

## Addendum No. 3 August 18, 2021

**Project Name/Description:** RFP Bilingual (French/English) Public Consultation for Tunney's Pasture  
**Location:** Ottawa, Ontario  
**Owner:** Canada Lands Company  
**RFP Coordinator:** Caroline Lavigne McGregor  
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**RFP Number:** 602299-01  
**RFP Issue Date:** July 8, 2021  
**RFP Closing Date:** August 20, 2021 at 2 PM EDT  
**Total number of pages**  
**within this issued Addendum: 1 plus attachment (Revised Schedule 6)**

*All Addenda shall form an integral part of the RFP and are to be read in conjunction therewith. The Addenda shall take precedence over the aforementioned RFP which may prove to be at variance or may otherwise be qualified in writing by authorized personnel.*

*This information shall be incorporated into and be read together with the relevant Sections of the Request for Proposal document.*

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**Schedule 6 is hereby deleted and replaced with the attached Revised Schedule 6.**

## Schedule 6 Pricing Schedule

The Proponent should use the following charts to set out its pricing. Where an item is irrelevant, indicate “N/A” in the space provided. The information listed below is not a complete description. All Proponents should refer to and review the applicable sections in the RFP before responding. In addition:

- a. all prices shall be provided in Canadian funds and shall include all applicable customs duties, tariffs, overhead, profit, permits, licenses, labour, carriage insurance, and warranties, and further shall not be subject to adjustment for fluctuation in foreign exchange rates. All prices shall be quoted exclusive of the harmonized sales taxes or other similar taxes, each of which, if applicable, should be stated separately;
- b. all prices quoted, unless otherwise instructed in this RFP, shall remain firm for the period set out in the RFP;
- c. in the event of any discrepancy in the pricing, the lowest unit price submitted shall prevail.

**Proponent Name** \_\_\_\_\_

### Part A - Pricing

The Proponent as part of completing the price table below is to complete a comprehensive review of the tasks and deliverables outlined in Schedule 1 - Scope of Work and provide a lump sum price for each stage of the work outlined.

The Proponent should assume all meetings to be two (2) hours each over the duration of the stages of the project outlined below unless otherwise indicated.

| COMPONENT  | PRICE |
|--|-------|
| Community Engagement Strategy and Implementation Plan  |       |
| Ten (10) Public Meetings – Virtual (4-hour meetings including meeting preparation, meeting minutes and meeting materials)                    |       |
| Ten (10) Community Engagement Events (4-hour <b>in person</b> meetings including meeting preparation, meeting minutes and meeting materials) |       |
| Twenty (20) Stakeholder Meetings (2-hour meetings including meeting preparation, meeting minutes and meeting materials)                      |       |
| Meeting reports for Public Circulation   |       |
| Hourly Rates – By Team Member as identified by Role and Responsibility   |       |
| Disbursements  |       |
| <u>Lump Sum Fee for each additional meeting:</u>   |       |
| - Public Meeting - Virtual   |       |
| - Community Engagement Event   |       |

|   |  |
|---|--|
| - Stakeholder Meeting (with the Company, PSPC, the City of Ottawa, NCC or other stakeholder etc.) |  |
| HST (13%)   |  |
| <b>Total</b>  |  |

Proponents shall include pricing that includes all presentation materials, public and internal documents, and other information shall be produced by the Proponent in English and French.

Disbursements shall not include any meals, travel or telephone charges, shall be commercially reasonable, and shall be subject to the written pre-approval of the Company.

The Proponent is to provide a breakdown of unit rates, hourly fees for staff and equipment in support of the lump sum fees outlined within the Pricing Schedule.

**The Proponent is to provide a Lump Sum fee for each additional meeting.**

The successful Proponent will be required to submit regular progress reports to the Company on the status of the Project.

Monthly Progress reports shall confirm the level of effort and hours to date in relationship to the project budget.

Invoices will be based on the above itemized with details of percentage complete and totals of the contract.

Disbursements shall be paid as incurred with documented proof to a fixed upset limit.

**The Company does not guarantee a minimum number of hours of work for any of the identified roles.**