

2020-05-08

**REQUEST FOR PROPOSALS  
RFP # 12 (2020-04)  
TORONTO ZOO - CONCEPT MASTER PLAN  
ADDENDUM #2**

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This addendum shall be incorporated into, and form part of RFP 12 (2020-04) and take precedence over all requirements of the previously issued bid documents including plans. This addendum must be signed by the bidder (signing officer) in the appropriate space and must be attached to the Form for submission by the bidder. This Addendum consists of one (1) page.

1. Question – Copy of Master Plan

Answer - Link to the 2016 Master Plan (and the old 2015 Strategic Plan)

<http://www.torontozoo.com/tz/about>

2. Question - Copy of Strategic Plan

Answer - Link to the 2020 Strategic Plan

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<http://www.toronto.ca/legdocs/mmis/2020/zb/bgrd/backgroundfile-145807.pdf>

3. Question -p.5 mentions that the Master Plan is to be integrated with a Technology Master Plan that will be produced in parallel. May we see the RFP for the Technology Master Plan?

<http://www.torontozoo.com/business>

4. Question - The RFP also mentions a recently updated Strategic Plan and Animal Collection Plan. Can these be made available?

Answer – The Wildlife Collection Plan will be available to the successful Proponent

5. Question - Can you provide a copy of the current Site Plan?

Answer - Copy of site plan is attached

6. Question - There are variations throughout the RFP with respect to key dates in the RFP schedule. Please clarify. By the Zoo's own calendar, the RFP should have been in our hands for 7 weeks before submission was due. Time is required to coordinate with subconsultants and prepare a thorough and meaningful response to the RFP. We respectfully ask that an extension for the submission date be granted to allow that same period of time to prepare the proposal.

Answer - Revised submission date - **Tuesday, May 19<sup>th</sup>, 1200 hours (noon) local time**

7. !.0 Definitions

Delete 1.16 – “**Proponents**”

Replace with

1.16 “**Proponent**” means a legal entity that submits a Proposal. If two (2) or more legal entities wish to submit a Proposal as a consortium, one (1) member of the consortium must be identified as the Proponent with whom the Toronto Zoo may enter into an Agreement, and the other member(s) must be identified as subcontractors to that Proponent

8. Question - Can you confirm that all RFP responses can be delivered electronically via email? Page 3 states responses must be printed/signed/physically mailed/received by Friday, May 8th, while page 9 states responses may be sent electronically. Can you clarify your submission requirements?

Answer - Submission – Temporary Basis

In view of the current situation with COVID 19 and to limit personal interaction, on a temporary basis submissions for this Request for Proposal can be submitted electronically by email in a PDF file, prior to the submission deadline to the following email address

[purchasing@torontozoo.ca](mailto:purchasing@torontozoo.ca)

and note the following:

- a. Subject of the file to be: RFP# - Title of RFP – Vendor name.
- b. Amendments to a Proposal may be submitted via the same methods, at any time prior to the Closing Time.
- c. It is the Supplier’s sole responsibility to ensure its Bid is received by the Submission Deadline in accordance with the requirements of this RFP. The receipt of Bids can be delayed due to a number of factors including “internet traffic”, file transfer size and transmission speed. The Supplier should allow sufficient time to download, complete and upload, as applicable, the submission forms comprising its Bid and any attachments.

A Bid will only be considered to be submitted once it has been received by the Toronto Zoo. The time of such receipt is reflected by the time received stamped by the Toronto Zoo’s email application

9. Question - Article 3.4 lists “consultation with stakeholders as deemed appropriate using a public consultation process for collecting input.” Could you provide further clarity to this topic? Including the number and spacing of public meetings? Who calls the meeting(s)? Is the planner/designer’s role only to present master plan content at those meetings? Or does the planner/designer need to have capability to organize, schedule, invite, rent space, conduct, record, present, prepare minutes, etc.?

Answer - The consultant is to design and implement the consultation strategy. A draft plan is needed in order to get feedback from the community/stakeholders.

10. Question - Article 3.5.2.1 clearly defines that the planner must identify the capital cost of master plan components, and contribute to or prepare a year over year cashflow plan for budgeting and fundraising purposes. Article 3.4.5 states that a report must be prepared that “provides sufficient information for policy decisions regarding operational and service options”. Could you give further definition to “**operational and service options**” and the potential “**policy decisions**” that may be affected?

Answer - The capital costs are required so the Zoo can decisions on what capital projects to plan for and when and then seek the appropriate funding from either the City of Toronto or the Toronto Wildlife Conservancy.

11. Question -Is it possible to get access to the various appendices available for us to consider at this stage. We noted the related documents in appendix C of the RFP?

Answer - The attachments in Appendix C with the exception of Master and Strategic Plan will be provided to the Successful Proponent.

12. Question - We are assembling a consortium of zoo and attractions specialists who are predominantly UK-based. Like all respondents, our response to your RFP will need to take account of the restrictions on travel and social distancing measures resulting from the Coronavirus pandemic. Whilst we believe this will necessarily limit the physical interaction of the consultant team with the zoo and its stakeholders, it also presents a unique opportunity for innovative digital responses to the deliverables noted in the commission, notably consultation processes and client presentations. For example, we see opportunities for assessment of the existing estate using film and potentially, 3D modelling to demonstrate outcomes and interaction. Cutting back on extensive travel would also provide a sustainable solution and potentially, one that is more cost effective. However, before proposing an innovative digital / virtual approach, can we clarify if this would represent a compliant submission?

Answer - Proposals may contain options and/or alternatives as well as creative options suggested by the Proponent in view of COVID-19. That been said, Proponents will need to develop and clearly identify a creative manner to undertake public consultation as required by the RFP.

13. Question -On page 5, the RFP mentions that a Technology Master Plan will be produced in parallel under a separate proposal call. Are you open to firms including a Technology Master Plan within the Concept Master Plan scope of work if they have the capabilities to do so? We feel it may provide your team with efficiencies to do so.

Answer - If the same proponent wins both RFP's there is logic in creating one document as the infrastructure (IT backbone components are related at least in terms of infrastructure phasing). However, each RFP must be responded to separately.

14. Question -On page 14, it states that Commercial General Liability "is in the amount of not less than Five Million Dollars (\$5,000,000.00), per occurrence". Can this requirement be satisfied by a combination of primary and follow form excess liability policies?

Answer – No

15. Question -Page 3 of the RFP states that the assignment is expected to take approximately 9 months, while page 6 states that it will take approximately 6 months to complete. Can you verify the length of time you anticipate this scope of work to accommodate?

Answer - Under normal circumstances the work would be expected to be completed in 6 months. However, given work constraints with Covid-19 it may take up to 9 months to complete.

16. Question -Is there a target investment for this Scope of Work?

Answer - No. The consultant has to determine the appropriate amount of capital investment needed.

17. Question -What is the total area that will be included in the Master Plan?

Answer - It includes all lands included in the Zoo's 1978 Tripartite Agreement minus river valley lands, and Parking Lot 4 which are being transferred to Parks Canada for inclusion in the Rouge National Urban Park. Additionally, the Zoo will be licensed from TRCA approximately 10 hectares of land on the northwest portion Old Finch Avenue north of the current Zoo Administration Building. Also, the Zoo has secured a site of about 10 hectares through a 30-year lease from Parks Canada for growing browse for animal consumption. The overall arrangement is secured through a new Tripartite Agreement which will be executed in the next couple of months.

18. Question -Is it possible to list our fees and contract in USD

Answer - All fees are to be in Canadian Dollars and exclusive of HST.

Receipt of the Addendum shall be acknowledged as part of your submission.

The Board of Management of the Toronto Zoo reserves the right to reject any or all Tenders or to accept any quotation, should it deem such action to be in its interests.

If you have any queries regarding this matter, please contact Mr. Peter Vasilopoulos, Supervisor, Purchasing & Supply, at 416-392-5916 or by email pvasilopoulos@torontozoo.ca.

Yours truly,

Peter Vasilopoulos  
Supervisor, Purchasing & Supply

I/we hereby acknowledge receipt of this addendum and make allowance in my bid.

Signed (Must be Signing Officer of Firm)

Name of Firm

Date:

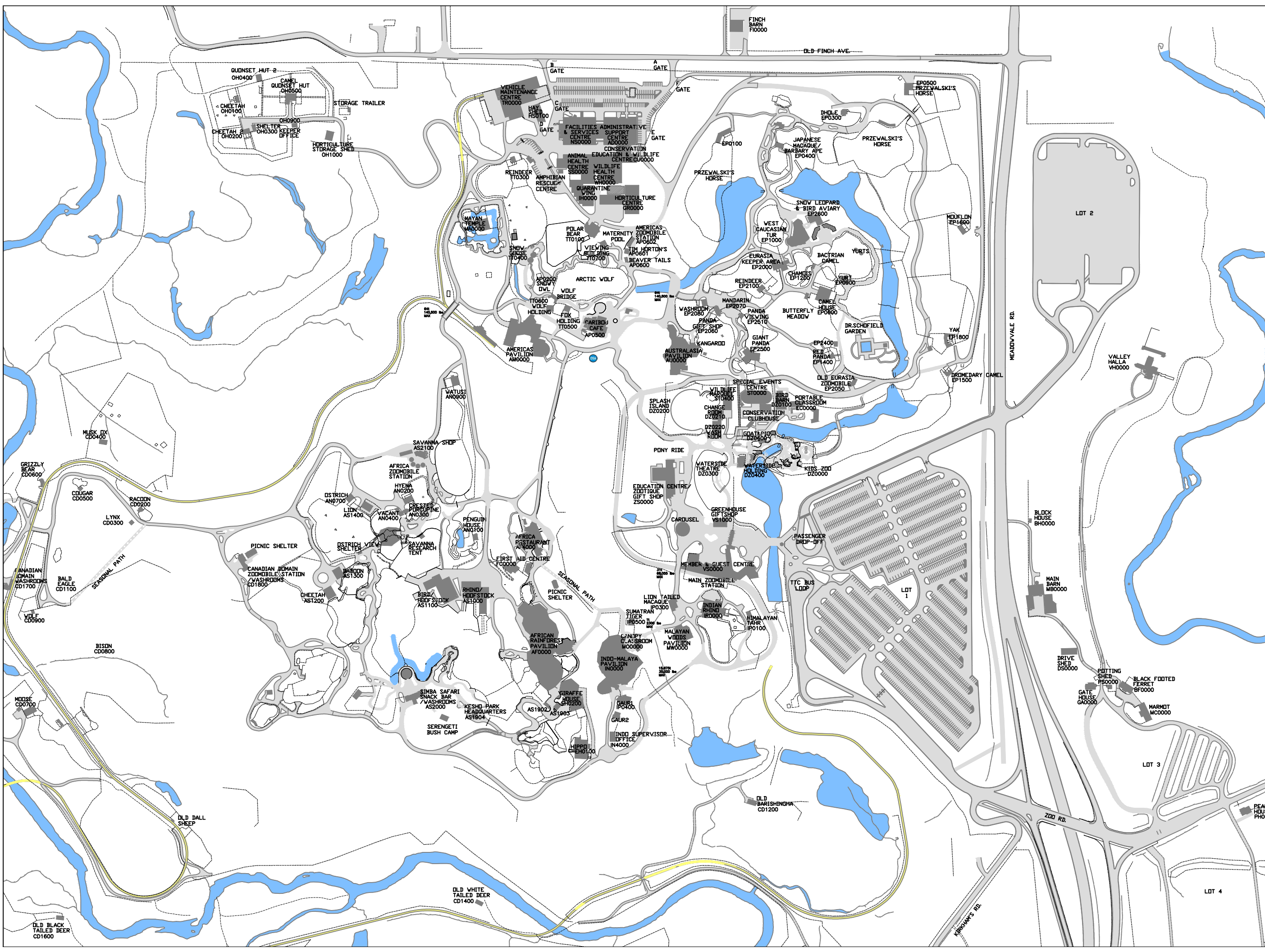
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361A OLD FINCH AVE.  
TORONTO, ON  
M1B 5K7



NO.	DESCRIPTION	DATE
1	FOR REVIEW BY PM	2015.11.24

NO.	REVISIONS	DATE
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SITE PLAN

APPROVED BY  
NAME:

DATE:

NAMES & NUMBERS

PROJECT #:	SITE SERVICES
DRAWN BY:	D.G.
CHECKED BY:	LEONA MITCHELL
DATE:	2015.11.23
SCALE:	1:5000
DRAWING #:	