



COUNTY OF
NEWELL

2026 Request for Proposal (RFP) – Consulting Services for the Update of the County of Newell – Village of Duchess Intermunicipal Development Plan.

RFP Issue Date: July 27, 2026

Addendum Date: August 7, 2026

Proposal Closing Date: August 13, 2026





COUNTY OF NEWELL

ADDENDUM #1

August 7, 2026

2026 Request for Proposal (RFP) – Consulting Services for the Update of the County of Newell – Village of
Duchess Intermunicipal Development Plan.

This addendum serves to provide additional information to the RFP for the above-named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to the Proponents not being familiar with the Addendum.

Questions and Answers:

1. **Question:** Could you please provide the budget for this RFP?

Answer: The estimated budget for this project is \$35,000

2. **Question:** Can the County confirm if they expect the proponent to attend in person the 5-7 project meetings? Can the County further clarify if there will be 5 or 7 meetings? Can the County clarify if virtual meetings are acceptable in-lieu of in-person meetings?

Answer: The proponent should identify in their proposed methodology whether meetings will be conducted in person, virtually, or through a combination of both. The proposed meetings include, but are not limited to, the following:

- Project Initiation / Administration Workshop
- Policy Discussion
- Joint IDP meeting
- Public Engagement / Open House
- First Reading
- Public Hearing

3. **Question:** Can the County please confirm whether an Open House will be required as part of this project? Given that the lump sum fee carries a significant weighting (40%) in the RFP evaluation, additional clarity on this expectation would help proponents develop a fair and accurate scope and cost estimate, as an Open House has notable implications for both effort and project costs.





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Answer: Through the process, should either municipality require a formal Open House, the municipalities will prepare and present any required materials. This will not be the responsibility of the proponent.

4. **Question:** Is the project timeline a fixed timeline?

Answer: The timeline is not fixed; however, the municipalities have completed a large portion of the task in the proposed revisions and comments and don't expect many edits to be required once the document has been reviewed by Council for first reading.

The proponent will be responsible for updating a document that the respective municipality will present to their Councils. The proponent will also be responsible for any updates to the document through the adoption process, should any arise.

5. **Question:** Can the County clarify that the proponent will be responsible for sourcing its own information to use in the IDP for images - such as cadastral data? Will the County not provide relevant background information to the proponent to seamlessly integrate with the existing IDP format and document style?

Answer: The County will provide cadastral data, images and other data as available and as required by the proponent, if available.

6. **Question:** Is the proponent expected to present the updated IDP to both municipal Councils or will this be done by Administration? Is attendance required and if so is it required in person or virtually?

Answer: Administration will present to their respective Councils. The attendance of the Proponent will be on an as needed basis and may be in person, or virtually.

All bidders are required to acknowledge receipt of this addendum by including a signed copy with their RFP submission. Failure to do so may result in the proposal being deemed non-compliant.

Acknowledged by:

Name:	
Company:	
Signature:	
Date:	

