



CITY OF PORT COLBORNE

**PROJECT NO. 2018-10**  
**REQUEST FOR PROPOSAL**

Qualification of Consulting Services  
Parks and Recreation Master Plan

**ADDENDUM 1**

Date Issued: October 9, 2018

**1. DIRECTIVE:**

This addendum shall form an integral part of the Request for Proposal for the above project and shall be read in conjunction therewith. This addendum shall, however, take precedence over all requirements of the previously issued Request for Proposal if there proves to be any variance, unless otherwise clarified by the City Representative.

**2. REVISION:**

The City of Port Colborne is amending Attachment "A" (Schedule) of the Request for Proposal for the above project. The effect of the amendment is to extend the 50% and 100% project submission timelines. The Successful Proponent will have until March 29, 2019 to submit the completed project to City staff.

**ATTACHMENT "A"**  
**SCHEDULE**

The following key dates listed are targeted as ones that will move this project forward.

**The 100% Submission** to City Staff must be completed by **March 29, 2019.\***

Action	Date (Approximate)
RFP Closing Date	October 23, 2018
Staff Report to Council RFP Award	November 12, 2018

Project Start-Up	November 26, 2018
50% Completion-submission to City Staff	February 15, 2019
<b>100% Submission to City Staff</b>	<b>March 29, 2019</b>

**\*Note:** any and all other references to project timelines in the Request for Proposal document are deemed to have been replaced with the above noted schedule.

**3. ACKNOWLEDGEMENT:**

This addendum must be signed by the Proponent in the appropriate space (below) and must be attached to the back of the Proposal and placed in the **ENVELOPE 1** for submission. **Proposals not including this addendum signed as requested shall be rejected as informal.**

**Name of Proponent:** \_\_\_\_\_

**Proponent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_