



**Addendum No. 1**

**Issued: Friday, January 18, 2019**

**RFP-2019-03**

**SUMMERLAND COMMUNITY AND CORPORATE CLIMATE ACTION PLANS**

**Addendum No. 1 consists of: Questions and Answers**

The RFQ documents for this work are revised as noted herein. All such revisions become a part of the work and shall be included in your Quotation. No consideration will be allowed for extras due to the Proponent not being familiar with this Addendum.

1. Reference: Answers to Questions Received:

The following are answers to the questions received:

<b>Q01</b>	<b>For the CAP, where there is a minimum of two in-person workshops with the public and/or other stakeholders, would a workshop that is primarily targeted at District staff but also has some external stakeholders meet this requirement OR would these workshops need to be primarily external facing?</b>
A01	A minimum of two in-person workshops focused on the public and other external stakeholders are required. Staff focused workshops may be in person or by conference call, and the Proponent should specify what their costing includes.
<b>Q02</b>	<b>Will the consultant for the CEEP have an opportunity to review the Building Energy Audits and Green Fleet Action Plan before the final versions are completed in late June to incorporate their findings into the CEEP and allow for 2 review cycles before the final plan is submitted in late August?</b>
A02	Yes. The Consultant will have access to draft documents once staff have reviewed for any major errors or inconsistencies.
<b>Q03</b>	<b>Is the District anticipating that the final CAP and CEEP word documents will be well graphically designed?</b>
A03	The final deliverables should be in a format that can be presented to the public and council with no additional modifications. Proponents may include additional design work as a value-add component of their proposal, but should indicate any optional/additional costing for these services.

**End of Addendum No. 1**