



**April 1, 2026**

**Request for Proposal  
Project: Community Sustainability Plan**

**ADDENDUM #05-2026-002**

This addendum forms part of the Proposal Documents and amends the original Request for Proposal issued on March 9, 2026.

**Closing Date Amendment**

Remove the following:

|                         |                                     |
|-------------------------|-------------------------------------|
| Submission Closing Date | Tuesday April 7, 2026 at 2:00pm CST |
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Replace with the following:

|                                 |                                      |
|---------------------------------|--------------------------------------|
| Revised Submission Closing Date | Tuesday April 14, 2026 at 2:00pm CST |
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**Scope of Work and Pricing Amendment**

The Request for Proposal is amended as follows:

**Section 4.2 – Scope of Work**

Section 4.2 is amended to include the following:

The Community Sustainability Plan shall include general emissions reduction strategies based on available reporting, documentation review, and community engagement. A comprehensive corporate greenhouse gas (GHG) emissions inventory is not included in the base scope of work and will be addressed as a Provisional Item.

**Section 4.3 – Deliverables**

Section 4.3 is amended to include the following provisional deliverable:

Provisional Deliverable (if awarded):

- Corporate GHG Emissions Inventory including methodology, data sources, baseline year selection, results, trends, and recommendations of emissions reduction opportunities across Municipal operations

### Section 4.5.1.5 – Pricing

Section 4.5.1.5 is amended to include the following:

Proponents shall provide a separate price for the Provisional Item – Corporate GHG Emissions Inventory. The Provisional Item shall not be included in the base proposal price and will be evaluated separately by the Municipality.

The Provisional Item may be awarded, in whole or in part, at the Municipality's sole discretion.

Proponents shall include the Provisional Item as a separate line item within their Pricing Proposal.

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### Clarification Questions and Responses

**Q1:** Please describe the extent of prior consulting or engagement undertaken by the Municipality with Indigenous Nations whose traditional territories include the project area.

**Q2:** Does the Town have a working relationship with these Indigenous communities, or will this be the first engagement effort?

**Response to Questions 1-2:** No engagement specific to this project has been undertaken to date.

**Q3:** Please identify the Indigenous Nations or communities the Town anticipates engaging for this project, and the basis used to determine this list (e.g. traditional territory, treaty area, prior engagement).

**A3:** The Municipality will provide the successful proponent with a contact list of approximately fourteen (14) First Nations communities for outreach. The list is based on regional communities and past project engagement practices. Outreach is expected; however, not all communities may choose to participate or respond.

**Q4:** Please describe how the Town plans to appropriately support Indigenous participation in consultation, including any provisions for compensation, honoraria, or resourcing.

**A4:** The Consultant will be expected to undertake outreach to identified First Nations communities as part of the project engagement component. The Municipality has not established specific honoraria or compensation for this project.

**Q5:** Will the Municipality agree to include an industry standard limit of liability provision? Section 3.6 Indemnification is overly broad, and the Proponent should not be exposed to unlimited liability.

**A5:** Yes, the Municipality is willing to negotiate a mutually acceptable provision with the successful proponent during contract finalization.

**Q6:** Is the Municipality able to share the anticipated budget range for this project? An order-of-magnitude estimate would help us to scale the proposal to meet the Municipality's expectations.

**A6:** The Municipality will not be disclosing a project budget beyond publicly available information. Proponents are requested to submit their proposals based on the scope of work.

**Q7:** How much detail does the municipality want the selected consultant to provide related to emissions reduction strategies? Were you envisioning a full GHG audit with specific reduction targets or just general strategies applicable to the municipality that would lower the municipality's emissions?

**SIMILAR QUESTION:** Is a complete community and corporate GHG inventory with modeled emissions reductions pathways an anticipated component of the Community Sustainability Plan?  
**A7:** See “Scope of Work and Pricing Amendment” above. The Community Sustainability Plan is expected to include general emissions reduction strategies. A separate provisional item has been added for a corporate GHG emissions inventory and more detailed emissions reduction advice. The Municipality does not require emissions reduction targets to be set, or modelling of reduction pathways.

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All other terms and conditions of the Request for Proposal remain unchanged.

[End of Amendment 05-2026-002]