



Donna Drozd
Senior Procurement Specialist
City of Hamilton
Corporate Services Department
Procurement Section
Phone: (905) 546-2424, ext.: 4831
Fax: (905) 546-2327
E-Mail: Donna.Drozd@hamilton.ca

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City of Hamilton

REQUEST FOR QUALIFICATIONS

Contract Number: C14-02-17

**Request for Qualifications
Development Opportunity Pier 8**

ADDENDUM 9

The following queries and responses, issued by the Procurement Section shall form part of the **Request for Qualifications** documents for the above, and the revisions and additions noted herein and any attachments shall read in conjunction with all other documents. This Addendum shall, however, take precedence over all previously issued **Request for Qualifications** documents where differences occur.

Included in this Addendum are: 5 Pages for Addendum 9

1.0 PREQUALIFICATION SUBMISSION INSTRUCTIONS AND EVALUATION CRITERIA, Section 7.7 Submission Guidelines and Evaluation Criteria, Table 5, Item 7.7.2(a): Financial Stability Evaluation (Financial Statements)

The City wishes to provide alternatives for Proponents and Core Team members that do not have audited, consolidated (i.e. corporate-level) financial statements, to meet the requirements of Section 7.7.2(a) of the RFQ. Therefore:

Delete: Section 7.7.2(a) in its entirety.
Delete: Item 6.0 of Addendum 6 in its entirety.

Replace with:

“Audited financial statements for the most recent three (3) full fiscal years, or in the case where the Proponent or the Core Team Member does not have audited financial statements, financial statements for the most recent three (3) full fiscal years may also be submitted in *one of* the following formats:

- (i) Corporate (consolidated, if available) Review Engagement statements that must include a Review Engagement transmittal letter, Balance Sheet, Income Statement and Statement of Cash Flows;
- (ii) Corporate (consolidated, if available) Notice to Reader statements that must include a Notice to Reader transmittal letter, Balance Sheet, Income Statement and Statement of Cash Flows;
- (iii) Project-level (unconsolidated) Audited statements. Projects that have achieved financial close and/or reverted to an income producing property in the past three (3) years must be included. The City may manually consolidate, interpolate and analyze these submitted financial statements in order to complete its assessments;
- (iv) Project-level (unconsolidated) Review Engagement statements. Projects that have achieved financial close and/or reverted to an income producing property in the past three (3) years must be included. The City may manually consolidate, interpolate and analyze these submitted financial statements in order to complete its assessments; or
- (v) Project-level (unconsolidated) Notice to Reader statements. Projects that have achieved financial close and/or reverted to an income producing property in the past three (3) years must be included. The City may manually consolidate, interpolate and analyze these submitted financial statements in order to complete its assessments”

Also insert the following in the Additional Instructions and Clarifications portion of Section 7.7.2:

“Notwithstanding the City’s acceptance of any of the items outlined in Sections 7.7.2(a)(i) to 7.7.2(a)(v) as being in compliance with the submission requirements, each Proponent acknowledges that the submission of incomplete information and/or information that the City may be required to manually consolidate may result in an inaccurate assessment of the Proponent’s financial strength and stability.”

2.0 PREQUALIFICATION SUBMISSION INSTRUCTIONS AND EVALUATION CRITERIA, Section 7.7 Submission Guidelines and Evaluation Criteria, Table 5, Item 7.7.1: Mandatory Disclosures and Submission Forms

Delete: Section 7.7.1(d)(iii) in its entirety.

Replace with:

“Key Personnel (at least one per Core Team Member and Architectural Design Lead), including each individual’s telephone number and email address.”

Also insert new Subsection:

“7.7.1(d)(iv): Identify two (2) Key Personnel who shall serve as the Proponent team’s primary contacts with the City, to whom all written correspondence with

the Proponent and/or individual team members shall be directly addressed or copied.”

3.0 REQUEST FOR QUALIFICATIONS PROCESS, Section 6.4.2 Financial Strength Evaluations

Insert new Subsection:

“6.4.2.2 Scheduling Onsite Financial Statement Evaluations

In the case where a company submits a completed Financial Stability Evaluation Election Form (Appendix B2), the City will contact the identified Key Personnel of the electing company by email, providing instructions for receipt confirmation and to make arrangements for the onsite evaluation. The Key Personnel identified as the respective Proponent’s primary contacts will also be copied to this initial email.

If there is no response to the initial email within three (3) business days, the City will send a follow-up email to the same distribution list. If there is no response within seven (7) business days from the date of the follow-up email, the City may in its absolute discretion, either attempt to make contact by telephone, or deem the Core Team Member and its Proponent’s Prequalification Submission non-compliant forthwith or at any time following the seventh (7th) business day from the date of the follow-up email.

Scheduling arrangements for the onsite evaluation will need to be mutually agreeable to the City, the electing Core Team Member, and the Fairness Monitor. Provided the Proponent and Core Team Member are making commercially reasonable efforts to finalize agreeable arrangements, the City in its absolute discretion may extend any applicable deadline.”

4.0 QUESTIONS AND RESPONSES

Question #43	<p>With reference to RFQ Section 7.7 Submission Guidelines and Evaluation Criteria, Table 5, Item 7.7.2(a): Financial Stability Evaluation (Financial Statements) and Addendum 6 Item 6.0:</p> <p>Please clarify if you require interim quarterly financial statements for the alternatives set out in (i) through (v) (the unaudited statement option) i.e. if we provide annual Notice to Reader or project level financial statements, do we still need to provide quarterly statements?</p> <p>If yes, do we need all three years of interim quarterly statements or only those quarterly statements since the most recent annual statements i.e. to bridge from year end to the latest quarter?</p> <p>What does one do if it does not prepare interim statements? Is there an alternative?</p>
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City Response #43	Please see Item 1.0 of this Addendum 9 for further clarification regarding RFQ Section 7.7.2(a) and Addendum 6 Item 6.0.
Question #44	For the Mandatory Disclosure Requirements in Section 7.7.1, do the requirements of subsection (e) for references and resumes only apply to the Key Personnel of the Core Team Members and Architectural Design Lead, or do Key Personnel for the Adjunct Team members also need to provide resumes and references?
City Response #44	Please refer to the definition of “Key Personnel” in Section 6.3 Definitions. For further clarification, Key Personnel only pertain to Core Team Members, Architectural Design Leads, or the Proponent itself – Adjunct Team Members do not have Key Personnel.
Question #45	Regarding the track record of financing requested in Section 7.7.3, our company has a successful track record of arranging debt and equity financing for large-scale, clean energy infrastructure projects in excess of \$1 billion. Would information relating to these type of development projects satisfy the Core Team Member requirements of subsections (a) and (b)?
City Response #45	Section 7.7.3 is intended to assess individual Core Team Members’, as well as the Proponent team’s collective, financing experience as they may relate to the prospective development of Pier 8. If your company is named as a Core Team Member of your Proponent’s team, and your historical financing experience meets the conditions outlined in Section 7.7.3(a), then, yes, please submit a track record of financing experience as per the requirements of this Section 7.7.3.
Question #46	7.7.2(a) Financial Disclosure – clarification requested for Appendix B2 protocol For Proponents electing to submit the revised Appendix B2 in lieu of submitting required financial disclosure outlined in revised Section 7.7.2(a), what is the procedure for arranging to have representatives of the City’s Evaluation Team visit the Proponent’s offices to conduct the Financial Stability Evaluation? Will we be contacted by the city to arrange the Evaluation, or is it our job to arrange the evaluation? If we must arrange the Evaluation, who must we contact? How soon after the RFQ is submitted should Proponents expect to accommodate the Evaluation?
City Response #46	Please see Item 3.0 of this Addendum 9 for additional details regarding the scheduling of onsite financial statement evaluations.

END OF ADDENDUM 9

Proponents providing a signed Form of Qualification have made any necessary inquiries with respect to addenda issued by the City and have provided for all addenda in their Prequalification submission.

**All addenda will be posted on the City's Biddingo.com bid portal at:
biddingo.com/hamilton and on www.hamilton.ca/westharbour**

Procurement Section, City of Hamilton, Ontario