



Renfrew
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Bridging Charm and Convenience

Town of Renfrew
127 Raglan Street South
Renfrew, Ontario
K7V 1P8

Addendum No. 2

Date: April 17, 2025

Project No. 2025-03-DE

Project: Request for Standing Offer of Professional Real Estate Services

To: All Bidders

Scoring Clarification

Remove:

From Section: Financial Proposal (Page 4 of Section 1)

In order to allocate the score for the Financial Proposal, a "Benchmark Price" will be determined by taking the average "**Total Upset Limit Price**" from all of the financial proposals that are opened.

Addition:

To Section: Financial Proposal (Page 4 of Section 1)

In order to allocate the score for the Financial Proposal, a "Benchmark Price" will be determined for each position by taking the average "**Hourly Rate**" from all of the financial proposals that are opened.

Pre-Bid Questions

1. **Question:** In reviewing the RFSO documents, we noticed an inconsistency regarding how pricing will be evaluated:
 - **Page 4 of Section 1 – Proposal Information** states that the financial evaluation score will be based on the bidder's "Total Upset Limit Price" compared to the "Benchmark Price" established from all opened proposals.
 - However, **Page 7 of Section 2 – Information Package** notes that firms will only provide maximum upset limits once specific work assignments are issued under the standing offer. Since defining upset limits requires detailed statements of work, deliverables, and timelines - which are not currently provided - it is unclear how bidders are expected to determine these upset limits at this stage.



Additionally, **Page 6 of Section 2 – Information Package** requests hourly rates for identified project team members. To ensure consistency among bidders, could the Town of Renfrew clarify:

1. Whether specific personnel categories or roles should be used when presenting hourly rates?
2. Given that "total upset limit prices" cannot realistically be provided at this time, how will the Town evaluate or compare the hourly rates submitted by bidders?

Answer: Page 7 of Section 2 – Information Package is referring to how assignments will be administered after award whereas **Page 4 of Section 1 – Proposal Information** relates to the scoring of the submitted proposals (before award). Clarification on the financial scoring of the bids has been provided within the add/remove section of the addendum.

In the context of this RFSO, we are requesting hourly rates for personnel, and commission rates for commission-based services (e.g., land sales). It is anticipated that these will serve as the basis for price comparison between proposals. Rates for the following roles should be provided, where applicable:

1. Principal / Partner / Managing Broker / Senior Manager
 - a. Typically oversees high-level strategy, relationship management, and final approvals.
2. Senior Real Estate Consultant / Account Manager
 - a. Manages significant client accounts, leads negotiations, and provides strategic advice on larger projects.
3. Real Estate Broker / Sales Representative
 - a. Licensed professional who handles the listing and closing of property transactions, including buyer/seller relations.
4. Real Estate Analyst / Market Analyst
 - a. Performs market research, demographic analysis, feasibility studies, and prepares valuation models.
5. Property Manager / Facilities Manager
 - a. Oversees regular operations and maintenance of municipal properties, coordinates with tenants and contractors, manages budgets for upkeep, and ensures compliance with relevant building codes and municipal standards.



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6. Development Manager / Project Manager

- a. Oversees the coordination of land development projects, from initial concept through approvals and construction milestones.

7. Financial Analyst / Underwriter

- a. Analyzes deal structures, financing options, and potential returns for P3s, commercial sales, and other transactions.

8. Appraiser (P.App, AACI designations)

9. Legal / Paralegal Services (Sub-Consultant if Applicable)

- a. Handles property title searches, transactional documentation, and compliance with municipal or provincial regulations.

10. Administration / Project Coordinator

- a. Provides administrative support, tracks budgets and schedules, coordinates meetings, and handles documentation.

Proponents should keep in mind that the immediate need is for real estate marketing/transaction services, with other roles being value added.

Typical disbursement rates should be provided where applicable.

2. **Question:** The Scope of Services includes: **3. Economic Development & Public-Private Partnerships (P3s)** and a subcomponent of that list reads “Maintenance of a List”. Is there anything missing from that description?

Answer: The bullet should be read to mean that the proponent will create and continuously update a registry of investors, developers, or prospects interested in Public-Private Partnerships and land development projects in the municipality.

3. **Question:** We understand the submission is a hard copy delivery. Would the Town consider accepting a soft copy submission in lieu of hard copy for this bid?

Answer: For this proposal, the Town is looking for a hard copy submission as per the RFSO.

Please attach this addendum to your Tender document and be governed accordingly. Bidders must acknowledge receipt of all addenda.