



# **TOWNSHIP OF SOUTH FRONTENAC**

## **REQUEST FOR PROPOSAL**

RFP# DS-2021-01

### **Consulting Services to Prepare a New Official Plan for the Township of South Frontenac**

Issued on: January 29, 2021

## 1. Background Information

The Township of South Frontenac (“The Township”) is a rural, lower tier municipality within the County of Frontenac in Eastern Ontario. It is located north of the City of Kingston. The total permanent population (2016) of the Township is approximately 19,100. It contains 10,557 dwellings, of which 3,098 are seasonal. The Township stretches across 970 sq. km. with over 75 named lakes, rolling farm land, and mixed forest on the edge of the Canadian Shield.

The Township is comprised for four districts: Bedford, Loughborough, Portland and Storrington. These districts represent the four former Townships that amalgamated to form the Township of South Frontenac in 1998.

The Township is characterized by a blend of expansive rural lands and settlement areas. The existing employment base is concentrated in retail, small to medium-scale industrial and commercial businesses, home occupations, government and education, accommodation and food services, agriculture and tourism. The Township has a strong rural and agricultural history. Agriculture is evolving in the Township with growing interest in value added agricultural opportunities in close proximity to the population of Kingston.

The Township has an incredibly rich history and ecological diversity. The significance of these assets has been recognized internationally. For example, the Rideau Canal UNESCO World Heritage Site connects several lakes on the eastern boundary of the Township. The Township is also located within the Frontenac Arch UNESCO Biosphere Reserve. The Frontenac Arch is a land bridge that extends from Algonquin Park to the Adirondacks, providing an important link for migration of plants and animals. The Township also includes a significant concentration of Ontario’s lake trout lakes.

The County of Frontenac forecasts that the Township is anticipated to receive 80% of the permanent population growth within Frontenac County between 2016 and 2046. This growth is anticipated given the Township’s proximity to the City of Kingston and its natural amenity value. In 2016, nearly 78% of all employed South Frontenac residents worked within the City of Kingston.

The permanent population of the Township is forecasted to increase from approximately 19,100 in 2016 to 23,800 in 2046. Total permanent households are expected to increase from 7,200 to 9,700 over the same time period.

South Frontenac is home to a significant seasonal population who recreate and enjoy the natural amenities and lakes the Township has to offer. South Frontenac has an active waterfront community which draws a seasonal population from the Greater Toronto Area, Ottawa, Montreal and the north-eastern United States. Over the period from 2016 to 2046, there is expected growth in the seasonal population within the Township. The combined seasonal and permanent population is forecasted to increase from 29,400 in 2016 to 34,800 by 2046.

Growth opportunities within the Township's local employment base also represent a key driver of future housing demand and population growth. Quality of life attributes offered in South Frontenac are also expected to drive net migration from a broad range of demographic groups, including first time home buyers, families, empty nesters and seniors. The Township of South Frontenac's rural character, proximity to the City of Kingston and access to a wide range of recreational opportunities represents a draw to both new residents and businesses.

## **2. Intent of the Proposal**

This Request for Proposal ("RFP") is a call for qualified firms/consultants for the provision of consulting services to develop a new Official Plan to replace the current South Frontenac Official Plan, as amended

The South Frontenac Official Plan is the principal policy document to express the Township's goals and objectives for growth and development. It provides a land use planning framework to guide the physical, social, economic and environmental management and growth of the Township.

The current Official Plan for South Frontenac was created in 2003, following amalgamation. This policy document has guided the development of the Township over the past 20 years.

In line with Council's strategic plan, South Frontenac is looking to create a new Official Plan to set out a vision for growth and development of the Township over the next 25 years. The Township is looking to create an Official Plan that supports and furthers the vision of South Frontenac as natural, vibrant and growing, and to become a progressive rural leader.

The objectives of the project are to create a new Official Plan for the Township that shapes the community for the next 25 years. To achieve this vision, the Township is:

- Planning for the future, being proactive and having the capacity to adapt to change;
- Engaging and collaborating with citizens and partners in an open and transparent manner;
- Preserving and leveraging the community's natural assets, history and rural lifestyle.
- Recognizing the Township's role in the stewardship of our environment; seeking and taking advantage of practical opportunities to improve and sustain it.

A new Official Plan for South Frontenac must meet the requirements under the Planning Act, including compliance with the Frontenac County Official Plan, Provincial Policy Statement 2020 and all other applicable legislation and policy documents.

In addition to meeting legislated requirements, the Township is seeking a proponent who can assist in the creation of an Official Plan that can promote and support growth that meets the community's needs while maintaining the integrity of our natural environment.

The Township sees opportunity in the creation of a new Official Plan as a catalyst to create vibrant, complete communities within South Frontenac.

The Township is requesting proposals from firms/consultants that are both interested and capable of undertaking the project. The onus is on the proponent to show the knowledge, understanding and capacity to conduct the work outlined in this RFP.

## **2.1 Background**

- a) In August 2019, the Township held a special public meeting under Section 26 of the Planning Act to determine if an Official Plan Review was required. The outcome of this meeting is that Council provided direction for a new Official Plan to be prepared for South Frontenac.

In September and October of 2019, the Township hosted a series of open houses in order to collect input on the community's vision for a new Official Plan for South Frontenac. The Township also released a survey to obtain input from members of the public who were not able to attend the open houses in person.

The results from the Official Plan open houses and survey were shared with South Frontenac Council in January 2020.

During 2020, Township staff worked with County staff and Watson and Associates to prepare demographic studies to inform the anticipated levels and allocation of growth in both Frontenac County and South Frontenac.

Due to COVID 19, provincial emergency orders and the need for the Township to put in place technology to facilitate virtual public meetings and consultation, the engagement of a planning consultant to assist with the preparation of an Official Plan was postponed until 2021.

With the release of this RFP, the Township is now ready to engage a firm/consultant to begin the preparation of a new Official Plan for South Frontenac.

Information related to the Section 26 meeting and the summary of public consultation is available on the South Frontenac website at the following link:

<https://www.southfrontenac.net/en/open-for-business/official-plan.aspx>

b) There are several background studies and reports, policy documents and mapping available to assist the proponent to develop a new Official Plan for the Township of South Frontenac. These documents include, but are not limited to:

- [South Frontenac 2019-2022 Strategic Plan;](#)
- [South Frontenac Growth Analysis Study, 2016-2046](#)
- [South Frontenac Official Plan, 2003](#)
- [South Frontenac Official Plan, 2003 - Map](#)
  
- [County of Frontenac Official Plan, 2016](#)
- [County of Frontenac Population, Housing and Employment Projections, 2016-2046](#)
- [County of Frontenac Communal Servicing Study, 2019](#)
- [County of Frontenac – Natural Heritage Study, 2012](#)
  
- [County of Frontenac – Frontenac Maps – Interactive web GIS System](#)

The Township is currently undertaking several studies that will also inform aspects of the new Official Plan including:

- Municipal Servicing Options Study
- Verona Seniors Housing Master Plan
- Recreation Master Plan

## **2.2 Scope of Work**

The Township of South Frontenac is seeking a creative and innovative proposal to develop a new Official Plan.

Below is a list of major work items that is expected to be addressed through the Official Plan:

- Assess the supply of employment lands and create policy for its development and protection.
- Review settlement area boundaries in accordance with PPS 2020 municipal comprehensive review requirements. Complete a comprehensive review that considers the appropriateness of existing settlement area boundaries taking into account servicing options and the allocation of population to settlement areas within the Township. Create urban settlement area policies.
- Establish servicing standards for development in rural settlement areas, including communal servicing.
- Review the boundaries of the rural versus agricultural designations to ensure prime agricultural lands are designated consistent with the direction provided in PPS 2020. Develop rural and agricultural policies.

- Establish supportive policies for agricultural value added production, including agriculture-related and on-farm diversified uses.
- Policies to regulate the location and site development considerations for cannabis production facilities.
- Establish policies for mineral aggregate resources and influence areas.
- Create policies to address lot creation (consent, subdivision & condominium development) in rural, waterfront and settlement areas.
- Develop policies for additional residential units.
- Create affordable housing policies.
- Address development on private roads and rights-of-way.
- Develop comprehensive natural heritage and natural hazard policies.
- Incorporate policies from Source Water Protection Plans.
- Develop policies that balance development/re-development of waterfront properties with shoreline and water quality protection objectives.
- Establish policies for development adjacent to lake trout lakes.
- Create supportive policy framework to implement a Community Planning Permit System in the Township, including considering its application to facilitate waterfront development.
- Create a framework to address short-term rentals, especially within waterfront areas.
- Develop policies to address climate change.
- Create cultural heritage and archaeological policies.
- Develop servicing policies that reflect the provincial servicing hierarchy, including municipal and private communal sewage and water services for new residential and employment uses, and to facilitate re-development of settlement areas.
- Create policies that outline requirements of a complete application.

## Work Plan

The following are major phases of work that the Township expects the Consultant to include in the Work Plan. The below table outlines key activities that are expected to be completed by the Consultant in each phase of the project. However, it is expected that these phases and activities will be expanded upon by the consultant to provide a complete and well executed project:

<b>Start Up Phase/Consultation/Visioning (March 2021 – May 2021)</b>
<ul style="list-style-type: none"><li>• Meet with Township Project Team.</li><li>• Meet with Frontenac County planning staff and commenting agencies for formal pre-consultation meeting to identify issues to be addressed through the draft Official Plan.</li><li>• Review and analyze background information from Township, County and Province, and the 2019 public consultation summary.</li><li>• Research best practices and identify where opportunities for innovative and new policy approaches in the Township.</li><li>• Create a public and stakeholder engagement and consultation strategy that is adaptive to COVID-19 and meets the Township's interest in meaningful engagement with local First Nations groups on the development of the Official Plan.</li><li>• Create a vision, goals and guiding principles for the development of the new Official Plan and identification of themes to be presented to South Frontenac Council for their endorsement.</li></ul>
<b>Discussion Papers and Policy Framework (June 2021 – October 2021)</b>
<ul style="list-style-type: none"><li>• Prepare and release discussion papers outlining current conditions, issues and potential policy options.</li><li>• Consult with the public and stakeholder groups. Public consultation will be timed to include consultation with seasonal residents.</li><li>• Prepare and present a report for Council that consolidates public input and provides recommendations on policy matters.</li><li>• Obtain direction from Council on a proposed policy framework for a draft Official Plan.</li></ul>
<b>Draft Official Plan (November 2021 to May 2022)</b>
<ul style="list-style-type: none"><li>• Develop draft policies in consultation with Township planning staff and input from the project team.</li><li>• Work with Township and County staff to prepare mapping schedules.</li><li>• Obtain input from agency partners, stakeholders, First Nations and County of Frontenac staff on draft policy</li><li>• Release draft complete Official Plan to the Project Team for review and comment.</li></ul>

- Presentation of draft Official Plan to Council
- Statutory Open House on first draft of Official Plan
- Revise Official Plan based on public input ensuring all comments have been addressed.

**Final Official Plan for Adoption by Township Council  
(June 2022 – August 2022)**

- Statutory public meeting on the Official Plan
- Prepare the report and present the final Official Plan for adoption by South Frontenac Council.

- The lands of South Frontenac Township are entirely within the boundaries of the historic Algonquin Territory that is part of the Treaty Negotiations with the Federal and Provincial Crowns. An Agreement-in-Principle (AIP) was signed by the Federal and Provincial Governments and the Algonquin Nation in October, 2016. Additionally there are certain Crown land parcels within the Township that have been selected by the Algonquins for future acquisition as part of the AIP. In this context it is essential that the consultants work with the Township on engaging the Algonquins with regard to the development of land use policies for this new Official Plan. More information on the land claim can be found here: <https://www.ontario.ca/page/algonquin-land-claim>.
- It is required that the Consultant actively engage the public and stakeholders at least once during each phase. The Township has a Heritage Committee and Lake Ecosystem Committee that are available to the Consultant as stakeholder groups to consult with.
- The Work Plan should incorporate allowances for circulation of initial drafts of all documents to the Project Team for review and comment and any agreed upon changes should be made in advance of release to the public and stakeholders for review and comment.
- The Work Plan should include timing of reports and presentation to Township Council to obtain direction and endorsement at key phases of the project.
- It is anticipated that the development of the new Official Plan will be a phased exercise over approximately 15 to 18 months in 2021 and 2022, with the goal of adoption by Township Council in 2022.

### **2.3 Mapping**

The County of Frontenac provides GIS and mapping services to the Township of South Frontenac. The County of Frontenac GIS Specialist will work with Township staff and the proponent to prepare the mapping for Official Plan schedules. The GIS Specialist will be a resource to the successful proponent and will be a member of the Project Team.

The proponent shall assist Township Planning staff and GIS Specialist to create new mapping schedules to accompany the policies of the Plan.

### **2.4 Project Manager**

It is a requirement of the project that a primary project manager be assigned by the successful proponent.

The project manager is expected to be the primary contact, lead all aspects of the development, coordination and implementation of the project. The project manager will provide bi-weekly communication updates throughout the project to the Director of Development Services. The project manager shall regularly communicate with the Director of Development Services and the Senior Planner to obtain input and feedback on draft policy.

### **2.5 Project Team**

The Township will form a Project Team to provide input and feedback to the consultant at key stages of the project. The project manager shall meet monthly with the Project Team to provide updates on the progress of the project. . The members of the Project Team will include the:

- Chief Administrative Officer
- Director of Development Services
- Senior Planner
- Director of Public Services (or designate)
- GIS Specialist

It is anticipated that regular meetings will be held with the Project Team prior to, and following meetings with the public, stakeholders and Council. Due to COVID, it is anticipated that meetings will occur virtually. When conditionals allow – there may be some in-person meetings with the Project Team.

There may be times where the Project Team will seek input of technical experts. These technical experts may assist Township staff and the proponent with technical aspects of policy development. Technical experts may include, but are not limited to:

- Frontenac County Manager of Community Planning

- Conservation Authority Staff (Rideau Valley Conservation Authority, Cataraqui Conservation & Quinte Conservation)
- Ministry of Environment, Conservation & Parks (Lake Trout Lakes)
- Ministry of Natural Resources and Forestry (Aggregates)
- Ministry of Culture, Tourism & Sport (Cultural Heritage)
- Ontario Ministry of Agricultural, Food and Rural Affairs Land Use Planning staff

## **2.6 Key Deliverables**

The work shall consist of the provision of all labour and materials required for the provision of all components set out in the scope of work. In addition, the following document deliverables will be required as part of the Project:

- Three (3) hard bound copies of all final reports. All documents must meet municipal AODA requirements, including all electronic versions, which shall be compliant with Web Content Accessibility Guidelines (WCAG) 2.0 AA. If any of the documents submitted by the consultant (or any of their sub-consultants) do not meet these requirements, then any additional time to make required revisions for accessibility will be the responsibility of the consultant and will not be covered as part of the project budget.
- One (1) electronic PDF version and one (1) electronic Microsoft Word version of all final reports, communication, presentations, templates, etc. The final version of the Official Plan document must be produced Microsoft Word.
- One (1) electronic copy in PDF, JPEG, or TIFF format of all plans, illustrations and/or drawings produced during the Project, as well as one (1) electronic copy of all plans, illustrations and/or drawings in an appropriate ESRI compatible GIS file format.
- One (1) electronic and one (1) hard copy of all meeting minutes including any audio/video recordings, public notices, presentations, handouts, comments, sign-in sheets, etc. prepared for, or as a result of, public consultation and Project Team meetings.

The RFP should outline any additional deliverables that form the basis of the proposal.

### **3. Proposal Structure and Content Requirements**

#### **3.1 Proposal Submission Structure**

The proposal document should be structured in sections that refer to the headings addressed in the Proposal Content Requirements of this section and should be numbered and tabbed accordingly.

#### **3.2 Proposal Content Requirements**

##### **3.2.1 Expertise and Qualifications**

- a) Name of Consulting Firm, including Principal and contact information;
- b) Brief Description of the proponent
- c) A description of similar services that the Consulting Firm has previously delivered and/or is currently delivering for comparable Ontario municipal clients in the last five years.
- d) The roles and responsibilities of the proponent and any of its agents, employees and sub-contractors who will be involved in providing the deliverables, together with the names of those who will be performing those roles and their relevant expertise.
- e) Expertise and capacity to perform necessary public consultation, including the capacity to undertake virtual consultation.
- f) Experience to be able to defend the policies contained within the new Official Plan should an appeal be received by the Local Planning Appeal Tribunal.
- g) Consulting Firm must show evidence they have substantial expertise, resources and support services available to perform the review as outlined, in an expeditious manner and within the required time frames.

##### **3.2.2 Project Manager/Description of Team**

- a) The proponent will provide an overview of key personnel working on the new Official Plan, including any outside consultants. Identify and provide a listing of subcontractors, if applicable.
- b) Provide an outline of the qualifications and certifications of the team member(s) proposed for this project. This should include respective roles and responsibility of each team member involved in the work. Indicate previous experience that the proposed team members have and identify projects on which proposed team members worked on together.
- c) The proponent will provide the name, address, telephone number, email and resume of the project manager.
- d) The outline will include a description of the approach that will be taken by the project manager to ensure the team is providing services on-time and on-budget. Any previous work experience the project manager has leading the members of the team should be indicated.

### **3.2.3 Methodology/Approach**

Describe the proponent's approach to developing Official Plans. This should include at least the following points:

- a) Demonstrate the understanding of legislation and policy relevant to the development of a lower tier municipal Official Plan in Ontario;
- b) Demonstrate an understanding of land use planning in an Ontario two-tier municipal environment;
- c) Demonstrate experience developing land use planning policies in rural municipalities that are being impacted by regional growth and development pressures;
- d) Familiarity with best practices for rural, agricultural, environmental, waterfront planning and shoreline protection;
- e) Demonstrate understanding of the significance of an Official Plan to achieve the Community's vision for growth and development of a municipality over 25 years.

Project methodology and work plan will provide an outline of the detailed tasks and activities to be completed in order to meet the project requirements, including all timelines to complete works. The work plan provided by the proponent shall incorporate the basic activities and phases included in section 2.2.

Provide a project schedule, by task/activity and indicate the approximate timing of key events. Proposed dates, milestones and sufficient definition of what tasks need to be completed should be outlined. The proposed schedule should include the time required to complete each task.

The description should include a work plan and incorporate an organizational chart indicating how proponent will structure its working relationship to involve on-going input/review from Township staff.

### **3.2.4 Consultation and Community Engagement**

A high priority has been placed on consultation and community engagement. In this regard, the Township is seeking innovative proposals that include a sustained communications strategy and focused community engagement. At minimum, respondents are required to design a formal consultation and community engagement strategy that outlines the methods and tools to be used throughout the development of a new Official Plan.

The Township recognizes with the COVID-19 pandemic and the changing nature of provincial and regional directives relating to the pandemic, that consultation on the Official Plan may need to occur virtually. Due to the fluidity of the situation, technical meetings with staff, meetings with Council and Open Houses may be affected and may be required to be conducted virtually.

The successful proponent must show they are equipped to lead public consultation using technology to successfully engage the public at key stages of development of the Official Plan. In partnership with the County of Frontenac, the Township is in the process of implementing a public engagement platform “Bang the Table” to facilitate online community consultation. The consultant will be able to utilize the Bang the Table software platform as an online engagement tool. The proponent should identify any alternative technology/software that they have access to or currently use to for online community consultation.

The consultant will be able to utilize the County of Frontenac’s Bang the Table platform, which is an online engagement tool.

### **3.2.5 Innovation, Creativity and Best Practice**

South Frontenac Council established a new strategic plan in 2019. Council’s vision for South Frontenac (2019-2022) is a Township which is *Natural, Vibrant and Growing - a Progressive Rural Leader*. In order to achieve that vision there are several things that the Township will do, including planning for the future, being proactive and having the capacity to adapt to change.

The Township is seeking a proponent who can position South Frontenac as a progressive rural leader who is able to accommodate growth and development in a way that is sensitive to preserving and leveraging the community's natural assets, history and rural lifestyle.

The Official Plan is viewed as a tool that can facilitate the Township's role in the stewardship of our environment by seeking and taking advantage of practical opportunities to improve and sustain it.

The Township is interested in working with a proponent who brings an innovative and creative approach to public consultation and developing Official Plan policy. It is expected that the proponent will identify best practices from other jurisdictions that can be considered by staff and Council to apply in South Frontenac.

### **3.2.6 References**

Each proponent shall provide three (3) references from municipal clients who have obtained services similar to those requested in this RFP from the proponent in the last five (5) years.

The Township, at its sole discretion, may confirm the proponent’s experience and/or ability to provide the work required as described in the submission by checking the respondent’s references and the provision of references by the respondent is deemed to be consent to such confirmation/contact with the references:

References at a minimum should include:

- Name of municipality
- Address
- Contact name
- Contact phone number and email
- Date/Work undertaken
- Nature of services provided
- Cost of services provided

### **3.2.7 Budget**

A budget summary by major task as outlined in section 2.2 including anticipated hours and schedule of work is required, as well as decision points when direction/approval is required by the proponent. The total fee to complete the Scope of Work as detailed must include all disbursements and related costs.

Please provide the hourly rate that would be applied should additional services be required outside the scope of the original contract.

### **3.2.8 Validity**

Proposals shall be irrevocable and open for acceptance by the Township at any time within ninety (90) days from the closing date.

### **3.2.9 Other Considerations**

Please include any other factors, not addressed in the previous sections, which will identify why your firm should be selected by the Township. Information should be included in the proposal regarding any advisory services which may be available to the municipality that are or may be complementary to this consultation. These may include staff assistance and/ or publications.

### **Statement of Conflict of Interest**

As part of the proposal submission, the consultant shall include a statement outlining any conflict of interest that may exist between themselves and the municipality or with any other party or project within the study area. This shall include the disclosure of any work that the consultant is actively engaged in for other parties/land owners within the study area or municipality. The municipality shall have sole discretion at determining what constitutes a conflict of interest. Where a conflict of interest is identified, it may disqualify the consultant from the remainder of the RFP process. As part of awarding the contract for this project, the successful consultant must inform the Director of Development Services of any conflict of interest that may arise during the course of the project, and must consult the Director of Development Service prior to accepting any new work within the study area or municipality.

## 4. Proposal Process

### 4.1 Timeline

The following timeline has been established for the project:

Process Item	Date & Time
Request for Proposals Issued	January 29, 2021
Proponent questions received until	February 12, 2021
Township to provide answers by	February 16, 2021
Receive Proposals	February 23, 2021 at 4pm
Interviews, if necessary	March 5, 2021
Contract Award by no later than	March 17, 2021

### 4.2 Date & Place for Receiving Proposals

- a) Proposals will be received by February 23, 2021 at 4pm

FAX OR EMAIL COPIES WILL NOT BE ACCEPTED.

It is the responsibility of the proponent to ensure that the documents have been received before the closing time and date.

Proposals received after February 23, 2021 at 4pm will be returned unopened.

- b) Proposals must be addressed to:

**Township of South Frontenac  
4432 George Street  
Sydenham, ON  
K0H 2T0  
Attention: Neil Carbone, CAO**

and clearly marked: **Request for Proposal – New Official Plan for the  
Township of South Frontenac**

Purolator packages and in-person deliveries are able to be received at the above address, even if the office continues to be closed to the public due to COVID 19 restrictions.

Before being officially received, the proposal package will be marked by the Township, with the time and the date that the envelope was received in the office.

- c) All proposal submissions are appreciated. However, the Township will be contacting only the successful proponent.

#### **4.3 Documentation**

- a) One (1) original and four (4) hard copies and a USB of the proposal are required.  
b) All proposals must be type written in English and delivered to the Township in person, by mail or courier. Proposals will also be accepted via Biddingo e-bid. Proposals will not be accepted by email.  
c) Proposals must outline the cost of conducting the Work required to successfully complete this project both as a total price, total plus HST and cost per task format.

#### **4.4 Interview**

An interview may be necessary as part of the evaluation process. Proponents may be contacted to attend an interview on March 5, 2021 and will be notified by 4pm on February 26, 2021. Due to the changing nature of the COVID-19 pandemic and associated restrictions, interviews may be conducted virtually.

#### **4.5 Negotiations**

In the event that a prepared proposal does not precisely and entirely meet the requirements of the Township, the Township reserves the right to enter into negotiations with the selected proponent(s) to arrive at a mutually satisfactory arrangement with respect to any modifications to a proposal.

#### **4.6 Communications**

All requests for information and/ or clarification as well as questions regarding the interpretation of the terms set out in this document should be referred to:

**Claire Dodds, MCIP, RPP**  
**Director of Development Services**  
**Township of South Frontenac**  
**613-376-3027x2235**  
[cdodds@southfrontenac.net](mailto:cdodds@southfrontenac.net)

Addendums will be uploaded to the Township's website and Biddingo. It is the proponent's responsibility to inquire on the website or Biddingo for addendums.

The Township reserves the right to distribute any or all questions and answers to the other proponents.

#### **4.7 Withdrawal or Substitution of Submissions**

A proponent may withdraw or substitute all or part of their proposal at any time up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by that proponent for this proposal.

A proponent may withdraw or qualify their proposal at any time up to the official closing time, by submitting a letter bearing the signature as in their proposal to the Chief Administrative Officer (CAO), who will mark thereon the time and date of receipt.

#### **4.8 Alterations or Variations**

No alterations or variations of this document shall be valid or binding upon the Township unless authorized in writing in accordance with the procedure set out in section 4.6 Communications.

#### **4.9 Oral Explanation or Interpretation**

No oral explanation or interpretation shall modify any of the documents or provisions of the Township’s request for proposal documents.

### **5. Proposal Evaluation**

#### **5.1 Qualification Evaluations**

Qualification evaluations will be carried out based on the following criteria:

<b>Item</b>	<b>Criteria</b>	<b>Weight</b>
1	Expertise and Qualifications	15%
2	Project Manager	10%
3	Methodology/Approach including ability to meet Anticipated Schedule	25%
4	Consultation and Community Engagement	10%
5	Innovation and Creativity Applied to the Project (e.g. communication strategy; new policy approaches; use of online/virtual consultation)	10%
6	References	15%
7	Budget	15%
	<b>Total</b>	<b>100%</b>

The submissions will be assessed on the merits of the information provided. Proposals should address the categories listed above to enable the Review Committee to undertake adequate assessment.

#### **LOWEST BID OR ANY PROPOSAL NOT NECESSARILY ACCEPTED**

The Township reserves the right to select any or none of the proponents.

## **5.2 Review Committee**

The Review Committee will be comprised of Township Chief Administrative Officer, Director of Corporate Services, Director of Development Services and the Senior Planner.

## **5.3 Acceptance of this Proposal and Contract**

It is expected that one proponent will be selected to conduct this project.

The contract will be based on the specifications, terms and conditions expressed in this document, the successful proponent's proposal and documented negotiations, and will include the requirement of proof of professional liability insurance.

## **5.4 Incurred Costs**

The Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any proponent(s) prior or subsequent to or by reason of the acceptance or non-acceptance by the Township of any proposal by reason of any delay in the acceptance of a proposal.

## **5.5 Errors and Omissions**

The Township shall not be held liable for any errors or omissions in any part of this RFP. While the Township has used considerable effort to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the Township, nor is it necessarily comprehensive or exhaustive.

## **5.6 Cancellation**

The Township reserves the right to cancel this Request for Proposals at any time up to the Award of a Contract.

## **5.7 Confidentiality**

The successful consultant shall not at any time before, during or after the completion of the engagement, divulge any confidential information communicated to or acquired by the consultant or disclosed by any of the individual interviewed in the course of carrying out the engagement.

## **5.8 Invoicing and Payment**

All invoices shall show the actual hours, responsibilities, staff and hourly rates. All payments will be made in response to invoices itemized in accordance with the final signed contract, provided the invoices are based on work described in the scope of the project, consistent with the negotiated deliverables and completed to the Township's satisfaction. For further certainty, in the event that invoices are rendered that are in excess of the fees quoted in the final signed contract, payment will not be made unless the additional deliverables have been negotiated with and accepted by the relevant entity in advance of the conduct of the work.