

Date: **March/5/2026**

**Addendum No. 01**

**RFP # CS-2026-07**

**RFP Title: Trails Strategic Plan**

**Submission Deadline: Bids must be received by 2:00:00 PM Eastern time on March/24/2026**

This addendum will form a part of RFP # CS-2026-07 (the “RFP”) and must be read in conjunction with it. In the event of any conflicting or inconsistent information, this addendum will take precedence over all requirements of the original RFP document and any addenda issued previously.

**Bidders must acknowledge receipt of this addendum, in the field requested, when submitting their Bid.**

**I) Questions and Answers:**

The following questions have been received, with the responses noted below. All information provided below forms part of the Bid solicitation document and is deemed to be included in your Bid.

**Q1: I do not see the RFP on bids and tenders or Biddingo (the two bidding systems we have access to too). Would the Municipality be able to clarify the submission bidding system that this proposal would need to be bid through?**

*A1: Bids can be submitted by email to [tenders@kincardine.ca](mailto:tenders@kincardine.ca)*

**Q2: Would the Municipality be open to an extension to the proposal submission date?**

*A2: The Municipality can extend the submission deadline to **March/24/2026 at 2:00:00 PM ET.***

**Q3: Would the municipality be able to share the desired budget for this project?**

*A3: The Municipality has budgeted \$55,000 for the development of the Strategic Plan. In the event that the successful proponent is over budget, the Municipality will adhere to section 11.1 of the RFP document.*

Q4: The overview of technical bid information on page 29 does not align with the requested bidder information and evaluation criteria presented on page 29 through 32. Could the Municipality please confirm that the Project Management section is the same as the project governance and methodology?

A4: *Yes, for the purposes of the technical bid, Project Management is the same as the Project Governance and Methodology section of the table on page 29.*

Q5: Could the municipality confirm whether the GIS database from the Cycling Master Plan and other data is available to use as part of this work?

A5: *Yes, the Municipality's GIS database will be available to the consultant as part of this work.*

Q6: Could the Municipality please clarify whether references must be provided specific to the firm that is priming the project and whether those projects need to be completed to be considered eligible for the full points?

A6: *Yes, references should be in relation to previous, completed work of the firm bidding.*

Q7: Is the scope of work expected to include an in-person review of all existing trail infrastructure? Does this include only municipally owned and managed trails, or all trails in the area? Approximately how many kilometers of trail already exist within the project area?

A7: *Yes, the consultant is expected to conduct an in-person assessment of the current trails. This scope only include Municipally owned trails. There is approximately 50 km of trail, the consultant is not expected to visually assess all 50 km in person but should visit each trail type to obtain a complete understanding of current conditions across the trail network.*

Q8: How many stakeholder groups have been identified as desirable participants in the consultation and engagement process?

A8: *4 main stakeholder groups have been identified (Trails Volunteer Group, Accessibility Advisory Committee, Trail Blazer inspection volunteers and Trails event users). This is in addition to Municipal staff and general public consultation that will be required.*

**Q9: Is the consultant responsible for developing the finalized trail brochure, or only for providing content for the brochure?**

*A9: The consultant is responsible for developing the final brochure. Printing will be conducted by the Municipality.*

**II) RFX Revisions:**

All information provided below forms part of the RFX document and is deemed to be included in your Bid.

**III) Clarifications:**

The addendum will form part of the RFP document.

All other terms and conditions of the RFP document remain the same.

End of Addendum