



PROCUREMENT SERVICES

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ADDENDUM #1

REQUEST FOR EXPRESSIONS OF INTEREST / STATEMENTS OF QUALIFICATIONS No.:	1220-050-2024-007
TITLE:	PRE-QUALIFICATION OF CONSULTANT SERVICES: MARKET ANALYSIS AND FEASIBILITY STUDY
ADDENDUM ISSUE DATE:	FEBRUARY 20, 2024
DATE:	PREFER TO RECEIVE SUBMISSIONS ON OR BEFORE MARCH 4, 2024

INFORMATION FOR RESPONDENTS

Respondents are advised that Addendum No. 1 to 1220-050-2024-007 is hereby issued by the City. This addendum shall form part of the contract documents and is to be read, interpreted and coordinated with all other parts. The following information is provided to answer questions raised by Respondents for the above-named project, to the extent referenced and shall become a part thereof.

ADDITIONAL INFORMATION:

1. Refer to Section 5.2 – EVALUATION CRITERIA

Add the following as new Criterion 4:

“Respondent’s demonstrated understanding and ability to meet the City’s requirements set out in this RFEOI/SOQ and capacity to successfully undertake the complexities of the Services.”

QUESTIONS AND ANSWERS:

Q.1 To be considered for the shortlist, do the consultants have to be able to undertake all 3 stages of the project or can they be qualified for only one of the stages? Would you consider selecting a consultant to complete Stage 1, but a different one for stages 2 and 3?

A.1 Respondents are to demonstrate their qualifications to complete all three stages of the project, as this work is expected to be delivered under one contract. Individual consultants may elect to partner with additional consultant(s) and collectively respond to this RFEOI/SOQ with one submission.

Q.2 (a) Do you expect the qualified consultants to be on-site for some workshops and/or presentations or can the study be entirely completed remotely?

(b) What are your policies regarding travel expenses for such professional services agreement?

A.2 (a) In reference to the subsequent procurement phase (the “Request For Proposals” or “RFP”) the Proponent, it is anticipated that the Proponent will be able to complete the majority of the assignment remotely but will need to participate in two on-site workshops/presentations.

(b) In reference to the subsequent procurement phase (the “Request For Proposals” or “RFP”) the Proponent will be expected to identify all costs associated with the performance of the Services.

All Addenda will become part of the Contract Documents.
