



643-2021 ADDENDUM 1

PROFESSIONAL CONSULTING SERVICES FOR DOWNTOWN URBAN DESIGN GUIDELINES, STREETSCAPE DESIGN STANDARDS MANUAL AND FUNCTIONAL DESIGN OF BIKE ROUTES

URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE BID/PROPOSAL

ISSUED: June 24, 2022
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THIS ADDENDUM SHALL BE INCORPORATED INTO THE BID/PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

Template Version: Add 2021-03-05

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid/Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 10 of Form A: Bid/Proposal may render your Bid/Proposal non-responsive.

PART D – SUPPLEMENTAL CONDITIONS

Revise: D5.9 to read The funds available for this Contract are \$550,000 (CAD).

Delete: D8.1(a)

Revise: D8.12(c) to read Analysis of impacts to and mitigations to parking and loading including parking utilization studies as required. The Winnipeg Parking Authority will conduct data collection on parking utilization as required and as determined by the Project Manager, the cost of this data collection will not be the responsibility of the Consultant;

Revise: D16.16 to read The Consultant shall conduct the internal, public and external stakeholder engagement program in three phases and achieve the following goals and objectives that correspond with each phase of engagement. The Consultant is encouraged to identify additional engagement goals and corresponding techniques (where desirable/needed) within each phase.

Phase 1 (inform and involve)

Goals:

1. Inform on key project deliverables (per D6, D7 and D8);
2. Inform on design principles/vision for each key project deliverable;
3. Gather ideas/feedback from the public and stakeholders; and
4. Gather insights from stakeholders.

Phase 1 (inform and involve)	
Stakeholder	Details
Internal City of Winnipeg (CoW)	Host two (2) internal workshops with CoW staff. Workshop #1 (half-day): <ul style="list-style-type: none"> • Project component: Urban Design Guidelines (Design Guidelines) • Objectives: <ul style="list-style-type: none"> ○ present and discuss District Characterization Analysis Report (per D6); ○ present and discuss design guideline approach/principles for different districts downtown and street types (per D7);

	<ul style="list-style-type: none"> ○ collaboratively identify retail priority areas; and ○ workshop should help create an urban design direction that the consultant can use to engage stakeholders and the public. <p>Workshop #2 (half-day):</p> <ul style="list-style-type: none"> ● Project component: Streetscape Design Standards Manual (Streetscape Manual), Functional Design for Downtown Bike Routes (Bike Routes) ● Objectives: <ul style="list-style-type: none"> ○ present and discuss Best Practice Research Analysis Report (per D7); ○ confirm scope, objectives and identify opportunities; ○ discuss and confirm street hierarchy with modal priorities; ○ identify project red flags and key considerations; ○ create conceptual street typologies in discussion with city staff (to be tested and refined with stakeholder input in Workshop #4); and ○ identify potential limited traffic impact analysis work to be conducted by City Staff.
<p>Key Downtown Stakeholders</p>	<p>Host two (2) workshops with key downtown stakeholders.</p> <p>Workshop #3 (half-day):</p> <ul style="list-style-type: none"> ● Project component: Design Guidelines ● Objectives: <ul style="list-style-type: none"> ○ present and discuss District Characterization Analysis Report (per D6); ○ based upon results from Workshop #1, present and discuss design guideline approach/principles for different districts downtown and street types (per D7); and ○ based upon results from Workshop #1, confirm with stakeholders retail priority areas. <p>Workshop #4 (half-day):</p> <ul style="list-style-type: none"> ● Project component: Streetscape Manual, Bike Routes ● Objectives: <ul style="list-style-type: none"> ○ present and discuss Best Practice Research Analysis Report (per D7); ○ present project scope, objectives and design criteria; ○ based upon Workshop #2 results, confirm street hierarchy with modal priorities; ○ based upon Workshop #2 results, present conceptual street typologies co-created with city staff to be tested and refined in this workshop. This would include discussions on design goals for each street typology; and ○ present, discuss and receive feedback on conceptual design of bike routes (per D8). <p>Conduct individual meetings with key stakeholders as required.</p>
<p>Public</p>	<p>Plan, facilitate and staff public engagement events.</p> <ul style="list-style-type: none"> ● Project component: All ● Objectives: <ul style="list-style-type: none"> ○ Increase understanding of design principles/vision and awareness; ○ identify needs/priorities/concerns; ○ build common ground; and

	<ul style="list-style-type: none"> ○ Review and gather feedback on Conceptual Design for Downtown Bike Routes. ● Engagement techniques must include, but are not limited to: <ul style="list-style-type: none"> ○ One (1) public event or workshop (preference is for an in-person event); ○ Online surveys for each project deliverable (Consultant to provide survey platform); ○ Online mapping tool hosted through the City's subscription to Bang the Table online engagement platform.
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Phase 2 (consult)

Goals:

1. Gather feedback from the public and stakeholders on initial draft design guidelines, draft streetscape design standards manual, and conceptual/functional design of bike routes.

Phase 2 (consult)	
Stakeholder	Details
Key Downtown Stakeholders	<p>Host four (4) workshops with key downtown stakeholders.</p> <p>Workshop #1 (half-day):</p> <ul style="list-style-type: none"> ● Project component: Design Guidelines ● Objectives: <ul style="list-style-type: none"> ○ Review and gather feedback on draft Urban Design Guidelines. <p>Workshop #2 (half-day):</p> <ul style="list-style-type: none"> ● Project component: Design Guidelines ● Objectives: <ul style="list-style-type: none"> ○ Review and gather feedback on draft Urban Design Guidelines for the Exchange District. <p>Workshop #3 (half-day):</p> <ul style="list-style-type: none"> ● Project component: Streetscape Manual, Bike Routes ● Objectives: <ul style="list-style-type: none"> ○ Review and gather feedback on draft Streetscape Design Standards Manual and ○ Present and receive feedback on refined conceptual designs and/or draft functional designs for each route (the level of design presented will depend on, and reflect, the varying degrees of complexity for each route). <p>Workshop #4 (half-day):</p> <ul style="list-style-type: none"> ● Project component: Streetscape Manual, Bike Routes ● Objectives: <ul style="list-style-type: none"> ○ Present, review and provide feedback on design concepts for Graham Avenue. <p>Conduct individual meetings with key stakeholders as required.</p>
Public	<p>Plan, facilitate and staff public engagement events.</p> <ul style="list-style-type: none"> ● Project component: All ● Objectives: <ul style="list-style-type: none"> ○ Present and gather feedback on the draft Design Guidelines ○ Present and gather feedback on the draft Streetscape Design Standards Manual; and ○ Present and receive feedback on refined conceptual designs and/or draft functional designs for each route (the level of

	<p>design presented will depend on, and reflect, the varying degrees of complexity for each route).</p> <ul style="list-style-type: none"> • Engagement techniques must include, but are not limited to: <ul style="list-style-type: none"> ○ One (1) public event or workshop (preference is for an in-person event); ○ Online surveys for each project deliverable (Consultant to provide survey platform);
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Phase 3 (consult and inform)

Objectives:

1. Finalize the Urban Design Guidelines, Streetscape Design Standards Manual and, Functional Design for Downtown Bike Routes with feedback from the public and stakeholders.
2. Inform stakeholders and public about final recommendations.

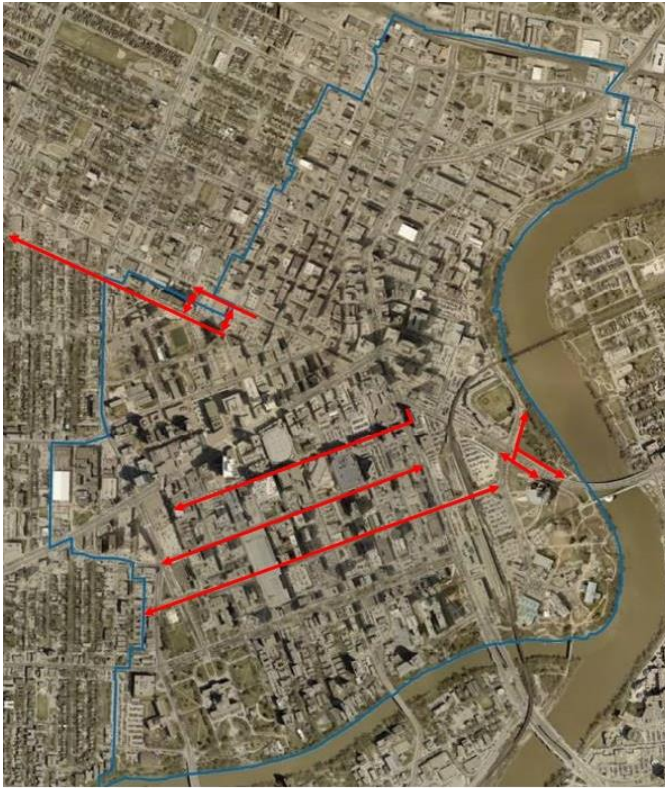
Phase 3 (inform, consult)	
Stakeholder	Details
Key Downtown Stakeholders	<p>Host one (1) meeting with key downtown stakeholders.</p> <ul style="list-style-type: none"> • Project component: All • Objectives: Present and validate final draft Urban Design Guidelines, Streetscape Design Standards Manual and, recommended Functional Designs for Downtown Bike Routes.
Public	<p>Plan, facilitate and staff public engagement events.</p> <ul style="list-style-type: none"> • Project component: All • Objectives: Present and validate final Urban Design Guidelines, Streetscape Design Standards Manual and, recommended Functional Designs for Downtown Bike Routes. • Engagement techniques must include, but are not limited to: <ul style="list-style-type: none"> ○ One (1) public event (preference is for an in-person event); ○ Online survey or other online feedback tool;

PART E – SPECIFICATIONS

Revise: *NOTE 1 to read: PART E PERTAINS ONLY TO SERVICES DESCRIBED IN SECTIONS D8.

APPENDICES

Replace: Appendix B map with the following map:



QUESTIONS AND ANSWERS

Q1: Will the Urban Design Guidelines (D6) cover city owned public parks and open spaces?

A1: The Urban Design Guidelines (D6) do not include city owned parks and open spaces. They should cover privately owned spaces that are either designed for residents/tenants of the property or that accommodate the public.

Q2: Does the City of Winnipeg want the prime consultant to be a registered engineer from Manitoba?

A2: The City does not require that the prime consultant or project manager to be an engineer.

Q3: How will Consultant-led and City-led engagements be related to each other?

A3: As per D5.8, the Consultant will coordinate their activities with the City's project lead for the creation of the Downtown Plan. This coordination is particularly important for stakeholder and public engagement in order to be more efficient and effective, while mitigating concerns of engagement fatigue.

Q4: Will the Consultant be required to attend City-led engagements?

A4: No, the Consultant is not required to attend City-led engagements where only City-led content is provided. However, there may be public engagement opportunities for coordination where content from the Consultant and the City are presented at the same meeting. In that scenario, the Consultant would be required to attend.

Q5: Is there flexibility on timelines and is there an ability to complete sooner?

A5: The City is open to considering shorter timelines for project completion. However, this should not compromise the scope of work to be completed and the timelines for review as part of D16 Engagement. Also, as per D5.8, coordination with the City-led portion of the downtown plan is important and in particular with regards to engagement (see question 3).

Q6: Are you open to multi-disciplinary team that includes multi-national and national consultants?

A6: The nature of the project lends itself to a multi-disciplinary team, so collaborations are welcome.

Q7: How much weight would parking and traffic flow be given in terms of bikeway design?

A7: Parking and traffic flow are important factors to consider as part of design. Finding design solutions and compromises that include all road users through acceptable trade-offs will be critical for success.

Q8: How much weight would parking and traffic flow be given in terms of two-way conversions?

A8: As part of the scope of work for D7 – Downtown Streetscape Design Standards Manual, parking and traffic flow are important factors to consider as part of design. Finding design solutions and compromises that mitigate concerns of the public and stakeholders will be critical for success.

Q9: What level of work or analysis is required for one-way to two-way conversions as part of the Streetscape Design Standards Manual?

A9: No additional research and analysis, beyond what is identified in D7.6, is required for considering one-way to two-way conversions for the selected streets other than to review existing studies and recommendations that will be provided to the Consultant.