



CD-RFP-002-2026
Request for Proposal
Housing Needs Study

Addendum No. 1 - CD-RFP-002-2026 “Housing Needs Study”
(to the Request for Proposal Document)

The Request for Proposal (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondents shall take this Addendum into consideration when preparing and submitting its Proposal.

1. Changes to the Request for Proposal

1.1. Submission

Under Section 4, titled “Submission”, on page 3 of the RFP document:

Delete:

The closing date for the submission of Proposals will be at **2:00 p.m. local time on October 16, 2025.**

Replace with:

The closing date for the submission of Proposals will be at **2:00 p.m. local time on Monday, October 19, 2026.**

1.2. Project Scope and Proposal Submission

Under Section 7, titled “Project Scope and Proposal Submission”, following the sixth (6th) paragraph:

Add:

In accordance with the City's procurement requirements and, where applicable, the **Buy Ontario Act (Public Sector Procurement), 2025** and the **Municipal Buy Ontario Procurement Directive**, Proponents shall identify the location from which the proposed services will be provided and the location of the individuals who will perform the services.

Proponents shall identify:

- The percentage of the proposed services that will be provided by individuals located in Ontario;

- The percentage of the proposed services that will be provided by individuals located elsewhere in Canada;
- Any proposed sub-consultants and their location; and
- Any material components of the proposed services that will be provided from outside Ontario or Canada.

This information will be considered by the City where applicable and in accordance with the City's Procurement Policy, the Buy Ontario Act (Public Sector Procurement), 2025, the Municipal Buy Ontario Procurement Directive, and any applicable trade agreement obligations.

Nothing in this section is intended to require a Proponent to provide services from Ontario or Canada where doing so would conflict with applicable legislation, trade agreements or other mandatory procurement requirements.

1.3. Proposal Evaluation

Under Section 9, titled “Proposal Evaluation”, on page 9 of the RFP document,

Delete:

The evaluation criteria will be as follows:

CITY PROPOSAL EVALUATION CRITERIA			MAXIMUM TOTAL POINTS
	Weight	Points	
Qualifications & Expertise and Performance on Similar Projects			
Past ability and experience with similar projects	8	10	80
Stability and reputation of firm	3	10	30
Qualifications of project team	5	10	60
Specialized expertise	4	10	40
Ontario Based Business (Ontario Procurement Directive)	3	10	30
25%			
Understanding of the Project Goals			
Provides sufficient details	5	10	50
Innovative approach	5	10	50
Demonstrates an understanding of the scope and community	15	10	150
25%			
Completeness and Schedule			
Provides a plan, approach, and methodology for the project	10	10	100
Schedule to achieve project deliverables	5	10	50
Clarity and completeness of submission	5	10	50
Quality Assurance	5	10	50
25%			
Estimated Fees and Disbursements			

Estimates are evaluated for completeness and best value offered. Prices within a small differential will be scored equally. 25%	25	10	250
Total Score	100		1000

Replace with:

CITY PROPOSAL EVALUATION CRITERIA			MAXIMUM TOTAL POINTS
	Weight	Points	
Qualifications & Expertise and Performance on Similar Projects			
Past ability and experience with similar projects	10	10	100
Stability and reputation of firm	5	10	50
Qualifications of project team	5	10	50
Specialized expertise	5	10	50
25%			
Understanding of the Project Goals			
Provides sufficient details	5	10	50
Innovative approach	5	10	50
Demonstrates an understanding of the scope and community	15	10	150
25%			
Completeness and Schedule			
Provides a plan, approach, and methodology for the project	10	10	100
Schedule to achieve project deliverables	5	10	50
Clarity and completeness of submission	5	10	50
Quality Assurance	5	10	50
25%			
Estimated Fees and Disbursements			
Estimates are evaluated for completeness and best value offered. Prices within a small differential will be scored equally. 25%	25	10	250
Total Score	100		1000

2. Questions and Answers

The following questions and answers are provided as information to clarify questions raised about the Request for Proposal (RFP).

1. Question: What is the proposed project budget?

Answer: Proponents are requested to submit pricing based on the complete Scope of Work and requirements outlined in the RFP. As outlined in Section 9 – Proposal Evaluation, fees and disbursements are one component of the overall evaluation criteria.



Ben Krul
Director of Community Development

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