PW-RFP-006-2026

Request for Proposal

Consultant Services – Transit Hub & Community Space

Addendum No. 1
(to the Request for Proposal Document)

The Request for Proposal (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondents shall take this Addendum into consideration when preparing and submitting its Proposal.

1. Extension

The RFP has been extended to close on **November 24th, 2026, at 2:00 pm, Local time.**

If there are follow-up questions, please have them in by November 11th at 4:30pm. They will be answered by end of day, November 17th, 2026. Thank you.

2. Questions and Answers

The following questions and answers are provided as information to clarify questions raised about the Request for Proposal (RFP).

2.1	Question: *Has the City completed or will have completed a Crime Prevention Through Environment Design (CPTED) assessment and/or Security Risk Assessment on the current space and on any of the newly developed spaces under consideration within this RFP?* Answer: The City has not completed a formal Crime Prevention Through Environmental Design assessment or Security Risk Assessment for the proposed Transit Hub location. The project is currently in the preliminary planning and design stage, with the intent of evaluating the proposed location and developing a functional, accessible, and safe transit facility.

	While a standalone CPTED or Security Risk Assessment has not been identified as a separate deliverable at this stage, the City expects proponents to consider appropriate safety and security principles as part of their proposed design approach. This may include lighting, visibility, pedestrian circulation, accessibility, and other relevant site design considerations.
2.2	Question: *We appreciate that the construction budget may evolve as the project develops. However, would the City be able to share an anticipated construction cost range, or any preliminary budget estimate, to help proponents establish their professional fees?* Answer: The City is currently working with a preliminary construction budget of approximately $1.75 million for the overall project, subject to confirmation of additional funding opportunities, including potential economic development funding. This figure is provided for general planning purposes only and should not be interpreted as an approved or guaranteed construction budget. The final project scope and available construction funding remain subject to change. The City anticipates working collaboratively with the successful Proponent to develop and evaluate design options, establish construction cost estimates, and identify potential project phasing or scope adjustments based on available funding and project priorities.
2.3	Question: *What is the estimated construction budget for the project?* Answer: See Answer 1.2
2.4	Question: *Which elements are expected to be designed to a tender-ready level for 2027, and which (such as the Farmers' Market structure) are intended to remain at the conceptual design stage?* Answer: The City's intent is for all major project components identified within the RFP to be advanced through detailed design to a tender-ready level, including the

	proposed canopy and associated community space improvements. The conceptual design stage is intended to evaluate alternatives and establish a preferred overall site design, rather than limit individual components to conceptual development. The City recognizes that construction of certain components may be phased or deferred depending on available funding. Proponents should therefore consider a design approach that allows individual components to be tendered and constructed separately, where practical. Transit-related infrastructure remains the City's primary implementation priority, with operational readiness targeted for August 31, 2027.
2.5	Question: *Does the requirement for "two public washroom facilities" refer to two individual washrooms within one building or two separate washrooms?* Answer: The City envisions two individual, self-contained public washrooms incorporated into a single building or structure, preferably integrated with or immediately adjacent to the proposed transit shelter. Both washrooms shall be designed with consideration for universal accessibility, year-round operation, security, durability and ease of maintenance, as outlined in the RFP. The City is open to practical design alternatives that achieve these objectives while maintaining a coordinated and functional transit hub design.
2.6	Question: *Will the City provide existing survey, geotechnical, and utility information? If not, should the necessary investigations be included in the base fee or priced separately?* Answer: The City will provide available survey and utility information to the successful Proponent following award of the assignment. The City does not anticipate requiring a geotechnical investigation as part of the base scope of consulting services. However, the successful Proponent shall review the available site information and identify whether additional investigations are necessary to support the proposed design.

	Should a geotechnical investigation or other specialized investigation be recommended, the Proponent shall identify the proposed scope and associated costs separately for the City's review and authorization. Proponents should include the review and assessment of available information within their base consulting fee. Any additional field investigations beyond the information provided by the City should be identified and priced separately.
2.7	Question: *Is there a minimum number of parking spaces that must be maintained on site?* Answer: The City has not established a minimum number of parking spaces that must be maintained within the project area. Proponents should prioritize an efficient site layout that balances public parking availability with transit operations, pedestrian accessibility, safety and community space requirements. The successful Proponent will be expected to assess existing parking capacity and identify the number of parking spaces proposed under each conceptual design alternative, including any anticipated reduction or reconfiguration of existing parking. The City intends to work collaboratively with the successful Proponent to establish an appropriate parking configuration through the design development process.
2.8	Question: *Is there a page limit for the proposal submission?* Answer: The City requests that Proponents limit their technical proposal submissions to a maximum of twenty (20) pages, excluding the cover page, table of contents, required City forms, detailed fee proposal, project schedule, personnel resumes, and relevant project reference sheets. Proponents are encouraged to provide concise, well-organized submissions that clearly address the evaluation criteria identified in Section 11 of the RFP.

2.9	Question: *As a form of agreement has not been provided by the City as part of this RFP, would the City consider using the selected proponent's standard terms and conditions as a basis for negotiating the final agreement? If so, could the City clarify whether proponents should include those terms with their proposals or reserve them for discussion following selection?* Answer: The City utilizes its own standard agreements established through municipal by-law. The successful Proponent's standard terms and conditions may be reviewed and appended to the City's agreement, subject to mutual acceptance.
2.10	Question: *Could the City confirm whether the provisions in Sections 28 to 31 and 33 are intended to form binding terms of the final consulting agreement as currently written, or whether these provisions will be subject to review and finalization with the successful proponent as part of the agreement contemplated by Section 25 to 27?* Answer: Sections 28 to 31 and 33 establish the City's intended contractual requirements. These provisions typically form a basis of the final consulting agreement. Any proposed amendments may be considered by the City but are subject to its approval.
2.11	Question: *Could the City confirm that the references to Ontario Regulation 429/07 in Section 20 and Form 3 should be read as references to the applicable accessibility requirement under Ontario Regulation 191/11, as amended?* Answer: Confirmed. References to Ontario Regulation 429/07 in Section 20 and Form 4 shall be replaced with Ontario Regulation 191/11, as amended.
2.12	Question: *Please confirm which existing-condition documents the City will provide at award, including topographic/legal survey, title/property information, utility records, servicing drawings, drainage information, prior studies, transit studies and electrical record information (existing electrical service, distribution, and EV charger documentation).*

	Answer: The City will provide available site information to the successful Proponent, including existing legal property fabric, utility records, servicing information and relevant planning studies. A current topographic survey is not available. The City is currently obtaining pricing for an expedited survey through a third-party surveyor. Proponents should carry an allowance for survey-related costs within their proposal, with the final scope and responsibility to be confirmed following award.
2.13	Question: *Has the City undertaken previous investigations or coordination with the electrical utility regarding the existing service, available capacity, or future servicing requirements for the project site? If so, will this information be provided to the successful proponent?* Answer: The City will provide any available information regarding the existing electrical service and infrastructure. The successful Proponent will be responsible for coordinating with the applicable utility provider to determine servicing requirements for the proposed development.
2.14	Question: *Please confirm if the City will retain a geotechnical engineer, and successful Proponent will only be required to provide input on the scope requirements of geotechnical investigations to support design, or if the Proponent should include geotechnical engineering fees within our proposal.* Answer: As clarified in Question 2.6, a geotechnical investigation is not required within the base consulting fee. The successful Proponent shall assess available information and recommend any necessary investigations. Additional geotechnical services, if required, will be subject to separate review and authorization by the City.
2.15	Question: *Please confirm the required "transit operational readiness" scope and controlling date. The RFP references August 31, September 1 and September 13, 2027; which date governs, and which facilities must be complete, commissioned*,

	permitted and accessible by that date? Answer: August 31, 2027, is the City's target date for transit operational readiness. At a minimum, the City anticipates having operational bus access, passenger loading and unloading areas, accessible pedestrian connections and a functioning transit shelter by this date. Construction of the public washroom facilities should be underway but is not required to be completed by August 31, 2027. Other community space improvements may be phased based on available funding and construction scheduling.
2.16	Question: *Please confirm all approvals anticipated and the allocation of responsibility for pre-consultation, applications, submission, permit fees and responses, including building, planning/zoning/site plan, heritage, road occupancy, municipal servicing, utilities and CLI-ECA. Approval processes such as Site Plan Approval are often time-consuming and can introduce new required studies and investigations. This represents a substantial risk to the project schedule.* Answer: The successful Proponent will work collaboratively with the City to identify and obtain all necessary approvals and permits. The City will assist with municipal approvals, coordination and application processes. The successful Proponent will be responsible for preparing and submitting any required CLI-ECA documentation related to stormwater infrastructure. Any applicable permit fees will be the responsibility of the City
2.17	Question: *Is any underground infrastructure (water / sanitary / storm) replacement anticipated?* Answer: The City does not currently anticipate wholesale replacement of existing underground municipal infrastructure. However, localized servicing modifications or upgrades may be required to accommodate the proposed development. These requirements will be assessed during detailed design.

2.18	Question: *Topographic and legal survey: With the RFP closing on November 18, 2026 and consultant selection planned for December 2026, the topographic and legal survey would be done in early winter (RFP Section 9, p.14). Snow cover and frozen ground may delay the field work or limit what can be picked up. The survey is the base for all design, so a delay would push back the April 30, 2027 tender date and the August 31, 2027 transit operational readiness date. Will the City hire a surveyor directly to complete the topographic and legal survey, including confirming property boundaries (RFP Section 6, p.5), and give the results to the successful Proponent? If so, please confirm that Proponents should leave topographic and legal survey out of their fees.* Answer: The City has existing legal property fabric available and will provide this information to the successful Proponent. A current topographic survey is not available. The City is currently obtaining pricing for an expedited topographic survey through a third-party surveyor. Proponents should carry an allowance for survey-related costs within their submission until the scope and responsibility for this work are confirmed.
2.19	Question: *What is the status of agreements for the privately owned portions of the parking area and the alleyways? Is the agreement between the City and private property owners in place? Please provide a property ownership plan and identify the City's current rights over all parcels and alleyways shown in Appendix A.* Answer: There are currently no formal agreements in place with private property owners. The owner of the privately owned parking area is aware of the proposed project and has expressed a willingness to collaborate with the City. The City will continue discussions with affected property owners as the project advances.
2.20	Question: *Is the City aware of past uses of the site that would warrant a Phase One ESA? Should excess soil management under O. Reg. 406/19 be included in the scope?* Answer: The City is not aware of any historical site uses or environmental concerns that

	would warrant a Phase One Environmental Site Assessment at this time. No, excess soil management should not be included.
2.21	Question: *Is the storm outlet location known, and are there known capacity issues downstream?* Answer: Existing surface drainage generally flows toward the west, east and south of the project area. Figure 2 of the RFP identifies the existing stormwater infrastructure in orange to the Northeast. The successful Proponent shall review existing drainage conditions, assess available stormwater infrastructure and determine appropriate stormwater management requirements for the proposed development. We are not aware of any downstream issues.
2.22	Question: *Can the City provide the size, material, depth and any known capacity constraints of the watermain and sanitary sewer on Wellington Street South?* Answer: The City will provide available municipal servicing records for Wellington Street South to the successful Proponent. The Proponent will be responsible for reviewing existing infrastructure information and confirming servicing requirements and capacity as necessary to support the proposed development.
2.23	Question: *Does the City have a preferred pavement treatment for bus bays (e.g., concrete pads) or standard pavement structures for heavy-duty areas?* Answer: The City does not have a prescribed pavement structure for the proposed bus loading areas. Proponents should recommend an appropriate heavy-duty pavement design suitable for repeated transit vehicle loading, considering durability, maintenance requirements and lifecycle costs. Concrete bus pads may be considered where appropriate.

2.24	Question: *Please clarify the extent of work expected within the Wellington St. S and Armstrong St. S rights-of-way (entrance modifications, sidewalk and curb reconstruction, on-street parking changes).* Answer: The extent of improvements within the adjacent municipal rights-of-way will be determined through design development. Proponents should consider any modifications necessary to accommodate safe transit vehicle movements, accessible pedestrian connections, entrance configurations and integration with existing municipal infrastructure.
2.25	Question: *Section 6 lists "Parking stall configuration and pavement markings. Conceptual layouts." Please confirm that detailed design of the parking layout and markings is required (not conceptual only).* Answer: Confirmed. The successful Proponent will be responsible for developing conceptual parking configurations during preliminary design and advancing the preferred configuration through detailed design, including pavement markings and associated tender-ready construction documents.
2.26	Question: *Is the existing EV charging station to be retained in place, or relocated?* Answer: The existing EV charging station must be retained in its current location and incorporated into the proposed site design. Proponents shall account for its continued operation, accessibility and protection during construction.
2.27	Question: *Can the City please provide one week extension for proposal submission?* Answer: The proposal submission deadline has been extended to November 24, 2026, at 2:00 p.m. local time, as identified in Section 1 of this Addendum.

2.28	Question: *Please confirm whether the City has a preference for a fully enclosed and heated, partially enclosed, or open-air transit passenger shelter, or whether the Proponent is expected to evaluate these options as part of the concept design.* Answer: The City's preference is for a partially enclosed or open-air transit passenger shelter. However, the final configuration will be determined through thoughtful discussion and evaluation during the conceptual design stage. Proponents are encouraged to explore practical design alternatives that consider passenger comfort, weather protection, accessibility, safety, durability, maintenance and overall project costs.
2.29	Question: *Please confirm whether prefabricated, packaged, or pre-engineered systems are acceptable for the transit passenger shelter and/or public washroom facilities, or whether the City intends these facilities to be custom-designed architectural structures.* Answer: The City's objective is to create a thoughtfully designed, welcoming and cohesive public space that complements the surrounding downtown environment. While prefabricated solutions are acceptable, Proponents should demonstrate how their proposed approach achieves the City's architectural, functional and aesthetic objectives. Proposals will be evaluated against the established RFP evaluation criteria, including overall design quality and suitability.
2.30	Question: *In the section Stormwater Management and Environmental Sustainability, it is noted that the proponent review shall include consideration of "Snowmelt, winter sanding and salt exposure". Please confirm that snowmelt is referring to the run-off from naturally melting snow and not an active snowmelt system.* Answer: Confirmed. Snowmelt refers to the natural melting of accumulated snow and the associated surface runoff. The City is not contemplating an active snowmelt system as part of this project.

2.31	Question: *Construction Administration – Fee Evaluation* *Can the City confirm whether the provisional Construction Administration and Inspection Fee, based on the estimated 250 combined hours, will be included in the total fee used for proposal evaluation, or whether only the base Consultant Services Fee will be considered?* Answer: The provisional Construction Administration and Inspection Fee, based on the estimated 250 combined hours, will not be included in the total fee used for proposal evaluation. Only the base Consultant Services Fee will be considered for financial evaluation. Proponents are still required to provide separate pricing for the provisional construction administration and inspection services.
2.32	Question: *Construction Administration – Site Inspections* *Does the City have an anticipated frequency or minimum number of construction site inspections and progress meetings, or should proponents establish their own inspection schedule within the estimated 250 combined hours?* Answer: The City has not established a minimum number of site inspections or progress meetings. Proponents should recommend an appropriate inspection and meeting schedule.
2.33	Question: *Existing Survey Information* *Does the City have an existing topographic survey, legal survey, or other site information available for the project area? If so, will this information be provided to the successful consultant, or should proponents include the cost of obtaining a complete topographic and legal survey?* Answer: As clarified in Questions 2.12 and 2.18, the City has existing legal property fabric but does not have a current topographic survey.

2.34	Question: *Geotechnical Investigation* *Does the City have any existing geotechnical investigations or subsurface information available for the project site? Should proponents include a new geotechnical investigation within their base consulting fee, including pavement design recommendations, foundation considerations, and infiltration testing where required?* Answer: As clarified in Questions 2.6 and 2.14, a geotechnical investigation is not required within the base consulting fee.
2.35	Question: *Existing Underground Infrastructure* *Will the City provide available as-built drawings and records identifying existing underground municipal infrastructure, utility connections, and servicing capacities, or should proponents include additional investigations to confirm existing conditions?* Answer: The City will provide available municipal infrastructure records, including servicing drawings and utility information, to the successful Proponent. The Proponent shall review the available information and identify any additional investigations necessary to confirm existing conditions. Any specialized field investigations shall be identified and priced separately for the City's consideration.
2.36	Question: *Farmers' Market Canopy – Design Scope* *Can the City clarify whether the proposed Farmers' Market canopy is intended to be fully designed and included in the tender-ready construction documents under this assignment, even if its construction is deferred to a future phase?* Answer: Confirmed. The proposed Farmers' Market canopy is to be advanced through detailed design and included in the tender-ready construction documents, regardless of whether construction proceeds as part of the initial phase. The design should accommodate potential construction phasing based on available funding.

2.37	Question: *Construction Phasing and Operational Readiness* *The RFP identifies August 31, 2027, as the target for transit operational readiness, while other improvements may be completed subsequently. Can the City clarify which specific elements must be operational by this date and whether proponents should anticipate preparing separate construction phases or tender packages?* Answer: August 31, 2027, remains the City's target for transit operational readiness. At a minimum, operational bus access, passenger loading and unloading areas, accessible pedestrian connections and a functioning transit shelter are expected by this date. Construction of the public washroom facilities should be underway but does not need to be completed by this milestone. Other community space improvements may be phased.
2.38	Question: *Public Consultation* *Can the City confirm whether the consultant is responsible for coordinating and facilitating the Public Information Centre, including venue arrangements, public notices, presentation materials, and bilingual documentation, or whether certain administrative responsibilities will be undertaken by City staff?* Answer: The City will be responsible for coordinating venue arrangements, public notices and general communications associated with the Public Information Centre. The successful Proponent will be responsible for preparing presentation materials, facilitating the public meeting, presenting design alternatives and documenting public feedback. Any bilingual documentation requirements will be coordinated with the City.
2.39	Question: *Existing EV Charging Infrastructure* *Can the City confirm whether the existing EV charging infrastructure is to remain in its current location, be relocated, or be incorporated into the proposed site redevelopment?*

	Answer: See Answer 2.26
2.40	Question: *Building and Servicing Requirements* *Does the City have any established requirements or preferences for the permanent transit shelter and public washroom facilities, including building size, construction type, servicing arrangements, or preferred materials?* Answer: The City has not established specific building dimensions, construction materials or preferred servicing arrangements for the proposed transit shelter and public washrooms. The City's preference is for a partially enclosed or open-air passenger shelter, with two self-contained, universally accessible public washrooms incorporated into a single building or structure. Proponents are encouraged to evaluate practical design alternatives, including prefabricated or custom-designed solutions, considering durability, accessibility, security, year-round operation, maintenance and architectural integration with the surrounding downtown environment
2.41	Question: *In Part 9 of the RFP the City provides milestone targets for the following: Transit infrastructure operational readiness, August 31, 2027 and Proposed Transit service implementation of September 13, 2027. Can the City provide additional detail on the element of the critical transit infrastructure that needs to be complete by these milestone date?* Answer: The City's target for transit infrastructure operational readiness is August 31, 2027, in advance of the proposed September 13, 2027, transit service implementation.
2.42	Question: *Can the City provide additional detail on the expanded transit services planned for September 2027? For example does this include additional routes, higher frequency service, etc?*

	Answer: The City is planning improvements to its existing transit system, including enhanced service frequency, integration of on-demand transportation options and expanded regional transit connections. The proposed transit hub will serve as a central transfer location supporting these improvements. Detailed service schedules, routes and implementation arrangements remain under development and will be communicated as planning progresses.
2.43	Question: *Does the City have a target number of spaces that are to be used for public parking?* Answer: As clarified in Question 2.7, the City has not established a minimum number of public parking spaces to be maintained. Proponents should evaluate parking configurations that balance existing public parking needs with transit operations, pedestrian accessibility, safety and community space requirements. The number of parking spaces retained or reconfigured will be determined through conceptual design.
2.44	Question: *Will there be any operator amenities planned for the Transit Hub? For example, break rooms or security rooms?* Answer: The City does not anticipate dedicated transit operator amenities, such as break rooms or security rooms, as part of this project. The proposed public washroom facilities will be available for use by transit operators.
2.45	Question: *Please confirm whether an existing legal survey or reference plan is available for the project site. If available, please provide a copy along with any other relevant background information that may assist with development of the proposal.*

	Answer: The City has existing legal property fabric available, which will be provided to the successful Proponent following award.
2.46	Question: *Please confirm if the City wishes to see proposal submissions submitted as one PDF that incorporates both pricing and technical aspects of the proposal or if you wish to receive separate PDFs (one for pricing, one for technical).* Answer: Proponents may submit one consolidated PDF containing both the technical and financial components of their proposal.
2.47	Question: *Would the City kindly consider providing an extension to the proposal submission deadline?* Answer: Confirmed. The proposal submission deadline has been extended to November 24, 2026, at 2:00 p.m. local time, as identified in Section 1 of this Addendum.
2.48	Question: *Can the City confirm property boundary as there is a discrepancy between the Figure 3 “green” Property lines And figure 1 “red” boundary lines. Can the city confirm if they own the area hatched in red*

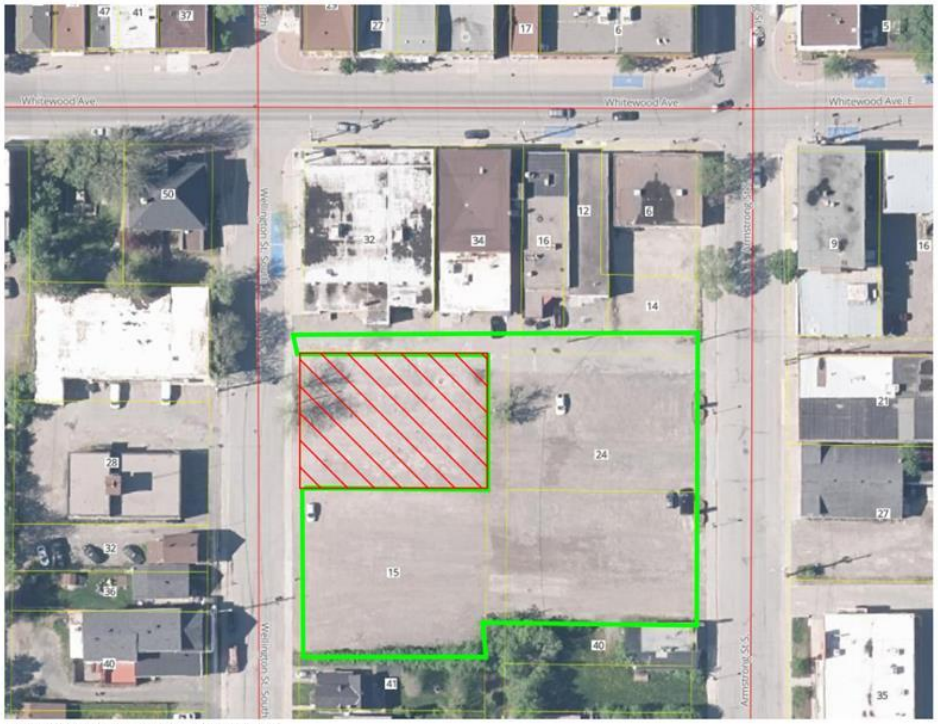


Figure 3: GIS Image with Properties

Answer:

The red-hatched area identified in Figure 1 represents privately owned property and is not owned by the City.

The figures are intended to illustrate the overall project study area, which includes both municipal and privately owned lands. As clarified in Question 2.19, no formal agreements are currently in place with private property owners, although the affected parking area owner has expressed a willingness to collaborate with the City.

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