

November 1st, 2018

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ADDENDUM NO. 1

REQUEST FOR PROPOSAL NO. 9101-18-7063

For: User Fee Review of Urban Forestry Services

REVISED CLOSING DATE: 12:00 NOON (LOCAL TIME), NOVEMBER 12th, 2018

Please refer to the above Request for Proposal (RFP) document in your possession and be advised of the following:

I. REVISIONS

1. **Closing date has been extended from November 5th, 2018 12:00 NOON (LOCAL TIME) to November 12th, 2018 12:00 NOON (LOCAL TIME).**
2. **Refer to Section 2.0 Purpose:** the following information regarding the City's range in budget has been revised to read as:

The City's range in budget for Scope of work, excluding provisional and contingency allowances, is between the amounts of \$30,000 to \$60,000. Please note that this amount is only an approximation and does not reflect the total amount that will be paid to any vendor. This amount is for information only and should not form the basis of any submission.
3. **Refer to Subsection 3.4 Full Costing Model, under Section 3.0 Scope of Work:** the following information regarding on-site training and training materials have been revised from a requirement of scope of work to provisional requirements that the City may or may not award, subject to the total cost of services for this overall assignment at the sole discretion of the City.
 - a. Provide electronic training materials for the computerized model including a manual operation
 - b. Provide on-site training of the computerized model to enable PFR staff to update fees on an as required basis
4. **Refer to Subsection 3.11, Deliverables, under Section 3.0 Scope of Work:** a training session on the use of the computerized model has been revised from a requirement of scope of work to a provisional requirement that the City may or may not award, subject to the total cost of services for this overall assignment at the sole discretion of the City.
5. **Refer to Appendix "D" Price Detail Form:** the attached revised price form replaces page 59 of the existing call document posted October 15th, 2018.

Bids that fail to include a completed revised pricing form will be deemed non-compliant and will not be considered for award.

Should you have any questions regarding this addendum contact Ansel Salim at ansel.salim@toronto.ca

Please attach this addendum to your RFP document and be governed accordingly. Bidders must acknowledge receipt of all addenda in their Proposal in the space provided on the Proposal Submission Form as per the Process Terms and Conditions, Section 4, Addenda, of the RFP document. All other aspects of the RFP remain the same.

Jackie Kennedy
Acting Manager, Professional Services

APPENDIX D – PRICE DETAIL FORM

1. Total Fees

Table 1 – Total Cost of Service

| | Description | Cost |
|---|---|----------|
| 1 | Total Cost of Services including any and all fees to complete Scope of Work as indicated in Section 3.0, excluding training costs, as indicated provisional requirements, and HST. | \$ _____ |
| 2 | Provisional Allowance (From Table 2) that the City may or may not award, subject to the total cost of services for this overall assignment. | \$ _____ |
| 3 | Total Cost of Services (excluding HST) | \$ _____ |

Table 2 – Provisional Allowance

| | Description | Cost |
|---|--|----------|
| 1 | Section 3.4 Full Costing Model (FCM) <ul style="list-style-type: none"> • Provide electronic training materials for the computerized model including a manual of operation • Provide on-site training of the computerized model to enable PFR staff to update fees on an as required basis | \$ _____ |
| 2 | Total Provisional Allowances (excluding HST) (Transfer to Table 1) | \$ _____ |

Table 3 – Hourly Rates

Please include below or on a separate sheet an hourly rate for all levels of Proponent's professional, managerial and clerical staff to be used for information purposes only regarding any future/follow-on work pertaining to this RFP:

| Team Member Name and Position | Hourly Rate | Per Diem Rate |
|-------------------------------|-------------|---------------|
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Total Cost of Services - Total Cost of Services for the Review as outlined in this RFP excluding Disbursements and Taxes.

Contingency Allowance – Contingency allowances are for potential work that may be required beyond identified Scope of Work for this project and is subject to the approval of the City.

Provisional Allowances - Provisional Allowances are for specific work required and identified in this RFP that the City may or may not award, subject to the total cost of services for this overall assignment.

Payments for contingency and provisional requirements will only be made following issuance of an amendment approved by the City.

For instructions on completing this form, see section 5.3, sub-section 7.