

Q1	Can the Municipality provide clarification on the criteria stated at section 5 (Special Terms and Conditions) it deems relevant in evaluating proposals (see text below)? The Consultant acknowledges that the Municipality may rely upon the criteria which the Municipality deems relevant, even though such criteria may not have been disclosed to the Consultant. By submitting a Proposal, the Consultant acknowledges the Municipality's rights under this Section and absolutely waives any right, or cause of action against the Municipality, by reason of the Municipality's failure to accept the Proposal submitted by the Consultant, whether such right or cause of action arises in contract, negligence, or otherwise.
A1	Referring to Section 5 (Special Terms and Conditions), any criteria the Municipality deems relevant in evaluating proposals not specifically disclosed to the Consultant is on a case-by-case basis.
Q2	Can the Municipality provide the agreement form that will form the basis of the contract to be executed upon award?
A2	The agreement form used will be the: Association of Consulting Engineering Companies and MCEA: Client and Engineer Agreement for Professional Consulting Services Version 3.1
Q3	Could you please eliminate the requirement for physical submissions and allow online submissions instead?
A3	The Municipality maintains the requirement for physical and digital submission.
Q4	Could you please add a deadline extension as currently there is not enough time to incorporate answers from the Clarifications distribution. If you are requiring physical submissions, please add an additional week to the extension
A4	Appreciating the request for an extension to incorporate consultant answers, we maintain the requirement for a physical submission and schedule defined in the RFP, no extension will be granted.
Q5	Would the municipality like to receive 2 separate costs for the TMP and the AT Plan, or have both together? Similarly, should there be 2 separate work plans, or 1 combined?
A5	The Municipality requires a combined cost for the project, though the Consultant may provide both separate and combined. Similarly, both work plans will be completed in tandem, specifically; public engagement should be completed concurrently.
Q6	1. Section 4.0 – Evaluation Criteria. In the last paragraph, the fourth bullet states: “The Consultant Project Team member(s) must demonstrate: ... Be licensed to practice professional engineering in Ontario and licensing shall be appropriate to the projects being planned, designed, and constructed. “Given the strategic and policy-based nature of the Transportation Master Plan Update and Active Transportation Plan, could you please clarify: Is it the Municipality's intent that all project team members be licensed to practice engineering in Ontario? Is it the Municipality's intent that all project team members be licensed to practice engineering in Ontario? Can the licensing requirement be limited to those involved in engineering-specific roles (e.g., civil, or structural design)? Would the

	Municipality consider re-wording this requirement to exempt non-engineering roles (e.g., Project Management, Planning, Transportation Planning, and Consultation)?
A6	The Municipality's intent is that the licensing requirement may be limited to those involved in engineering-specific roles. We do not require that all the project team members meet this requirement and would exempt non-engineering roles with other industry recognized credentials.
Q7	2. Section 4.5 – Consultant Interviews. The RFP states: “Up to three (3) of the highest rated proposals may be required to make a brief presentation (15 minutes) to the Senior Management Team on this project to discuss their methodology and approach to this assignment. “We kindly request further details on the interview format: Is the 15-minute presentation followed by a Q&A period? Will any questions be provided in advance? Will the interview be held virtually or in person?
A7	The interview format would be virtual, with a 15-minute presentation, Q & A period, and questions provided in advance.
Q8	So that there is a level playing field among the respondents in terms of proposed budget, can the municipality confirm the allotted budget <u>for the consultant</u> related to this assignment?
A8	The budget will not be provided to the respondents.
Q9	May the municipality provide a list of available traffic data that they intend to provide to the consultant?
A9	Upon award, the successful proponent will be provided traffic data and other supporting documentation.
Q10	Does the municipality have the means to collect relevant traffic data to support the Transportation Master Plan? If no, does the municipality expect the proponent include a budget for traffic data collection?
A10	The Municipality has traffic data, and the successful proponent is not expected to conduct traffic data collection.
Q11	We note that the RFP, in section 1.1, establishes a page limit of twenty (20) pages. If a proponent includes an 11x17 spreadsheet within the proposal, would the 11x17 spreadsheet be considered a single page?
A11	An 11 x 17 spreadsheet would be considered a single page.
Q12	On page 11 of the RFP (Section 3.5) it states that a single digital copy of all documentation shall be provided. Do the entire Transportation Master Plan and Active Transportation Master Plan Reports require to be made in accessible format?
A12	The Transportation Master Plan and Active Transportation Plan are to be provided in accessible format.
Q13	Do the public engagement materials require to be made in an accessible format?
A13	The public engagement materials are to be provided in an accessible format.

Q14	1: Scope item 12c: Given the existing 2022 Transit Feasibility Study, could you please expand on the expectations for reviewing expansion of municipal transit capabilities?
A14	The intent is to integrate/review the expansion of transit capabilities into the plans from a traffic demand management lens.
Q15	2: Could the Municipality please specify what traffic data is available for the study? Does the Municipality expect traffic data collection to be required for the TMP update? If yes, would consideration of a fixed amount be considered to provide to all bidders such that the assumption for submissions is consistent.
A15	Generally, Annual Average Daily Traffic counts, Peak hours etc. are available, see Comment 10.
Q16	3: Section 1.5 (Page 6) paragraph 2 indicates the requirement for Technology Errors and Omissions and Network Security insurance coverage of not less than two million dollars but the number in brackets indicates \$5M, please clarify the amount required.
A16	The amount is \$5 million.
Q17	1. Part 1.5 of the RFP references both Technology Errors and Omissions Insurance and Professional Liability Insurance (“Errors and Omissions Insurance Coverage”). Could you please confirm whether Technology Errors and Omissions Insurance is required for this assignment? This type of insurance is typically carried by technology firms and not by professional services firms.
A17	The Municipality confirms this as a general requirement of all bidders.
Q18	2. We have noted a discrepancy in the number of Errors and Omissions Insurance coverage required. Could you kindly confirm whether the intended coverage amount is \$2 million?
A18	See Comment 16.