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**Date Issued: March 19, 2018**

**City of Hamilton**

**REQUEST FOR PROPOSALS**

**Contract Number: C11-66-17**

**Request for Proposals  
Pier 8 Development Opportunity**

**ADDENDUM 18**

The following queries and responses, issued by the Procurement Section shall form part of the **Request for Proposals** 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 Proposals** documents where differences occur.

Included in this Addendum are: 2 Pages for Addendum 18

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**1.0 ADDITIONAL INSTRUCTIONS RELATED TO LENDER'S LETTER**

Further to the requirement for Proponents to submit a lender's reference letter, as originally indicated in RFP Evaluation Process subsection 2.1.3.1(2), the City would like to provide additional clarification on which characteristics of the letter will be considered minimum compliance criteria, and which will be considered in the scored evaluation.

**Minimum Compliance**

In order to be considered minimally compliant, each letter must fulfill the requirements of either Track 1 or Track 2 below.

Track 1:

The financial institution:

- stipulates that they have reviewed the Development Plan as presented in the RFP Proposal with specific reference to the proposed Phase 1; and
- indicates their desire to provide debt financing for Phase 1 of the Development Plan.

Track 2:

The financial institution:

- stipulates that they have reviewed the Development Plan as presented in the RFP Proposal with specific reference to the proposed Phase 1;
- confirms that the Proponent has an existing facility that can be used to finance the proposed Development Plan; and
- stipulates that, to their knowledge, there is sufficient liquidity on the facility to complete Phase 1 based on their review of the proposed Development Plan.

**Evaluative Considerations**

The following elements, if present within the lender's letter, shall also be taken into consideration by the Evaluators in its evaluation of the degree of comfort being provided to the City:

- the level of commitment already provided to the Proponent with respect to the first phase of the proposed Development Plan. (i.e., reviewed plan and support, non-binding term sheet, binding agreement, etc.) as at the date the lender's letter was issued;
- the level of commitment for any future phases of the Development Plan, if any
- any conditions precedent to funding the commitment;
- any conditions surrounding the amount of the commitment;
- if the Proponent has available borrowings on an existing line or facility, additional detail such as the size of the facility and the amount drawn on the facility as of the date of the letter would be beneficial; and
- Any additional information or detail as it pertains to the Proponent's financial capacity.

Any Proponent that has already submitted a lender's letter as part of its previously submitted Technical Proposal may submit a replacement lender's letter in accordance with the above instructions, without prejudice.

The submission deadline for the lender's letter continues to be the same as the Financial Proposal Closing Time, **3:00 pm, April 4, 2018.**

**END OF ADDENDUM 18**

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

**All addenda will be posted on the City's bid portal at:  
[hamilton.bidsandtenders.ca](http://hamilton.bidsandtenders.ca)**

**and at**

**[www.hamilton.ca/westharbour](http://www.hamilton.ca/westharbour)**

**Procurement Section, City of Hamilton, Ontario**