

**RFP 2020-01 CAO/ADMIN**  
**(Review of Property Sales**  
**Process)**  
**Proponents' Questions**



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**Question 1:**

Can the Town share the listing of lands sold in the last 10 years?

**Answer:**

**There are approximately 199 files of which 97 files are dealing with land issues around road closings or other road matters. Of the 199 files approximately 10% of the files may extend beyond the 10-year review timeframe. These files are not digital records and would require someone to do a cursory review at a location on site, to determine the materiality of the information for further consideration.**

**Question 2:**

What is the approved budget for this review?

**Answer:**

**This Request for Proposals (RFP) was issued on the direction of Council, outside of the normal budget process. There are no specific funds set aside for this review. The successful consultant will present their findings, arising out of the Phase 1 Scope of Work, to members of the Town of Greater Napanee Council. This report will determine the extent of work being proposed by the firm. Council will then approve a budget for the Phase 2 and Phase 3 Scopes of Work, based on the recommendations of the consultant, while also considering the cost factor as described in Section 4.2.4 of the RFP.**

**Question 3:**

What is the minimum and maximum number of properties the Town expects the Respondent to include in Phase 2?

**Answer:**

**The minimum number of properties expected to be reviewed would be one (1). Council awaits a recommendation from the selected firm on the total number of properties to review.**

Question 4:

Given the current COVID-19 situation, is the Town open to conducting some internal and external stakeholder engagement virtually?

Answer:

**Meetings with Staff, Council or third parties that are required could be completed using Zoom or an alternate technology. With a confidentiality agreement in place, remote access could be provided to review digital documents and files including Council Meeting Minutes. Onsite review of paper records would be required while following all mandated COVID-10 safety guidelines.**