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March 27, 2024

**Addendum No. 2
 Request for Proposals (RFP) for
 Non- Motorized Watercrafts Rental Service for Multiple City-Owned
 Waterfront Locations**

Request for Proposals Number: **2024-PFR RFP-01**

Closing Date: April 8, 2024

This Addendum is posted online at [Business Opportunities for Parks, Forestry & Recreation – City of Toronto](#) webpage. The Request for Proposals document can also be found on this page. Please refer to the Request for Proposals (RFP) document and be advised of the following:

1. For Section 2.1, on page 8 for the RFP document, the RFP Process Schedule is updated to reflect an updated RFP Process Schedule.

The current RFP Process Schedule,

Date	Event
March 5, 2024	Issue date of RFP
March 14, 2024 at 11:00 am EST	Pre-Proposal Virtual Information Meeting - Optional
7 Business Days before Submission Deadline	Deadline for questions to be sent to procurement contact
5 Business Days before Submission Deadline	Deadline for issuing final Addenda
April 5, 2024 at 12:00 Noon Eastern Time (ET)	Submission Deadline

3 Business Days from receipt of Rectification Notice	Rectification Period
April 24, 2024	Anticipated Evaluation Period Completion
Within 120 days of Submission Deadline	Proposal Validity Period
May 1, 2024	Anticipated Contract Award
June 1, 2024	Service/Contract Start Date

is replaced with:

Date	Event
March 5, 2024	Issue date of RFP
March 14, 2024 at 11:00 am EST	Pre-Proposal Virtual Information Meeting - Optional
7 Business Days before Submission Deadline	Deadline for questions to be sent to procurement contact
5 Business Days before Submission Deadline	Deadline for issuing final Addenda
April 8, 2024 at 12:00 Noon Eastern Time (ET)	Submission Deadline
3 Business Days from receipt of Rectification Notice	Rectification Period
May 2024	Anticipated Evaluation Period Completion
Within 120 days of Submission Deadline	Proposal Validity Period
May to June 2024	Anticipated Contract Award
June 2024	Service/Contract Start Date

The submission deadline was changed from Friday April 5, 2024 to Monday April 8, 2024 at 12 noon Eastern Time.

2. On the webpage, [Business Opportunities for Parks, Forestry & Recreation – City of Toronto](#), within the Request for Proposal section for the Non-Motorized Watercrafts Rental Service for Multiple City-Owned Waterfront Locations, please note that:

- Submission Deadline: Monday, April 5, 2024 at 12 p.m. noon ET

Is corrected to be:

- Submission Deadline: Monday, April 8, 2024 at 12 p.m. noon ET

3. For Section 4.3, on page 31, additional information is provided.

The current paragraph,

Proponents must provide information on the craft type and number to be used in the business. A brief description of their proposed operation outlining the style and the physical nature of its construction and must be aesthetically pleasing with the surrounding park lands. Storage plan should include renderings and/or photos depicting the basic size, layout and design of any proposed kiosk, customized commercial vehicle, modified shipping container, etc. or similar, being proposed as a sales platform for the licensed area. Fee Structure of the business consistent with industry standards, fair market value, sustainable for the proponent and future users. Service Standards must be clearly identified and must adhere to satisfactory technical and industry standards.

is replaced with the following:

Proponents must provide information on the craft type and number to be used in the business. A brief description of their proposed operation outlining the style and the physical nature of its construction and must be aesthetically pleasing with the surrounding park lands. Storage plan should include renderings and/or photos depicting the basic size, layout and design of any proposed kiosk, customized commercial vehicle, modified shipping container, etc. or similar, being proposed as a sales platform for the licensed area. Fee Structure of the business consistent with industry standards, fair market value, sustainable for the proponent and future users. Service Standards must be clearly identified and must adhere to satisfactory technical and industry standards.

The proposed location of each of the licensed areas is shown on Appendix D. While the City's expectation is that the Proponent operates within the designated licensed area, the City is willing to consider alternate locations within the vicinity of the proposed licensed areas on

Appendix D, only if any of the licensed areas shown on Appendix D cannot accommodate your type of watercraft. Alternate locations would be subjected to approval from the General Manager, Parks, Forestry and Recreation and must be similar in size, within the same park, without impact to other park users and operations. Please be sure to show your proposed alternate site for a licensed area in your proposal (on Appendix D), and include any additional information required to justify your proposed site.

4. For clarification for Reference Forms, while the City prefers references from organizations that your company has worked with to provide services for, other types of references that can attest your experience and qualifications will also be accepted. In which case, the Reference Organization/Company Type would be left unchecked on the form, and the relationship can be described in the space provided to answer question 1.

5. For the Form D: Financial Proposal Form on page 87 of the RFP document, the following sentence is removed:

- The City welcomes other innovated revenue sharing structure. Proponent can use the Other Revenue Sharing Structure to provide detailed revenue sharing structure.

For fairness in evaluation, the evaluation team will be evaluating based on proposed licence fee.

6. Is it permissible to leave an equipment storage container year round at the site?

No. As noted in the first Addendum, under General Questions number 5, the City expects proponents to adhere to all terms and conditions of their contract and will enforce the terms and conditions of the contract. The City is currently working to remove any structure from the previous Licensees on all locations.

Should you have any questions regarding this addendum contact Glenn Zeta at PFRRFP@toronto.ca.

Proponents must acknowledge receipt of all addenda on the space provided on the Proposal Submission Form as per the Process Terms and Conditions, Addenda, of the RFP document. All other aspects of the RFP remain the same.

Sincerely,



Christina Iacovino
Director, Partnership and Business Services
Client & Business Services
Parks, Forestry and Recreation