

ADDENDUM NO. 2

2026-RFP-012 | Municipal Planning (As-and-When) | October 21, 2026

The following questions and responses clarify and, where expressly stated, amend the Request for Proposals. Similar inquiries have been consolidated and anonymized. This addendum forms part of the RFP. Except as clarified or amended below, all other RFP terms remain unchanged.

No.	Consolidated inquiry	City response
1	Are consultants expected to process planning work and defer decisions to the City, or to make key planning decisions?	Consultants will support the City through development application review, analysis, recommendations, policy work and related professional planning services. Consultants may provide professional advice and recommendations; statutory, regulatory and municipal decisions remain with the City and the applicable decision-making authority.
2	Will consultants be required to represent the City at tribunals or in legal proceedings?	No.
3	Will the workload be consistent or assigned intermittently?	Work will be assigned on an as-and-when basis and will vary with departmental priorities and workload. Section 6 notes that demand fluctuates throughout the year. No constant weekly workload or minimum assignment volume is guaranteed.
4	Are there minimum experience requirements for senior, intermediate and junior planners?	Appendix A identifies Senior Planner as having 10 or more years of municipal experience as a licensed planner; Planner as having 3 or more years of experience; and Junior Planner as having less than 3 years of experience. Section 4.3 also requires evidence that senior planners hold a professional planning designation. The RFP uses “Planner,” rather than “Intermediate Planner,” for the middle category.
5	Are resumes and mandatory appendices, including the certificate of insurance and Appendix F Signing Sheet, excluded from the 20-page technical submission limit?	The overall 20-page technical submission limit shall no longer apply. Resumes shall be included as an appendix as directed in the RFP. The page limits specified in the specific sections of the submission requirements still apply.

END OF ADDENDUM NO. 2