

ADDENDUM 2
Questions for Request for Proposal
RFP 01-2026 (CONSULTING SERVICES PROVIDENCE BAY BEACH AREA MASTER PLAN
AND DESIGN)

- 1. *Can the Municipality confirm if the Phase II "assessment of the municipality's current portfolio of facilities" is a desktop review or an on-site assessment?***

The Phase II assessment is intended to be a desktop review. An on-site assessment is not included in this phase.

- 2. *Can the Municipality confirm the budget for the consulting services?***

The Municipality has not established a specific budget for the consulting services under this RFP. Proponents are asked to provide their proposed fees as part of their submission

- 3. *Can the submission deadline be extended by one week due to the interdisciplinary coordination required for this submission?***

Yes. The submission deadline has been extended to October 5, 2026

- 4. *If a submission extension is granted, can the question deadline also be extended?***

Yes. The deadline for questions has been extended to September 17, 2026, with responses to be provided by September 24, 2026.

- 5. *The municipality's 2026 budget indicates (page 35) that \$100,000 has been allocated for the Master Plan. Please confirm that this is the budget allocation for this work?***

No. We cannot confirm that the \$100,000 identified in the 2026 budget is the budget allocation for the consulting services under this RFP.

- 6. *For the various meetings indicated in the Stakeholder Engagement phase will the municipality identify participants and arrange meetings times, or is this expected to be the responsibility of the consultant?***

The Consultant will be responsible for confirming meeting dates and times. The Municipality can assist with arranging meeting venues and advertising the meetings.

- 7. By our count, the municipality has in the order of 500 seasonal residences (which is about 1/3 of the total number of residences). Given that many of these residents may not be on the Island in November to participate in workshops or public meetings, is the municipality amenable to sending a survey to these individuals (i.e. using its mailing list of addresses for all residents) or having virtual public meetings/workshops?**

Yes. Virtual public meetings and workshops are acceptable. The Municipality can also assist with posting or distributing surveys prepared by the Consultant, if required.

- 8. For the Infrastructure Assessment phase, will the municipality provide the data referenced: (specifically facility usage data and population projections) or is the consultant expected to prepare or create these data?**

The Municipality can provide available facility usage data. The Municipality does not have population projections, as these are provided by the Province. The Consultant will be responsible for using the applicable provincial population projections in the analysis.

- 9. Phase II, Section 4: This suggests that the Class D cost estimates will be used in Phases III and V, yet there is no Phase V outlined in the RFP. Was this meant to reference Phase IV, or is there to be a subsequent phase of work?**

This was a misprint in the RFP. The reference to Phase V was intended to refer to Phase IV. There is no Phase V included in the scope of work.

- 10. Phase III, Financial Analysis: The RFP indicates that the consultant is to evaluate the ‘financial feasibility’ of the infrastructure improvements. How does the municipality define the term ‘financial feasibility’ for the purpose of this assessment? Or is the definition to be determined over the course of the work? (We ask as it is unlikely that the revenue the municipality is able to derive from the infrastructure improvements would generate a net profit or even break even once operating costs have been taken into account).**

The definition of “financial feasibility” will be confirmed with the Municipality during the course of the project.

- 11. Phase III, Sections 2 and 3, Potential Partnerships and Funding Opportunities: Over the course of this project the consultant will not be able to secure any specific commitments regarding partnerships or funding, but can seek tentative possibilities. Is the consultant expected to engage potential partners and/or funders in initial conversations, or to identify who they might be?**

The Consultant is expected to identify potential partners and funding opportunities. Engagement with potential partners or funders is not required at this stage.

- 12. Has Council approved a budget for this project? Has it been approved for the 2026/2027 fiscal year? If so, will the Municipality share this budget?**

The Municipality has not established a specific budget for the consulting services under this RFP. Proponents are asked to provide their proposed fees as part of their submission.

- 13. Will the upcoming municipal elections on October 26th affect the anticipated date for award of October 8th? If so, is there an anticipated date for the award of this project?**

No, it is not anticipated that the municipal election will affect the date for award of the contract, which has been rescheduled to October 22, 2026.

- 14. We would like ask if the Professional Liability insurance requirement can be reduced to \$2,000,000, as is more aligned with the industry standard for a master planning project that doesn't involve construction/engineering.**

Yes, the Professional Liability Insurance requirement can be reduced to \$2,000,000 in accordance with industry standard.

- 15. I see the Municipality completed a Recreation Infrastructure Review in 2025 where the community hall and arena were assessed. It appears that the scope of work anticipates that this work is to be redone as part of the Waterfront Master Plan - is that correct? Or is the 2025 report to be used as a 'point of departure' for this new project?**

The 2025 Recreation Infrastructure Review can be used as a point of departure for this new project.

16. *What is the project's budget, if it is available to be disclosed?*

The Municipality has not established a specific budget for the consulting services under this RFP. Proponents are asked to provide their proposed fees as part of their submission.