

ADDENDUM

April 18, 2019

It has been brought to my attention that the closing date is a civic holiday – Good Friday April 19, 2019. Please be advised that the **closing date has now been extended to 4:00 P.M. April 26, 2019.**

There has been several email queries- below are my responses:

Is there an established budget for this project or a desired maximum spend for these services?

No budget has been established but we are aware that given the required Scope of Work and necessary prep work the cost will be material and most likely in excess of \$10,000.

Do you have graphic design support for the project or are you seeking to have those services included in the proposal?

Consultants should specify whether their proposal includes graphic design services either in-house or a preferred third party vendor. The District is looking for a consistent “branding” of material (print or web based media) put out by the Advisory Working Group – professional and identifiable but not to “glossy”. District staff may be capable of providing this service internally. For a successful outcome of the project it is imperative that the Department’s and Advisory Group’s point of view be “consistent” (Scope of Work 2 (a)) and that the consultant assist through developing messaging templates and guidelines for both internal and external audiences (Scope of Work 2 (d)).

Is liability insurance a requirement even for a sole proprietor?

It would be expected that proposals received from a limited company include liability insurance, for a sole proprietor it would not be as much an issue, but the proposal should state if NOT provided.

Is the timeline identified in the RFQ still current (final reporting in October 2019)?

An October final reporting date is probably optimistic, and a more realistic timeline is likely later possibly into late winter or early spring 2020. The consultant selected to be Outside Advisory Committee Chair has indicated their availability beyond original timelines proposed. It is vital that the Advisory Committee not rubber stamp a “pre-determined outcome” - taking the time required to develop a defensible business case to support their final recommendation(s).

If you have any other questions, please feel free to contact me at: corpadmin@saltspringfire.com

Andrew D. Peat
Corporate Administrator
Salt Spring Island Fire Protection District