

ADDENDUM NO. 1

2026-RFP-013 | GIS and Mapping (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	What GIS software, web mapping platforms and field equipment does the City currently use? Does the City use Esri applications?	The City uses an open-source GIS environment, principally QGIS, PostgreSQL/PostGIS and GeoServer. Felt is used for web mapping and field mapping, and Trimble R12i GNSS equipment is used with associated software. Esri desktop applications are not part of the City's current GIS software stack.
2	Does this procurement include purchasing geospatial datasets or products, and may a proponent respond solely to supply those products?	The proposal call is to retain as-and-when services and not geodata sets.
3	May consultants perform most assignments remotely?	Yes. Work will primarily be performed remotely. On-site attendance is expected to be rare, if required at all, and will be identified for individual assignments.
4	If travel is required, who arranges flights and accommodation, how are expenses reimbursed, and what notice will be provided?	Travel is not ordinarily anticipated. When travel is approved by the City, consultants will arrange their own flights and accommodation and invoice actual approved costs without markup. The City will generally aim to provide approximately five weeks' notice, but may require travel on shorter notice where necessary.
5	What is meant by typical hourly travel costs for on-the-job and off-the-job hours?	Travel time is billable only where approved in advance by the City, at the applicable agreed rates. Proponents shall identify their proposed travel-time rates in the financial submission. Airfare and accommodation are separate actual-cost expenses and are not included in hourly travel-time rates.
6	What page limits apply to the technical and financial submissions, and are supporting materials such as resumes and required appendices counted?	Proponents shall follow the page limits specified in Sections 3.11 and 3.12 of the RFP. The overall 20-page technical submission limit shall no longer apply. Resumes shall be included as an appendix as directed in the RFP.
7	May proponents submit an approach to assignment management rather than a fixed production schedule and level-of-effort table for work not yet assigned?	Proponents are required to submit what is asked for in the submission requirements. There is no submission requirement for a fixed production schedule in the RFP.
8	May a person with more than three years of experience be proposed as a Junior GIS Technician, and may a proponent omit that category?	The experience ranges for the personnel classifications in the RFP can be greater but not less than what is required/stated. Proponents may not omit that category.
9	May ongoing projects be submitted as references, including projects that commenced more than five years ago?	Yes. Ongoing projects may be submitted where substantial relevant work has been performed within the past five years, even if the project commenced earlier. Proponents should clearly describe the work completed during that five-year period.
10	What weekly commitment should be assumed, and are predictable peak workload periods anticipated?	Workload is variable and may change based on City priorities, budgets and operational needs. The City cannot provide a reliable average weekly commitment or fixed peak periods. Proponents should describe their available capacity and ability to respond to variable assignments. No minimum volume of work is guaranteed.
11	How many firms may be retained, and may proponents use multidisciplinary teams and	The City may enter into service contracts with up to three firms, each subject to annual maximum hours and/or contract

	subconsultants?	budgets. Agreements may be renegotiated as City requirements and firms' capacities or skillsets change, subject to applicable contract terms. Multidisciplinary teams and subconsultants are permitted; proponents should identify personnel classifications, responsibilities and corresponding hourly rates.
12	Is one Appendix A Cost Submission Form sufficient, and what pricing information should be provided?	Yes. Submit one completed Appendix A Cost Submission Form identifying hourly rates by personnel classification. Do not assume a fixed quantity of work. Travel is a separate, exceptional matter and is not expected as a routine component of the contract.
13	Is a general certificate of insurance or evidence of insurability acceptable with the proposal, with City-specific certificates after award?	Yes. At proposal stage, proponents may provide evidence of existing coverage or insurability sufficient to demonstrate that the required insurance can be maintained. City-specific certificates meeting the contract requirements must be supplied before services commence.
14	Does the requirement to respond within the same week mean acknowledging a request or completing the work?	It means responding to or acknowledging the City's request within the same week, not necessarily completing the assignment. Turnaround will depend on the nature and complexity of the task. Cartographic work using prepared data may be time-sensitive; larger assignments may require weeks or months. Delivery deadlines will be established by assignment.
15	Will consultants have access to the City's GIS systems, and who supplies hardware and software?	Yes, SSH access to its PostGIS, GeoServer and related GIS infrastructure, subject to City security and access requirements. The City will provide relevant system access but will not provide consultant hardware. The City's GIS environment is open source; consultants are responsible for their own computers and necessary working equipment. Felt GIS credentials will be provided.
16	Are particular GIS professional certifications mandatory?	Relevant project experience and demonstrated technical competencies may be used to establish qualifications. Specific professional designations or certifications are not required unless expressly stated for a particular assignment or role.

END OF ADDENDUM NO. 1