

**TOWN OF LUNENBURG**

**REQUEST FOR PROPOSALS**

**HERITAGE PLAN AND BYLAW REVIEW TOL2021024**

**ADDENDUM #1 – November 2, 2021**

This addendum is being issued clarify section 1.2 and 1.6 of the above noted Request for Proposals (RFP). This addendum should be added to and made part of the original RFP document.

Section 1.2 should read as follows:

**1.2 Proposal Submissions**

Any change notices, appendices and addenda issued for this RFP shall be considered part of this proposal document. The proposal is to be submitted, clearly marked with **“Heritage Conservation District Plan and Bylaw Review”** and proposal document number TOL2021024, to Katie MacMillan, Business Coordinator at 119 Cumberland Street, Lunenburg, NS, B0J 2C0 before the closing time on the closing date (Closing Time). Proponents must submit two (2) colour and bound hard copies of their proposal **and/or** one (1) PDF copy via email to [purchasing@townoflunenburg.ca](mailto:purchasing@townoflunenburg.ca) or on a USB drive. Erasure, overwriting or strike-outs must be initialed by the person signing on behalf of the Proponent. Proposals will not be accepted after the Closing Time. The Town shall have the right in its absolute and unfettered discretion to determine whether a proposal has been received prior to the Closing Time. Proposal prices must remain open and available for acceptance by the Town for 90 days after the Closing Time. All proposals shall become the property of the Town of Lunenburg. It is the responsibility of each Proponent to submit all required documents as outlined in this RFP. Failure to quote on all options set out may disqualify your proposal.

Section 1.6 should read as follows:

**1.6 Opening**

Proposals will only be received by:

Name: Katie MacMillan  
Title: Business Coordinator  
Email Address: [purchasing@townoflunenburg.ca](mailto:purchasing@townoflunenburg.ca)

**Two (2) physical hard copies and/or one (1) PDF copy** of your proposal must be received by email prior to **2:00 p.m.** local time, **November 4, 2021**. Proposals will be signed by an official authorized to bind the Proponents will provide the name(s), title(s), address, and telephone number of the individual(s) to be contacted during the evaluation process. Proposals received later than the specified Closing Time may be returned unopened to the Proponent.