Addendum 1

The following questions have been asked on this RFP:

1. Do you have a budget (or range) in mind so that we can best scope the proposal to your needs?

   **Budget Range is: $30,000 - $45,000**

2. Can you please confirm the expected timeline for this work? The RFP mentions a few options throughout. Is the one listed on page 5 (4. Timeline) the most accurate?

   **Yes, this is the timeline we propose:**
   - RFP Issued: August 16, 2021
   - Cutoff Date for Submitting Questions (noon): September 10, 2021
   - Submission Date: September 13, 2021
   - Evaluation & Short-Listing: September 20, 2021
   - Reference Checks: September 21, 2021
   - Proponent Selected: September 23, 2021
   - Contract Issued & Awarded: September 24, 2021
   - Staff Engagement: September - October 2021
   - First Draft Review: November 1, 2021
   - Final Draft: November 29, 2021

3. Is there any flexibility in the stated project timeline to allow for additional time to complete the proposed scope of work and stakeholder engagement?

   **Yes, we are willing to work with the successful proponent on timeline. However, the goal is to have complete for the 2021 budget year. The timeline may be extended into 2022.**

4. What technical work in the Core Areas outlined on p. 10 has already been completed? What level of detail are you anticipating within each of these areas? Is the focus on developing an integrated overarching strategy that maps the path forward and/or detailed technical analysis?

   **There has been limited work with Hydro & Heat as most of our buildings are owned/rented by the Municipalities. Focus is developing on an overarching strategy that maps the way forward. As part of this detailed technical analysis may be required.**

5. What internal and external stakeholders do you anticipate being included in the stakeholder engagement process?

   **Internal stakeholders: Coordinator, Facilities, Director of Finance & Facilities, Purchasing Advisor.**

   **External stakeholders: Municipalities Facilities department, Building Owners/Managers**
6. On page 13 (Part IV: Corporate Specifications), the RFP mentions a requirement for written references. On page 17 (part V: Forms - C: References), there is space to provide three such references. Is page 17 sufficient to meet the requirement indicated on page 13 or are you also requesting written responses from the references themselves?

**Written responses from references are not required.**

Questions relating to this tender must be directed to:

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