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Job No: RFP 26-002
Housing Corporation: Kingston & Frontenac Housing Corporation
Job Description: Building Condition Assessment
Addendum No.: 1
Date: June 11, 2026

The following additions, deletions and changes are to be read with and form part of the original Bid Documents.

Receipt of this addendum must be acknowledged by inserting its number in the space provided on the Bid Form.

This Addendum consists of 3 pages.

Questions and Answers:

- Q1. The evaluation criteria reference a mandatory pre-bid meeting/site visit; however, the provided RFP package does not identify the meeting date, time, location, or registration requirements. Please confirm these details.
- A1. Item 4 of Part 1 in Section 13.1 Evaluation Grid should be omitted. There is not a mandatory pre-bid meeting to attend.
- Q2. Please confirm the total number of buildings/sites included in the assignment and whether any properties are excluded from the scope of field review or AssetPlanner updates.
- A2. All properties to be included are listed in detail in Appendix A.
- Q3. RFP Section 7 – Assessment of Property: Please confirm the required residential unit sampling percentage and whether the sampling expectation applies uniformly across all building types.
- A3. 10% for each property address as listed in Appendix A.

- Q4. RFP Section 7.2 – Arranging for Entry: Please clarify KFHC’s role in tenant access coordination, including notice requirements, escorted access expectations, and procedures for failed/no-access units.
- A4. Consultant team to identify units to go into. A representative from KFHC will escort consultant to each unit. Units with no access can be skipped.
- Q5. RFP Section 5 / Section 10.2 – AssetPlanner Database Requirements: Please confirm whether KFHC will provide existing AssetPlanner database access, import/export templates, naming conventions, and required QA/QC standards for database updates.
- A5. Yes, through the AssetPlanner/AuditPlanner mobile application.
- Q6. RFP Section 11 – Reserve Fund Forecast: Please confirm whether the consultant is expected to provide inflation/escalation assumptions independently or whether KFHC will provide standard assumptions for reserve forecasting.
- A6. Yes, the consultant is expected to provide inflation/escalation assumptions independently.
- Q7. RFP Section 11.5 – FCI Analysis: Please confirm whether KFHC has a preferred methodology for calculating and presenting the Facilities Condition Index (FCI), beyond the AssetPlanner software outputs.
- A7. KFHC does not have a preferred methodology.
- Q8. RFP Section 9 – Deliverables: Please confirm whether editable/native-format deliverables (Excel, Word, database exports, CAD, etc.) are required in addition to PDF submissions.
- A8. No, only PDF submissions are required.
- Q9. RFP Section 10.2 – Elevator Inspections: Please clarify whether KFHC will coordinate elevator contractor access or whether the prime consultant is expected to manage all scheduling and coordination with the registered elevator inspection contractor.
- A9. To be scheduled by consultant.
- Q10. RFP Section 13.2 – Insurance Requirements: Please confirm whether the stated insurance minimums are mandatory thresholds only or whether higher insurance limits are evaluated/scored as part of proposal evaluation.
- A10. Stated insurance minimums are mandatory thresholds only.
- Q11. RFP Section 13 – Submission Requirements: Please confirm whether Biddingo submissions require a single combined PDF, separate uploaded forms, specific file naming conventions, or maximum upload size limitations.
- A11. Separate files are accepted with proper naming to identify content. Contact Biddingo for upload size limitations.

Q12. RFP General – Scope Exclusions: Please confirm whether intrusive/destructive investigations, material testing, hazardous materials investigations, or geotechnical investigations are excluded from the base scope unless separately authorized.

A12. Confirmed.

Q13. RFP General – Schedule: Please confirm whether site visits may continue after August 28, 2026 if access delays occur outside of the consultant's control.

A13. Yes, as long as it doesn't affect timing of finished product.

Q14. RFP General – Pricing: Please confirm whether travel, accommodation, mileage, and other reimbursable expenses are to be included within the lump-sum fee or identified separately.

A14. Yes, to be included within the lump-sum fee.

Q15. RFP Appendix D – Bid Form: Please confirm whether pricing should include all subconsultants, including elevator inspection services, within the submitted totals.

A15. Yes, all required subconsultans, including elevator inspection services, to be included in lump-sum fee.

Q16. Would KFHC accept an extended/alternate project schedule proposed by the bidder? The current schedule only provides 24 working days for completion of draft reports for 28 properties. Please advise if the latest deliverable date (Nov. 30) may be flexible to extend to the end of 2026.

A16. Final product is required by November 30, 2026.

Q17. Due to the volume of RFPs closing mid-late June in southeastern Ontario, would KFHC consider an extension of the bid period?

A17. No, not at this time.

End of addendum
