

THE CORPORATION OF TAY VALLEY TOWNSHIP

PROPOSAL FOR INCLUSIVE COMMUNITIES PROJECT  
ADDENDUM NO. 2

**THIS ADDENDUM SHALL BE INCORPORATED INTO THE RFP PACKAGE AND SHALL  
FORM A PART OF THE CONTRACT DOCUMENTS**

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Date Issued: April 9, 2021

Issued By: Amanda Mabo, Clerk

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*Please note the following changes, corrections, additions, deletions, information and/or instructions in connection with the RFP Package. Failure to acknowledge receipt of this Addendum as per Part "A" – Information to Bidders may render your submission non-responsive.*

This addendum is to address the following questions regarding the RFP:

**Q1.** Section 25. Regarding disbursements described as "reasonable and proper expenses," can you provide more information or examples (e.g., travel, community consultation materials)? Are the expenses noted in the Addendum (\$974 for Year 1 and \$792 for Year 2) expected to cover consultant expenses or Tay Valley Township employee and volunteer expenses?

**A1.** Examples of "reasonable and proper expenses," which generally refers to travel, lodging, and subsistence expenses incurred on the project, are as follows:

- Meeting expenses including travel, accommodation and meals, excluding alcohol and any personal charges or entertainment (which may not be required)
- Community Consultation materials

The expenses in the Addendum (\$974 for Year 1 and \$792 for Year 2) are expected to cover expenses for employees and volunteers. The Consultant is responsible for volunteer expenses, if any.

**Q2.** Who is responsible for designing, creating, and distributing "outreach materials and advertising"?

**A2.** The Consultant will be responsible for all expenses associated with the design, creation and distribution of outreach materials and advertising for the project. Materials will be published with the approval of Tay Valley Township.

**Q3.** Who incurs the cost of "acquiring and utilizing communication devices for virtual forums to enable full participation by older adults and people with disabilities (e.g. tablet)"?

**A3.** If required, the Consultant will be responsible for the cost of "acquiring and utilizing communication devices for virtual forums to enable full participation by older adults and people with disabilities (e.g. tablet)," and will be coordinated and purchased by the

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consultant on behalf of the Township. Such devices will remain the property of Tay Valley Township following the course of the project.

- Q4.** The RFP mentions that the year-round Township population is approximately 5,600, with the population doubling in the summer season. Considering that the community outreach and consultation is tentatively scheduled to occur in May/June (promotion) and June/July (consultation), is the intention to include or exclude non-residents?
- A4.** The intention is to include both permanent and seasonal residents in the community consultation, and will exclude those who do not own property, work or live in Tay Valley Township.
- Q5.** As the final report is not due until June 30, 2022, is the schedule flexible based on the consultant's plans? For example, can the schedule be adjusted to extend community outreach and consultation into the fall of 2021 (acknowledging the noted issues with awareness and communication about events and activities to more isolated older adults)?
- A5.** The project schedule has been approved by the funder so there is limited flexibility. Schedule changes can be discussed with the funder if necessary. With approval, the schedule may be adjusted to extend community outreach into the fall of 2021.
- Q6.** Volunteers are mentioned several times. What is their intended role and relationship to the project (e.g., community outreach, consultations)? Who is intended to recruit and train volunteers (and maintain responsibility and liability for them)?
- A6.** The intended role of volunteers is to participate and be included in the project, as part of the community outreach and the community consultation process. If required, the Consultant will recruit, provide training and instruction, maintain responsibility and liability for project volunteers.
- Q7.** Section 8. Impacts of the Project. Are measurable impacts required in the Proposal or only to be tracked and noted in the final Project Report?
- A7.** Measurable impacts are to be noted in the proposal to be tracked and reported in the Interim and Final Reports.
- Q8.** What level of detail is required for project dates and timelines (e.g., interim milestones and deliverables) or can this section be similar to Section 12 - Target Completion Dates?
- A8.** Project Dates and Timelines may be provided at a high-level. This section can be similar to, and should be in alignment with, Section 12. Additional details are not required.

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- Q9.** The schedule indicates that the Final Report is due on June 30, 2022. Is this the overall project summary, with no further presentations required?
- A9.** The Final Report will meet the requirements outlined by the funder. No further presentations will be required, provided that the final model and mechanisms have been presented to, and adopted by, Tay Valley Council.
- Q10.** As per AODA requirements, any documents posted online on a public website must be in an accessible format. Are the hardcopy deliverables (project brief, presentation, community consultation results, co-housing model, etc.) required in an accessible PDF (or other) format? Or will the Township provide final branding and formatting of any documents? Are the Project Budget Staff Salaries and costs for producing the final report separate from Consultant costs?
- A10.** Hardcopy deliverables that will be posted online to the public must be provided in an accessible format (ie. Word and PDF). The Consultant is responsible for the final branding and formatting of the documents. Project Budget Staff Salaries are separate from the Consultant costs. The Consultant is responsible for costs to produce the Final Report.
- Q11.** Can you please clarify the deliverables for the 'co-housing model'.
- A11.** Please refer to the following in the RFP:
- the Project Overview on page 11, Part "B" Section 1
  - the Project Objectives on page 14, Part "B" Section 6
  - the Project Methodology on page 15, Part "B" Section 7
  - the Deliverables section on page 17, Part "B" Section 9
- Q12.** The submission requests renderings. Are we to assume it also involves architectural plans?
- A12.** Architectural plans are not required.
- Q13.** Are the co-housing models intended as a 'prototype' or are we to assume the solution is a singular site?
- A13.** It is intended that the Co-Housing Model will act as a prototype / plan / guideline for co-housing developments in Tay Valley communities.
- Q14.** Does the model involve a Conceptual frame work/logistics?
- A14.** Tay Valley Township expects that the Co-Housing Model will include a conceptual framework that will be logistically feasible.

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**Q15.** Does the model involve a Financial model?

**A15.** Yes, a high level financial model that will demonstrate the financial feasibility of Co-Housing developments without significant burden to the Township and that such developments will be within the municipality's capacity, is expected.

**Q16.** In items #6 Objectives, can you please clarify what 'affordable' means? Is it's a cost of living based off annual income? If so what is that number we are striving to accomplish?

**A16.** The Province of Ontario defines affordable housing as the least expensive of: 1) a unit for which the rent does not exceed 30 per cent of gross annual household income for low and moderate income households; or 2) a unit for which the rent is at or below the average market rent of a unit in the regional market area.

According to the 2016 census, the median total income among recipients in Tay Valley Township is \$36,821.

**Q17.** In addition to the question previously sent we would like to confirm if the commercial liability insurance requirement is satisfied by the Professional Liability insurance issued by the Ontario association of architects:  
<https://prodemnity.com/professional-liability-insurance/>

Can the requirements of the commercial liability insurance be waived for this RFP? It seems onerous for a project of this scale with no built works being constructed.

**A17.** Professional Liability and CGL are two different coverages. As such, Professional Liability does not meet the CGL requirements.

End of Addendum No. 1

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