

2015-04-01

**REQUEST FOR PROPOSAL
MASTER PLAN- CONSULTING SERVICES
RFP #02 (2015-03)
ADDENDUM # 1**

This addendum shall be incorporated into, and form part of RFP #02 (2015-03) and take precedence over all requirements of the previously issued bid documents including plans. This addendum must be signed by the bidder (signing officer) in the appropriate space and must be attached to the Form for submission by the bidder. This Addendum consists of two (2) pages and the documents listed below.

1. PROPOSAL SUBMISSION FORMAT- CLARIFICATION

7.0 PROPOSAL SUBMISSION FORMAT

- 7.1 Evaluation of Proposals is facilitated when proponents respond in a similar manner. The following page format and sequence should be followed to provide consistency in the Proponent response and ensure each Proposal receives full consideration.
- 7.1.1 Title page, showing Request for Proposal number, Proponent's name, telephone number, authorized signature and contact name.
 - 7.1.2 The page letter of introduction, signed by the person or persons authorized to sign on behalf of and bind the Proponent to the statements made on the Proposal.
 - 7.1.3 Table of Contents.
 - 7.1.4 Executive summary.
 - 7.1.5 Duly executed Proposal Form.
 - 7.1.6 Corporate Information.
 - 7.1.7 Detailed experience, background and other similar project opportunities completed within the past five (5) years.
 - 7.1.8 Detailed biographies of team lead and key members and their roles, including Appendix B- List of Sub-Contractor.
 - 7.1.9 Estimated time frame to complete the project deliverables and work plan or schedule with key dates and milestones for immediate implementation and the accompanying identification of staff and resources that will be assigned to this project.
 - 7.1.10 A breakdown of proposal cost by element; total fixed price for the project, including consulting fees, sub-contractors (if required), key milestones for earning of proposed fee and disbursements.
 - 7.1.11 A separate schedule of hours and costs by activity and assigned consultant;
 - 7.1.12 Identified conflict of interests in the event if the Proponent's representation of any of its clients could create a conflict of interest should the Proponent provide services to the Toronto Zoo.

RFP #02 (2015-03) MASTER PLAN- CONSULTING SERVICES

7.1.13 Provide three (3) references including name, address contact person and telephone number from clients with similar projects as outlined in this RFP, do not list the Toronto Zoo as a reference.

2. QUESTION:

If two firms are submitting together a joint venture partnership, is it necessary for both firms to fill out the Proposal Form?

ANSWER:

No, a submission proposal form should be submitted by the Prime Proponent.

Proposals should identify a 'Prime Proponent' who shall represent the team to the Toronto Zoo by acting as the primary contact and taking overall responsibility for the performance of the work required. The proposal should identify all associate firms or sub-consultants working with or under the Prime Proponent in either sub-contracting or consortium relationship.

Receipt of the Addendum shall be acknowledged as part of your submission.

The Board of Management of the Toronto Zoo reserves the right to reject any or all Quotations or to accept any quotation, should it deem such action to be in its interests.

If you have any queries regarding this matter, please contact Mr. Peter Vasilopoulos, Supervisor, Purchasing & Supply, at 416-392-5916.

Yours truly,

Peter Vasilopoulos
Supervisor, Purchasing & Supply

I/we hereby acknowledge receipt of this addendum and make allowance in my bid.

Signed (Must be Signing Officer of Firm)

Name of Firm

Date: