

CITY OF KENORA

**RFP #860-002
Housing Needs Assessment and Action Plan**

ADDENDUM No. 1

This Addendum is issued prior to closing, for the above captioned request for proposal call. The following answers, clarifications, and changes to the Request for Proposal documents form part of the RFP and shall be included in all considerations relating to the Proponent's submission.

1. What is the budget for this project?

The City does have a budget identified, however, does not publish those amounts because it tends to drive up the costs of projects and leaves no room for contingencies or extras that may occur during project delivery. The City recognizes that costs can vary depending on level of effort or frequency of activity so please note such assumptions explicitly in the submission and allocate budget dollars as options or ranges to help capture the deliverable to be executed as part of the vision for the project.

2. When does the City expect to award/kick-off the project?

The City would like to award the project and be positioned to start within four weeks of the close of the RFP process.

3. Has the City identified an overall timeframe to complete the entire project, or are there specific dates by which it expects to complete the individual tasks—namely, the Housing Needs Assessment and the Action Plan?

The City would like to have the project completed by September 30, 2025.

Revision to the RFP Document:

Referring to Section 3.2 Execution of the Proposal

Proposals shall be properly executed in full compliance with the following:

Proposals and the pricing form attached as Schedule "D", must be signed by the representative for the Proponent;

If the Proposal is made by a corporation, the full name of the corporation shall be accurately printed immediately above the signatures of its duly authorized officers and the corporate seal shall be affixed;
IMPORTANT

If the Proposal is made by a partnership, the firm name or business name shall be accurately printed above the signature of the firm and the Proposal shall be signed by a partner or partners who have authority to sign for the partnership;



3.2.1 If the Proposal is made by an individual carrying on business under a name other than his own, his business name together with the individual's name shall be printed immediately above its signature; and

3.2.2 If the Proposal is made by a sole proprietor who carries on business in his own name, the proprietor shall print his name immediately below his signature.

Revise Section 3.2 Execution of the Proposal and replace with:

Proposals shall be properly executed in full compliance with the following:

Proposals and the pricing requirements attached as Schedule "C", must be signed by the representative for the Proponent;

If the Proposal is made by a corporation, the full name of the corporation shall be accurately printed immediately above the signatures of its duly authorized officers and the corporate seal shall be affixed; **IMPORTANT- for Proponents responding electronically, an image of the corporate seal appropriately placed will satisfy this requirement;**

If the Proposal is made by a partnership, the firm name or business name shall be accurately printed above the signature of the firm and the Proposal shall be signed by a partner or partners who have authority to sign for the partnership;

3.2.1 If the Proposal is made by an individual carrying on business under a name other than his own, his business name together with the individual's name shall be printed immediately above its signature; and

3.2.2 If the Proposal is made by a sole proprietor who carries on business in his own name, the proprietor shall print his name immediately below his signature.