allowance for same in the Proposal to be submitted to the City of Niagara Falls.

<b>COMPANY NAME:</b>	
<b>PROPONENT'S SIGNATURE:</b>	
<b>PROPONENT'S NAME: (Please Print)</b>	
<b>DATE:</b>	

- Q2:** With regards to stakeholder engagement / community outreach:
- Is there a preference for either virtual or in person discussions?
  - Would the city be open to a Hybrid model for engagement?
- A2:** **The City would be looking for recommendations on how the Consultant would carry out stakeholder engagement and would be open to a hybrid model.**
- Q3:** Are companies outside of Canada able to participate in this RFP?
- A3:** **Yes.**
- Q4:** Would the successful bidder need to attend in person meetings in Niagara Falls, ON, Canada?
- A4:** **The successful bidder would need to demonstrate in their proposal how they will accomplish the work plan and deliverables either in-person or virtually to complete the strategy.**
- Q5:** Can all tasks related to this RFP be completed outside of Canada?
- A5:** **Yes, if the proposal can demonstrate they have understanding of the local environment, can successfully accomplish the work plan and deliverables without the need to enter the country.**
- Q6:** Can proposals be submitted via email?
- A6:** **No, please refer to Part 1 – Invitation and Submission Instructions, Section 1.5 Submission of Proposals regarding submission requirements.**
- Q7:** Would it be acceptable to provide both project examples and references for UK Economic Strategy projects carried out by our team? Or is the requirement for references to be for Canadian municipalities?
- A7:** **It would be preferred to have at least one (1) reference from a Canadian municipality.**
- Q8:** Are bidders required to list in detail specific stakeholders including individuals, or provide a more general outline of the types of stakeholders to be consulted where the list of stakeholders will emerge through the early stages of the work?
- A8:** **Proposal submissions should provide details on a focused approach on how the stakeholder engagement will be completed. The listing of stakeholders will emerge and be provided from City staff through the early stages of work.**
- Q9:** Would the City be responsible for providing venues for any one-to-many consultations and the costs of venue hire?
- A9:** **The City can provide a venue for in-person or face-to-face consultations throughout the project.**

**Q10:** Is there a KPI framework for the current economic growth strategy for the City? Is this available to bidders?

**A10:** **There is currently no KPI framework, as part of the proposal and strategy we would look to the Consultant to carry out this work.**

**Q11:** Could you clarify the requirement for the consultant to draft metrics **and modify them based on City review**? We assume this implies that metrics will be reviewed by the client team before finalizing.

**A11:** **Yes, the metrics will be created by the Consultant through previous experiences and case studies in other jurisdictions and will be reviewed and modified in conjunction with Staff before finalizing.**

**Q12:** Our reading is that the City is not looking for extensive engagement with the general public as part of this work, but with specific stakeholders. Have we understood this correctly?

**A12:** **Yes, specific stakeholders will be identified.**

**Q13:** Would the City consider a week extension to the RFP closing date (due to the Easter holiday)?

**A13:** **Refer to Clarifications on page 1.**

**Q14:** Given the 25-page limit would the City consider allowing tables and figures to be included on 11x17 and counted as 1 page?

**A14:** **Within the 25-page proposal limit, pages should be standard 8.5x11. For appendices the use of 11x17 would be accepted if needed.**

**FROM:**

**Bid Number:** RFP18-2022  
**Bid Name:** Economic Development Strategy

**Closing:** Wednesday, April 27<sup>th</sup>, 2022 @ 2:00 p.m. local time

# Proposal Submission

DELIVER UNOPENED TO:

The City of Niagara Falls  
Municipal Service Centre  
3200 Stanley Avenue  
Niagara Falls, Ontario  
L2E 6S4

**ATTENTION: Jessica Curno**