



253 Main St, Iroquois Falls, ON

Addendum #1

REQUEST FOR PROPOSALS (RFP) NO.: RFP-2025-REC-03

TITLE: CONSULTATION SERVICES FOR DEVONSHIRE PARK PLAN.

IROQUOIS FALLS ON

ADDENDUM ISSUE DATE: November 27, 2025

CLOSING TIME: on or before the following date and time: December 5th, 2025, 2:00p.m, EST

QUESTIONS AND ANSWERS :

1. **Page 11 under 12. Proponent Qualifications makes note of a 2 page summary maximum. Can you clarify what exactly is being allocated to those 2 pages and if the bullet points on the same page are in addition to the 2 pages?**

The proponent will provide a brief or point form response no longer than 2 pages that addresses each of the bullets listed in section 12 (page 11) of the RFP document. By addressing the bullet points, the respondent will satisfy the opening paragraph of section 12. An RFP response document appendices highlighting individual team member credentials, experience and assigned project role is acceptable but not a requirement.

2. **Are there any other page limits we should be aware of for the overall proposal or individual sections?**

No.

3. **Item 12.3 c. notes the team and their assignments to tasks. Are you looking for a time task matrix with hours per key staff members per phase and activity? Or is the roles and responsibilities from Page 11 section 12, bullet 5, sufficient for this item?**

A time task matrix is not a requirement; however, submitted consultants are welcome to include a time allocation matrix as supporting information.

4. **Would you be open to making the reference projects for client references and similar projects 5 years instead of 3.**

Yes; however, scoring/evaluation points are weighted toward experience that clearly demonstrates contemporary planning and design approaches applied to public space, play and activity zones, as well as the application of inclusivity and associated standards/guidelines from within the last three years.

5. Are projects that have completed design and in construction currently acceptable as reference projects or will there be marks deducted?

Projects that have completed the design stage and are in the construction phase are accepted as reference projects provided the client and contact information is provided as reference.

6. Would you consider an extension to the question and submission deadline?

No. The Town of Iroquois Falls observes our required purchasing guidelines for time related RFP processes.

7. Please clarify what the expectations in the proposal are for 12.3e. Contents of each sub report and final report (general overview)

Submitting consultants must provide a brief overview of report content detailing the deliverables that clearly demonstrates submitting consultant understanding and experience on similar projects. This can include brief public engagement and outreach overviews, conceptual design package components, detailed engineering package contents, as well as any summary briefs public safety and inclusivity.