

Township of Chisholm

2024 Request for Proposal – Official Plan Review

The Township of Chisholm is inviting proposals for an Official Plan Review to be submitted by email to: Jenny Leblond, CAO Clerk Treasurer by May 24th, 2024 at 1pm.

This is not a call for tender but a request for proposals (RFP) to identify a preferred Proponent and to initiate negotiations for a Comprehensive Review of the Official Plan.

Background Information

Chisholm was first identified as a township when in 1880 it was surveyed into 100 acre lots, but it did not become an incorporated township until 1912 when the first council was elected. The township is approximately 200 square kilometers and a population of about 1,200. Chisholm Township is still very much a rural community. It is located about 3 ½ hours north of Toronto.

Chisholm is on a high level of land that sheds water into two immense watercourses. Wasi River feeds into Lake Nipissing and thence into the great lakes and the west. Nosbonsing River feeds into Lake Nosbonsing and thence into the Mattawa and Ottawa Rivers, and the east.

The Township has a variety of terrain. There are gently rolling hills and pastures, lakes and rivers, rugged rocky sections and dense forests. The high ground at the southern end is undeveloped and is known as Algonquin Highlands. A main feature of the Township is beautiful Wistawasing Lake, known locally as Wasi Lake, with its' two public beaches and its enclave of homes and cottages. The other lake, Graham Lake, is on private property and does not have public access

Scope of Work

The Township of Chisholm Official Plan was adopted by Council in 2013. Since then there has been 2 amendments (North Bay Mattawa Source Water Protection and by-law 2021-07).

The goals, objectives and policies contained in this Plan are intended to guide the decision of public authorities and private interests for 20 years. The plan is now past its 10 year mark and requires a review of the policy framework and incorporate the Township's Strategic Plan, the current and upcoming Provincial Policy Statements, and the Planning Act.

The following is an overview of the scope work defined combining the current Official Plan section E8, and Council goals, which should be the focus of submitted proposals. Proponents may offer a work program which goes beyond these minimum elements.

- the continuing relevance of the vision that forms the basis of all policies found in this Plan;
- the degree to which the objectives of this Plan have been achieved;
- the supply and location of vacant rural lots and the rate of absorption of existing vacant lots;
- an assessment of all property categories and whether the Township has increased

- its commercial and industrial assessment in relation to residential assessment;
- the Township's role within the District of Nipissing and its relationship with other municipalities;
- development trends in the District of Nipissing and their effect on development in Chisholm;
- whether the Official Plan is still applicable with the current Strategic Plan goals; and,
- the Plan's regard to matters of provincial interest; conformity to provincial plans; and consistency with provincial policy statements.

It is anticipated that proposals will include the following broad elements in the work program:

1. Start up meeting with staff to discuss workplan for project
2. Pre-consultation: Ministry of Municipal Affairs and Housing and any prescribed public bodies
3. Research leading to policy framework
4. Development and execution of a Public Consultation Plan
5. Policy Development and Review with consultation feedback
6. Draft Plan, Mapping, Schedules etc.
7. Adoption
8. Submission

Proponents are not bound by the above noted structure, though the individual elements must be addressed. Creatively and alternatives which are effective and cost effective are encouraged.

The proponents will be expected to develop and conduct a Public Consultation Process which goes beyond the minimum requirements of the Planning Act. It is expected that the work program will include consultation at regular intervals and a process which is inclusive of interest groups as well as the general public.

Municipal Resources

Proponents are expected to carry out this project with minimal impact on Township staff. The Township will provide all required documents such as the Official Plan and OPA's, the Asset Management Plan, the Strategic Plan goals and other relevant documents, and will be available for consult. Township staff will be responsible for booking meeting space and will coordinate the publishing of notices as required. Project progress and events will also be posted on the township website(s) and social media as required.

Deliverables

The selected firm will be require to provide the following to the Township during and at the conclusion of the Official Plan Review:

- Five (5) bound hard copies of all draft and final reports.
- One (1) electronic PDF version of all draft and final reports on appropriate media or via email.
- One (1) electronic MS Word version of all draft and final reports on appropriate media or via email.
- One (1) electronic copy in PGF, JPEG, or TIFF format of all plans, illustrations and/or drawings in appropriate GIS file format.
- One (1) electronic copy of all schedules to the Official Plan.
- One(1) electronic and one (1) hard copy of all meeting minutes, public notices, presentations, handouts, comments, sign- in sheets, etc. prepared for, or as a result of the public consultation, project steering and Official Plan Review process.

Administrative Requirements and Considerations

Closing Date and Time

Proposals shall be submitted prior to or by May 24th, 2024 at 1:00pm

All proposals received after the specified closing time will not be considered. There will be no public opening for this RFP.

Municipal Contact

Prior to submitting a Proposal, read the entire solicitation, including the Terms and Conditions, all addenda, and any other documentation supplied by the Township of information purposes. All documents will be found at <https://chisholm.ca/en/municipal-services/tenders-procurement>

Proposals must be received on or before the stated closing date and time.

Any questions or concerns arising out of this RFP should be submitted via email to:

Jenny Leblond, CAO Clerk Treasurer

j.leblond@chisholm.ca

Please register as an interested party to ensure you receive any and all addenda by emailing Jessica Laberge at info@chisholm.ca

Terms and Conditions

Acceptance

The submission of a proposal indicates acceptance by the Proponent of the instructions, terms, conditions, and requirements or other information as set out in the RFP. Any variation from this information must be submitted in writing with the completed Proposal.

Proponent's Minimum Qualifications

Proponents shall demonstrate that they have the resources and capability to provide the materials and services as described herein:

- Demonstrated ability and experience in the provision on Official Plan Reviews.
- The team identified for the undertaking of the Official Plan review as well as their specific role and time commitments.

Municipal Information Waiver

All information contained in this document and any potential subsequent addenda, with respect to operations, qualities, values, description or properties, losses etc., are reasonably and realistically accurate to the best of the Municipality's knowledge however, accuracy is not guaranteed by the Municipality.

Expenses Incurred

Submissions are made at the sole expense of the Proponent and the Municipality takes no responsibility for any expense incurred by a Proponent in preparing or submitting its proposal.

Conflict of Interest

Proponents must ensure that they are not in a position that may be perceived as a conflict of interest.

Rights Reserved

The following are rights reserved by the Municipality:

- This request does not commit the Municipality to award a contract for the Official Plan Review.
- The Municipality shall not be liable for any expense, loss or damage incurred or suffered by any proponent as a result of a non-award of this Proposal call.
- The Municipality reserves the right to ultimately select, in its own best judgment, and at its sole discretion the firm it deems best qualified to carry out this agreement. The Municipality's determination will be final and not open to review or challenge whether it is alleged that the selection is arbitrary or otherwise not in accordance with standard trade practice.
- The Municipality reserves the right to cancel, terminate or withdraw this Proposal call at any time of to accept or reject all or any part of any Proposal.
- The Municipality reserves the right to retain all Proposals submitted and to employ and concepts contained in a Proposal regardless of whether or not that Proposal is selected.
- The proposal with the lowest cost will not necessarily be accepted.
- The Municipality reserves the right to enter into further discussions in order to obtain information that will allow the Municipality to reach a decision with a Proponent, and

to waive irregularities and omissions if, in doing so, the best interest of the Municipality will be served.

Evaluation Process:

Evaluation

Staff will evaluate each of the compliant Proposals received in accordance with the evaluation criteria as set out below and score the Proposals using a “consensus” approach, in relation to the criteria and points which are identified herein.

Presentation

An award may be made solely on the basis of the proposal received, without the Municipality seeking any clarification, meeting or presentation by the Proponent. Therefore, each Proposal should contain the Proponent’s best terms/information, including all required documentation and information as listed in the RFP.

No other Proponent is entitled to be present or to receive any information regarding the presentation of any Proponent. Representatives of the Proponent(s) invited to make a presentation shall be fully versed on the contents of the RFP and the Proponent’s Proposal.

Evaluation Criteria

In recognition of the importance of the procedure by which a Proponent may be selected, the following criteria outlines the primary considerations to be used in the evaluation and consequent awarding of this contract (not in any particular order). Evaluation of Proposals will include but not limited to the following:

- Understanding of the requirements
- Municipal planning experience
- Firm personnel qualifications and experience
- Approach taken for Review of Official Plan
- Additional services
- References
- Official Plan Review Fees

The weighting of criterion will be as follows:

Criterion	Weight
Proposal Clarity/Presentation	15
Comprehensive Approach to Municipal Requirements	15
Municipal Planning Qualifications and Experience	20
Approach to Official Plan Review	20
Municipal Reference	5
Fee Proposal	25
Total	100

Submission Instructions

Closing Time and Date

Proposals must be received no later than – May 24th 2024 1 :00 p.m.

Any proposal received after this deadline will be rejected.

Key Dates

The Municipality will conduct the RFP process according to the following dates. These dates are tentative and subject to change.

Task	Target Date
Issue RFP	April 10, 2024
Final date of receipt of proponents questions	May 8, 2024 4:00 PM
Response to proponents questions	May 15, 2024 4:00 PM
RFP closed	May 24, 2024 1:00 PM
Evaluation of Proposals/ Selection	May 27 – 31 st , 2024
Council approval and award of contract	June 11, 2024

Freedom of Information and Protection of Privacy Act

The Municipality is required by law to adhere to the requirements of the Freedom of Information and Protection of Privacy Act, as amended. Any Proponent who requires that the information in its Proposal be kept confidential shall explicitly advise the Municipality of that fact by stamping or boldly marking the information as “CONFIDENTIAL”. Release of any information not marked as confidential will be in compliance with the Municipality’s policies and procedures. Proposal results may be reported to Council and the reports are released for public information.

Request to withdraw a proposal submitted

Requests for withdrawal of a Proposal shall be allowed if the request is made prior to the closing date and time. Requests shall be directed to the Municipal Contact by email, by and Authorized Agent of the company, with a signed withdrawal request confirming the details. Telephone requests will not be considered. The withdrawal of a Proposal does not disqualify a Proponent from submitting another Proposal on the same RFP.

Adjustment to a proposal

Adjustments by telephone, fax, email, or letter to a submitted Proposal will not be considered. A Proponent desiring to make adjustments to a Proposal shall withdraw the Proposal and/or supersede it with a later Proposal submission prior to the specified Proposal closing date and time.

Proposal Returned Unopened

A Proposal received after the closing time shall be noted and returned unopened to the Proponent, as soon as possible at the email address from which it was received with text to note

the circumstance under which it isn't being considered.

Submission of more than one proposal packages

- If two (2) or more Proposals are received for the same RFP under separate email/cover, the one with the latest time and date received shall be considered the intended Proposal.

Receiving

Once received, all Proposals will become the property of the Municipality.

CONTENT REQUIREMENTS

General Requirements

Your proposal must:

- Contain signed copies of any and all addenda that have been issued
- Include a signed Statement of Acceptance, attached as Schedule A
- Include responses to all requirements noted
- Be no larger than 50 pages in size
- Be signed

Proposal Clarity/Presentation

In order for the staff to conduct a careful evaluation of all Proposals received, Proposals must be clear, well ordered, detailed and concise. The Proponent is therefore requested to provide detailed specifications and functional information.

The Proponent is requested to respond to each and every aspect of the RFP's objectives, expectations, specifications, schedules and requirements to allow for fair evaluation of the Proposal submissions.

Fee Breakdown

The Proponent shall provide a firm quotation for provision of the Official Plan Review. This should include breakdown of hours and fees by category of employee and phase of the review. All fees should be quoted excluding Harmonized Sales Tax (HST).

One-time fees should be identified separately. Out of pocket expenses should be clearly stated to be part of the quoted fees or should be quoted separately.

Corporate Profile

Please include a brief profile of your firm indicating the scope of its practice, the range of activities performed by the firm. Clearly identify the Proponent's contact person for this RFP, with phone number and email address. State the home office address as well as the address and phone number of any local office that will manage or assist in managing the services.

Staffing

Provide the names and brief resumes of the partner(s), manager(s) and other key staff who would be assigned to the Municipality.

References

The Proponent is to provide a minimum of three (3) municipal references, that can be contacted. The references should ideally be clients from within the last 5 years.

Implementation

Proposals must clearly show the firm's understanding of the work to be performed, approach, and commitment to perform the work within the time period agreed to. This would include the approach to be used to gain an understanding of the Municipality's structure, goals, and current plans and by-laws.

Other Services

Provide a description of the methodology to be used for keeping the Municipality abreast of any changes in Municipal Planning or legislation that would impact the Municipality.

Also, describe any non-municipal planning professional services provided to other clients and innovative products offered by your firm as well as any specific pricing structure for such services.

CONTRACT WITH SUCCESSFUL PROPONENT

Contract Terms and Conditions

The Contract with the Successful Proponent will contain the following Contract Terms and Conditions. Proponents taking exception to these terms and conditions or intending to propose additional or alternative language must:

- Identify the specific terms and conditions to which they take exception or seek to amend or replace; and
- Include any additional or different language with their Proposal.

Failure to both identify with specificity those terms and conditions the Proponent takes exception to or seeks to amend or replace as well as to provide Proponent's additional or alternate Contract terms may result in rejection of the Proposal. While the Municipality may accept additional or alternate language if so provided with the Proposal, the Terms and Conditions marked with an asterisk (*) are mandatory and non-negotiable.

Contract Term

It is expected that the term of the Contract shall begin by June 28th, 2024, and will terminate when all project elements are completed.

Procedures

The Successful Proponent shall not comply with requests and/or orders issued by any individual other than the CAO/Clerk-Treasurer. Any change to the Contract must be approved in writing by the CAO/ Clerk-Treasurer and the Successful Proponent.

WSIB Clearance

The Proponent certifies that it is in full compliance with the Workplace Safety and Insurance Act.

Indemnification

The Successful Proponent must agree to keep the Municipality indemnified against any and all claims, actions or demands that may be brought, made or arise in respect of anything done or omitted to be done by the Successful Proponent or its employees who shall be and remain at all times and for all purposes, the servants or employees of the Successful Proponent, save and except to the extent that such claims, actions or demands arise from or relate to the negligence , wrongful act or omission of the Municipality, or any of its officers or employees.

Assignment of Contract

This Contract may not be assigned in whole or in part without the written consent of the CAO/Clerk Treasurer.

Contractual Disputes

In the event of a dispute between the Municipality and the Successful Proponent, both parties agree to appoint representatives, who in good faith, will use their best efforts to resolve the dispute.

Should the representatives be unable to promptly resolve the dispute, both parties shall agree to continue the work as required being understood that neither party will jeopardize any claim that they may have.

Severability

In the event that any provision shall be judged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

Non-exclusive

Any Contract awarded as a result of the RFP will be non-exclusive. The Municipality may, at its sole discretion, purchase the same or similar services from other sources during the term of the Contract.

Governing Law

Any Contract resulting from this RFP shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

SCHEDULE A

Statement of Acceptance

All response should be signed:

I/We certify that the information provided in this RFP Response Document is true and complete. I/We declare that no employee of the Municipality is or will become interested, directly or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be therein or in and of the monies derived there from.

I/We further declare that the undersigned is empowered by the Proponent to negotiate all matters with the partnering municipality's representatives, relative to this Proposal.

I/We further declare that the agent listed below is hereby authorized by the Proponent to submit this Proposal and is authorized to negotiate on behalf of the Proponent.

Legal Company Name:	
Respondent's Signature:	
Respondent's Printed Name:	
Respondent's Title:	
Email:	
Business Phone:	
Business Fax:	
Mailing Address:	