



**COWICHAN VALLEY REGIONAL DISTRICT
ENGINEERING SERVICES**

ADDENDUM NUMBER 1

**ES-032-17 Solid Waste Management Plan
July 31, 2017**

This Addendum shall be read in conjunction with and considered as an integral part of the Request for Proposals. Respondents should acknowledge the addendum on Appendix B the Submission Form.

The Addendum is as follows:

Part 2 – RFP Particulars, Section 2.7 Scope of Work, page 8 Public Consultation currently reads:

The consultant will help prepare a communication plan, prepare agendas, facilitate public meetings including stakeholder meetings and open house meetings and prepare public consultation reports.

Change to read:

Public Consultation

The consultant may be required to create a stakeholder engagement and communications plan for review and input by CVRD staff. It would be the responsibility of the consultant to create the content for all communications materials including newspaper ads, posters, storyboards, social media and web copy as well as implement the plan. The creative work for the communications pieces would be done by a graphic designer contracted by the CVRD, using content written by the consultant. The design and printing costs would be paid by the CVRD. The creative elements required would be decided by the consultant and CVRD staff.

PlaceSpeak – The Cowichan Valley (CVRD and four municipalities) uses PlaceSpeak as its online community engagement tool. The consultant may be required to use PlaceSpeak for community engagement throughout the process. What topics and how often this form of engagement occurs will be at the discretion of the consultant. However, it is recommended to have a topic associated with each speaker, using the speaker as an opportunity to inspire and launch a topic, carrying on the conversation after the talk.

The cost of PlaceSpeak is paid by the CVRD. An overview of the CVRD's approach to PlaceSpeak will be provided by the CVRD. Any costs associated with training or technical support required for PlaceSpeak topics will be at the expense of the consultant. PlaceSpeak has a listing of its costs on its website.

End of Addendum 1

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