

Addendum #01

Project:	Planning Services	Tender No.:	RFP # EPAI-2026-07
Date:	August 12, 2026		
Distribution:	Public		

General

The purpose of this Addendum is to answer questions, provide clarification, and make changes to the tender documents to address issues found during the tender process.

Receipt of this addendum shall be acknowledged in the submission of the completed tender.

This addendum shall form part of the contract.

Tenders submitted without this addendum included shall be registered as an invalid tender submission.

Questions

Question 1:

Given that the City has indicated an intention to continue building internal planning capacity, and that the focus of consultant support may evolve over the term of the contract, could the City elaborate on how it currently envisions responsibility being shared between City staff and the consultant across the major work categories identified in Appendix E?

For a few categories, particularly the rewrite support for the OCP and Zoning Bylaw, and public/stakeholder engagement support, the level of effort could vary significantly depending on the City's desired level of consultant involvement and the amount of work ultimately completed by City staff. Any guidance regarding anticipated effort levels, allocation of responsibilities, budget planning assumptions, or priorities within these categories would assist us in developing our proposed approach (and associated fees), ensuring that they are both competitive and reflective of the City's intended use of services.

Answer 1:

This addendum confirms that the City currently expects the consultant to supplement, rather than replace, internal planning capacity. The Successful Proponent will act as the City's external professional planning resource by providing advice, review, oversight, mentoring, and project-support services on an as-needed basis during the initial Contract term. City staff will retain day-to-day ownership of internal planning work, GIS and mapping production, Council decision-making, and municipal administration. The consultant will provide professional planning oversight, statutory advice, mentorship, review comments, and support for assigned Official Community Plan, Zoning Bylaw, engagement, and adoption-readiness tasks.

This addendum further clarifies the City's current expectations regarding the likely allocation of work during the initial Contract term. The nature of consultant support is expected to evolve as City staff gain accreditation and experience. During the remainder of 2026 and throughout 2027, consultant involvement is expected to focus significantly on Official Community Plan and Zoning Bylaw support, public and stakeholder engagement, statutory adoption support, and ministerial approval-readiness. In 2028, work related to the Official Community Plan, Zoning Bylaw, and engagement is expected to focus primarily on clarification, implementation support, and working through issues or refinements that arise as the new bylaws come into effect. A revised Appendix E, Table 1 is provided on page 3 to give proponents additional guidance for pricing the initial Contract term.

Question 2:

For the pricing, we are wondering if an hourly time & expense fee structure is acceptable to the City, or if a lump sum with upset limit is required? If the lump sum with upset limit fee structure is required, we are wondering if the City would be able to provide data on development permits per year so that we may provide a more accurate estimation for the City?

Answer 2

This addendum confirms that an hourly time-and-expense compensation model is acceptable for proposal purposes. Proponents should identify hourly rates, anticipated fees and disbursements by work category, applicable taxes, assumptions, exclusions, and the proposed total fee using the revised pricing table on page 3. Other compensation models may be considered where clearly explained in the Proposal.

The RFP does not provide annual development permit volume data because the need for consultant services will vary with the number and complexity of development applications. Proponents should therefore identify assumptions, dependencies, risks, and sequencing considerations that may affect timing, scope, or level of effort.

Because development review support is one component of the broader planning-support scope, proponents may state reasonable assumptions in their pricing and methodology regarding the anticipated level of development-permit review support.

In Appendix E, Table 1, the City has identified five work categories. The purpose of the table is to give proponents additional guidance on the anticipated areas of work and to support budget tracking, authorization, invoicing review, and comparison of proposals. The categories are not intended to limit the full scope of Work.

At a high level, the City anticipates that the initial Contract term workload will generally align with the table on page 3, divided between the remainder of 2026 and all of 2027, and then 2028. Proponents may use this revised table in place of Appendix E, Table 1 when preparing their pricing submission for the initial Contract term.

For clarity, the estimated percentages in the table on page 3 are provided for proposal-pricing guidance for the initial Contract term only. Actual work authorizations, invoicing, and task assignments may vary depending on City needs, project timing, development application complexity, public engagement requirements, and progress on the Official Community Plan and Zoning Bylaw work.

Any extension to the Contract beyond the initial term will be negotiated in accordance with the RFP and will not be governed by the estimated percentage allocations shown in the table on page 3.

Description of Work	Estimated % of Work	Professional Fees	Disbursements	Disbursements Markup	Total
2026 / 2027					
Ongoing professional planning support, development review, statutory planning advice and document-control support	7.5%				
Junior Planner Sponsorship and Mentorship	5.0%				
Official Community Plan rewrite support, including policy/regulatory review, gap analysis, and document-control support	20.0%				
Zoning Bylaw rewrite support, including policy/regulatory review, gap analysis, bylaw drafting support, City-prepared map and schedule review, statutory adoption support, ministerial approval submission support, and provincial review comment-response support	22.5%				
Public and stakeholder engagement, Council support, public hearing preparation, consultation summaries, comment-response tracking, and adoption-readiness support	20.0%				
2028					
Ongoing professional planning support, development review, statutory planning advice and document-control support	7.5%				
Junior Planner Sponsorship and Mentorship	5.0%				
Official Community Plan rewrite support, including policy/regulatory review, gap analysis, and document-control support	2.5%				
Zoning Bylaw rewrite support, including policy/regulatory review, gap analysis, bylaw drafting support, City-prepared map and schedule review, statutory adoption support, ministerial approval submission support, and provincial review comment-response support	5.0%				
Public and stakeholder engagement, Council support, public hearing preparation, consultation summaries, comment-response tracking, and adoption-readiness support	5.0%				
PROPOSED FEE					
PST					
PROPOSED FEE + PST					
GST					
PROPOSED FEE + PST + GST					