



**Request for Proposal
City of Port Colborne Organizational Review**

QUERIES AND RESPONSES

Query Item	Question	Date Question Received	Response	Date Response Issued	Item Closed
1	While this is an organizational review and the requirements are for an examination of City services is required, there is a requirement for an examination of physical spaces. Furthermore, you are asking for a description of design tools such as CAD, graphic presentation tools etc. However, there is no SOW about what is required regarding a review of physical space. Can you please clarify what you are looking for with respect to this aspect of the review.	6-Apr-17	The intent of this aspect of the project was to examine the preferred structure in the context of the facilities that the City operates...i.e. should certain workers be moved from one facility to another in order to improve workflows. I don't expect that it will be a very large component of the review as many of our staff are located based on the department they work in.	6-Apr-17	YES
2	What is your budget range?	6-Apr-17	Council budgeted \$25,000 for the review in 2017.	6-Apr-17	YES
3	What is your timeline regarding deliverables?	6-Apr-17	There is no specific timeline. The CAO had hoped the project would be completed before summer ended.	6-Apr-17	YES
4	Is there an option for an e-submission with pricing submitted separately?	6-Apr-17	No, the City cannot provide that option at this time.	6-Apr-17	YES
5	The physical location of staff has been identified in the proposal in terms of creating efficiencies and the effective delivery of service. Should the study address the potential requirement for additional facilities or is the intent to make recommendations strictly to work within the existing facilities and identify opportunities for realignment of staff and resources?	12-Apr-17	Yes, the study should make recommendations that work within existing facilities and identify opportunities for realignment of staff and resources. The City has recently constructed a new recreation facility (Vale Health & Wellness Centre, 2013) and a new Operations Centre (planned move in June 2017) that will house engineering, parks, roads, and water/wastewater staff. This has left vacant office space in City Hall and staff expect that this space can be utilized to improve workflows.	12-Apr-17	YES