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to live and work.*

## **Request for Proposals**

**For**

### **Subdivision Development Strategist at Alexandra Park Redevelopment Phase 2**

#### **Addendum #1: Amendment to Submission Protocol, Submission Form C and Deliverables Dates**

RFP Issued: **September 22, 2020**

Addendum #1 Issued: **October 1, 2020**

Submission Deadline: **October 23, 2020 @ 4:00 EST**

**Addendum 1** is being issued with respect to the above-noted Request for Proposal (“RFP”), and serves to amend:

- the proposal submission protocol;
- the form and procedure related to Submission Form C – Pricing; and
- deliverables start and end date.

**Submission Protocol and Submission Form C - Pricing**

Part 2 – Proposal Submission and Submission Form C of the RFP issued September 22, 2020 are hereby amended as set out below.

**Deliverables Start and End Dates**

The chart included as Section A 2.0 Scope of Work of *Appendix B – Deliverables of the RFP* is amended as follows:

Locations/Address(es) for delivery of Deliverables required	Bryan Sherwood, Senior Development Manager Deltera Inc. 4800 Dufferin Street, Toronto, ON M3H 5S9 Telephone No.: (416) 649 2311 E-mail: bsherwood@deltera.com
Deliverables Start Date	Monday, November 02, 2020
Deliverables End Date	Monday, August 02, 2021

All other matters of the RFP remain the same.

# PART 2 – PROPOSAL SUBMISSIONS

## 1.1 Proposal Submission Information

### 2.1.1 Timing for Submissions

The timing for all Proposal submissions is set out above in the RFP Timetable.

### 2.1.2 Proposal Submissions

Proposals shall be submitted electronically via **email** directly to [BSherwood@Deltera.com](mailto:BSherwood@Deltera.com).

Proposals must be sent in PDF format (adding company name to the end of *the file name*).  
*Example: "RFP Requirements ABC Company Inc.pdf"*, save and except Submission Form C – Pricing.

### 2.1.3 Proposals Must Be Submitted on Time

Online submissions must be submitted via email before the Submission Deadline. Proposals submitted after the Submission Deadline will be rejected without exception.

TCHC shall not be responsible for technical issues such as network or power failures, computer failure, internet browser, and mistakes / errors in filling the Proposals that cause Proponents to submit Proposals after the Submission Deadline as specified in the RFP. Proposals received after the Submission Deadline will be deemed late and will not be considered even where a technical issue outside the Proponent's control caused the Proposal to be submitted late.

### 2.1.4 Amendment of Proposals

Submissions may be amended, but only on or before the Submission Deadline. Proponents wishing to amend their Proposals may amend before the Submission Deadline by submitting the amended Proposal directly to the email set out above.

Proponents may not make amendments to their Proposals after the Submission Deadline.

### 2.1.5 Withdrawing Proposals

At any time throughout the RFP process, a Proponent may withdraw a submitted Proposal. To effect a withdrawal, a notice of withdrawal must be signed by an authorized representative of the Proponent and sent to the TCHC Contact. TCHC is under no obligation to return withdrawn Proposals.

## 1.2 Stages of Proposal Evaluation

TCHC will evaluate Proposals in three (3) stages:

### 2.2.1 Stage I: Mandatory Requirements

During Stage I, TCHC will review each Proposal to determine whether it complies with the Mandatory Requirements. The Mandatory Requirements of the RFP process are as follows:

- Submission form A – Proponent Acknowledgements
- Submission form E – List of Subconsultants

Proponents who have met the Mandatory Requirements will proceed to Stage II. Proposals failing to satisfy the Mandatory Requirements as of the Submission Deadline will either be

disqualified, or the Proponent may be provided an opportunity to rectify any deficiencies within the Rectification Period. See section 2.4 for more information.

### **2.2.2 Stage II: Rated Criteria**

During Stage II, TCHC will score each qualified Proposal based on the specified Rated Criteria. Each Proponent will receive a score out of 100 points during this stage. See Submission Form F – Rated Criteria for descriptions of the criteria. Proponents who have met the specified minimum threshold as indicated on Submission Form F – Rated Criteria will proceed to Stage III. Proponents who have not met the specified minimum threshold will not be considered further. **All Proponents, including those that have been pre-qualified by TCHC, must submit the Rated Criteria.**

### **2.2.3 Stage III: Pricing**

During Stage III, TCHC will evaluate the pricing submitted by each Proponent who successfully passed Stage II. The Total Cost (Excluding HST) for the Deliverables as specified in Appendix B will be analysed and the lowest price submission will prevail subject to TCHC's bypass rights. If the Pricing requirement is submitted in any other section than the specified section as per the RFP, Proponent will be disqualified.

## **1.3 Forms, Submission and Rectification**

### **2.3.1 Forms and Submission**

Other than the submission of the Mandatory Requirements as noted in section 2.2.1, Proponents may not make any changes to any of the other forms. The forms noted below must be reviewed, completed fully and accurately, and returned as part of the final Proposal.

### **2.3.2 Submission Form A – Proponent Acknowledgments**

Each Proposal must include a Proponent Acknowledgements Form (Submission Form A) completed and signed by an authorized representative of the Proponent and a witness.

### **2.3.3 Submission Form B – Not Applicable**

### **2.3.4 Submission Form C – Pricing**

Each Proponent must complete Submission Form C – Pricing online according to the instructions contained in the form as well as the following instructions:

- a) pricing shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which should be itemized separately; and
- b) pricing quoted by the Proponent shall be all-inclusive and shall include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to TCHC, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any licenses or fees or other charges required by law.

### **2.3.5 Submission Form D – Not Applicable**

### **2.3.6 Submission Form E – List of Subconsultants**

Each proponent must complete the list of all subconsultants who will be used to execute portions of work for this project.

### **2.3.7 Submission Form F – Rated Criteria**

Each Proponent must complete the Rated Criteria according to the instructions included in the form.

### **1.4 Rectification Period**

Proposals satisfying the Mandatory Requirements during the Rectification Period will proceed to Stage II. If any Stage I Mandatory Requirements are not satisfied, **(excluding Submission Form C and Submission Form F)**, you will be notified and will be given the amount of time as stated in the RFP Timetable to rectify. If the Rectification Notice does not provide for a Rectification Period, then the Rectification Period shall be 3 Days. The Rectification Period will begin to run from the date and time that TCHC issues its Rectification Notice to the Proponent. Proposals failing to satisfy the Mandatory Requirements or rectify within the Rectification Period will be excluded from further consideration.

### **1.5 Tie Score**

In the event of a tie score, the selected Proponent will be determined by way of a coin toss.

**[End of Part 2]**

# SUBMISSION FORM C – PRICING

## Instructions:

1. Each Proponent must fully complete a Submission Form C - Pricing, **as a separate file**. Submission Form C must be submitted in **EXCEL (.xls or .xlsx) format. Submissions in no other format will be accepted.**
2. Proponents are to provide their Submission Form C - Pricing as part of their electronic submission.
3. Pricing must be in Canadian dollars excluding HST, but must include any and all additional costs and expenses, including but not limited to licenses, travel and sundry disbursements. All disbursements with exception of Permit related fees are to be included in the submitted fees.
4. Pricing must be fully completed or Proponents will be disqualified. No changes to pricing are permitted at any time after the Submission Deadline including during the Rectification Period. For certainty, this means that missing pages will cause a Proposal to be disqualified. If Submission Form C is missing from a Proposal, it will cause the Proposal to be disqualified.