

## **Request for Proposals (RFP): Capacity Building and Program Design for Public Lot Maintenance**

### **Questions & Answers**

1. Is the objective to develop a plan and then to implement over the course of 24 months OR is it to develop a plan within 24 months to then be implemented and managed under a separate contract?

**The objective is to both develop a plan and implement it over the 24 month period.**

2. Timing: Can the existing contract for maintenance services be adjusted for timing duration?
  - March 1st represents the time needed for renewal of the existing contract correct? If so, is the expectation that the first phase of the new "Program" will be needed by then? OR can there be an extension of the current contract?

**This is unknown at this time. Ideally the current contract will be extended until the new "program" is developed. A response to this RFP should include a schedule with a timeline for this deliverable.**

3. Clarification re. role of intermediary:
  - Will the URA be administering contracts to vendors under the future maintenance program OR will the URA be outsourcing that administration to the intermediary?

**The URA will be contracting directly with the lot maintenance vendors.**

4. The Background Information references an analysis to develop a "push to green" strategy? Is that an expected outcome of this proposal?
  - If not, is it happening concurrently? Will the Maintenance plan/consultant be able to have the opportunity inform the analysis planning? If it is motion - who is spearheading that analysis?

**The "push to green" strategy is not an expected outcome to these services, but is expected to be happening concurrently. The Maintenance plan/consultant will have the opportunity and be encouraged to inform the analysis planning.**

5. What are expectations for coordination with URA Staff throughout the Planning Process including multi-departmental participation?

**It is expected that a project team including URA Staff and the City will work closely with the selected organization throughout the Capacity Building and Program Design for Public Lot Maintenance contract services. The *Implementation Plan* section of the proposal should propose an estimated schedule for that coordination.**

6. Is one of the hoped for outcomes of this process a high level analysis of vacant lot typology and a possible filtering out of lots to be maintained (possible filters being steep topography, sideyards, greenways, etc?)

**No, that is not one of the outcomes of this process. This high level analysis of vacant lot typology and strategy, such as the "push to green" strategy, will be conducted through a**

**different process, but this work will help to inform that high level analysis.**

7. We are building out a collaborative network of existing vacant land service providers. We would like to ensure their input helps inform a model that gets created through this RFP - however we don't want to preclude their ability to pursue land maintenance contracts that get developed as a result of this planning process. So I guess our question is will a partner whom is a part of our team be ineligible to apply for future maintenance contracts or should we simply identify them as "stakeholders" through this process?

**No, a partner who is a part of the team will not be ineligible to apply for future maintenance contracts, as long the URA has sole discretion over future Lot Maintenance Contracts.**

8. Is the applicant required to be or to partner with a Non Profit entity or can individual private consultants or consultant teams apply?

**The applicant is required to be a not-for-profit entity.**

9. Should the scope of work include development of new vacant lot maintenance standards and recommendations for different types of vacant lots for City and URA lots or just URA lots?

**The scope of work should include the development of new vacant lot maintenance standards for City and URA owned lots.**

10. Should the scope of work include a parcel by parcel analysis of all URA (and City?) vacant lots and recommended strategies for each parcel or a framework for how this parcel by parcel analysis should take place and the criteria used for making this determination?

**No, this parcel by parcel analysis is not an expected outcome of these services. However, this process will inform that parcel by parcel analysis and help to establish that criteria and framework.**

11. Will there be somewhere where all questions asked and answers regarding the RFP can be viewed prior to the submittal deadline?

**All questions and answers will be posted to the URA website prior to the submittal deadline.**