



# NEW WESTMINSTER

November 20, 2017

**ENQUIRIES AND RESPONSES # 1**  
**NWRFP-17-10**  
**Project Management Services,**  
**Quayside to Queensborough Pilot Ferry Service**

**ANSWERS TO SUBMITTED QUESTIONS**

- Q1 What, if any, municipal staff will be fully dedicated or be available part-time as a resource for the Project?
- A1 Some City staff will be available to support the project on a part time basis, mostly in an administrative or support capacity, but this should not be considered a major resource available to the project.
- Q2 What is the budget for the Project Manager?
- A2 We anticipate the project manager will need to work full time hours for the initial planning and set up phases of the project, but that the hours will be significantly reduced once the infrastructure is confirmed and the service is in place. A maximum budget of \$150,000 is available for the project manager and associated expenses.
- Q3 What, if any, is the budget for the Project Manager to supplement the Project Management team?
- A3 Assume a maximum project budget (i.e. in addition to the Project Manager) of \$850,000, including up to \$600,000 for infrastructure improvements, primarily for accessibility improvements and weather protection; \$150,000 for ferry operations for the duration of the pilot; \$100,000 for other project expenses. This should be considered an initial guideline only, and the project manager will be required to develop a project budget once a recommended service has been determined.
- Q4 Please provide any reports or reference information on the pilot project.
- A4 Refer to the Regular Council Agenda from October 30, 2017, Item #11. It is essential that the project manager be capable of navigating the City's website to access publicly available Council reports. A progress report was also provided to Council on August 28th, Item # 13 and is also available on the City's website.

Q5 Requesting clarification on whether the City is requesting a methodology and price for the preparation, planning and delivery of stakeholder engagement activities or only the project management associated with it?

A5 As with all projects, stakeholder management is an integral component, and the project manager will be expected to develop a stakeholder matrix and manage stakeholders. It is not anticipated that a public consultation program will be required as part of this project, as a significant amount of input was obtained through the demonstration service which ran in the summer.

Q6 Requesting clarification on whether the City is requesting a methodology and a price for preparation, planning and delivery of marketing materials and communications, or only the project management associated with it?

A6 The project manager will be responsible for procuring marketing and communications services and managing that work. This will include developing a scope of work and any RFPs that may be necessary.

Q7 Listed in the Proponent Qualifications, the requirement is to have “Direct experience obtaining regulatory approvals”, however preparation and obtaining permits is not listed as a deliverable. Requesting whether preparation and obtaining permits is a required task and deliverable.

A7 The project manager will be responsible for identifying requirements, and securing all necessary approvals, including preparing and obtaining necessary permits.

END of Enquiries and Responses

Yours truly,



Heather Rossi,  
Intermediate Buyer