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City of Hamilton

REQUEST FOR PROPOSALS

Contract Number: C11-66-17

**Request for Proposals
Pier 8 Development Opportunity**

ADDENDUM 21

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: 3 Pages for Addendum 21

1.0 CLARIFICATION OF FINANCIAL PROPOSAL SUBMISSION REQUIREMENTS

Further to the RFP and subsequent addenda, the City would like to reiterate and clarify the submission instructions with regard to Financial Proposals:

1. Financial Proposals must be submitted in a separate sealed envelope bearing the Submission Label provided on Page 4 of the RFP;
2. The submission shall include:
 - a. A revised Bid Form 2 (found on Bids and Tenders website) completed in accordance with the instructions provided in Addendum 17, and bearing original, ink signatures;
 - b. three (3) photocopies of the signed Bid Form 2;
 - c. an original signed version of the Lender's Letter prepared in accordance with the guidelines outlined in Addendum 18;
 - d. At the Proponent's option, a copy of suggested amendments to the Draft Development Agreement, as instructed in RFP Evaluation Process section 5,

and presented in the format specified in City Response #45 (Addendum 5);
and

- e. a USB flash drive containing electronic versions of the enclosed documents, plus an electronic version of the completed Bid Form 2 in MS Excel format (Excel 2010 compatible).

For further clarity, the above instructions do not include any requirements not previously found in the RFP or prior addenda; however the quantities of copies for Item 2(a) have been reduced from ten (10) to three (3).

2.0 CLARIFICATION OF PUBLIC PRESENTATION MATERIALS SUBMISSION REQUIREMENTS

Further to the RFP and subsequent addenda, the City would like to reiterate and clarify the submission instructions with regard to Public Presentation Materials:

1. Public Presentation Materials can be sent in a separate package from the Financial Proposal. Please address the package to the City's Contact Person at the location indicated on the RFP Communications Notice (Page 5);
2. The submission shall include:
 - a. up to six (6) presentation panels in A-1 format, mounted on ¼ inch foam core. Please refer to RFP Evaluation Process subsection 2.1.1.6(4) for the minimum compliance requirements with respect to the content found in the presentation panels. Names and logos of the Proponent, Core Team Members, and project brand may be depicted on the panels. If the Proponent wishes the panels to be viewed in a specific order, they should be clearly numbered accordingly in order to guide the observer;
 - b. ten (10) hard copy printouts of the presentation panels reduced to 11" x 17" paper format;
 - c. ten (10) printed and bound hard copies of the User Stories prepared in accordance with RFP Evaluation Process subsection 2.1.1.6(5) and the production guidelines outlined in City Response #141 (Addendum 12); and
 - d. A USB flash drive containing PDF versions of (a), (b) and (c) above, plus a digital file copy of the video / animation / digital presentation in accordance with the guidelines in #3 below. The digital file for (a) should be print-ready at the correct resolution and dimensions such that the City can order a new, large-format print in the case where a panel requires replacement. The Proponent may also specify a preferred printer or printing method to ensure that a replacement print is as close to the original as possible.
3. Please note the following guidelines regarding the production of the video / animation / digital presentation:
 - a. Maximum run-time of 180 seconds (3 mins);
 - b. May include both visual and audio channels;
 - c. Must be in a widely accepted multimedia format, or as a self-executing file that does not require any additional software to view; and

d. Video file format must also be supported by YouTube.

4. Please note additional content guidelines regarding the Public Presentation Materials outlined in Addendum 19.

For further clarity, the above instructions do not include any requirements not previously found in the RFP or prior addenda other than the requirement to include a print-ready PDF version of Item 2(a).

As indicated in the RFP and Addendum 12 (City Responses #139 and #140), the City intends to display the Public Presentation Materials on the City's website and at public locations for download and review by members of the public so as to solicit input which will be collected and reviewed by Evaluation Team members as part of the evaluation process.

END OF ADDENDUM 21

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**

and at

www.hamilton.ca/westharbour

Procurement Section, City of Hamilton, Ontario