



The Corporation of the Township of East Garafraxa

Request for Proposal

RFP No 7-2023

Municipal Land Use Policy Planning Consulting Services

Executive Summary

The Corporation of the Township of East Garafraxa is soliciting proposals from qualified Municipal Planning firms or individual professionals to be appointed as the Township Policy Planner to represent, administer, give official opinions, and author planning policy on an as needed basis. Work is primarily to be performed remotely, however, in-person field site visits and attendance at meetings may be required.

****PROPOSALS WILL NOT BE OPENED IN PUBLIC****

Proponents are required to submit their proposal electronically via email to: clerks@eastgarafraxa.ca, with the subject line RFP No. 7-2023 Municipal Land Use Policy Planning Consulting Services.

Deadline for electronic submission is **2:00 p.m. on Wednesday, January 10, 2023.**

All inquiries regarding this Request for Proposal are to be submitted in writing via email to:

Shannon Peart, Administration
speart@eastgarafraxa.ca

1.0 Introduction

East Garafraxa is a small rural lower-tier township located at the southern end of Dufferin County, Ontario serving a population of approximately 2,900 residents. Bordered by Orangeville, Caledon, Erin, and Centre Wellington with a primary economy in agriculture and gravel extraction, the Township has been experiencing significant interest in development proposals.

The Township has a long history of working with outside consultants that represent and are appointed to act on behalf of the Township for various professional services including legal, engineering, environmental, aggregate, and land use planning. Our previous land use planning consulting firm has been representing, administering, and acting for the Township for over four years, but has recently made the decision to scale back their client base, necessitating the issuance of a new RFP.

The Township Policy Planning Services is predominantly funded by taxpayers and work required is directed by Council and/or management. The Township is looking for forward thinking planning policies that will liberalize the planning process while mitigating risks.

Despite the interest in development activity, the Township Council has attempted to maintain the characteristics of a rural community including using rural cross section engineering designs, preferring open ditches, natural watershed basins, gravel roads and no municipal sewer system. Natural gas pipelines are limited to the eastern portion of the Township near the Orangeville border and fiber internet is currently being installed across the Township.

2.0 Scope of Work

The scope of this RFP is for the Township to retain a consulting firm or professional individual who will be appointed as the Township Policy Planner to represent, administer, give official opinions, and author planning policy on an as needed basis. Work is primarily to be performed remotely, however, in-person field site visits and attendance at meetings may be required.

2.1 General Duties Include:

- a) Acting as the official Registered Professional Planner for the Township on Policy related to land use planning.
- b) Provide planning opinion/recommendations on various land use policies and legislation.
- c) Maintain accurate understanding and provide written interpretation of Township planning documents, policies, processes, and practices.
- d) Make recommendations to modernize, streamline and liberalize land use planning policies, practices, process, documents, templates, requirements, etc.
- e) Develop material for residents to ensure all land-use planning within the Township's jurisdiction and authority can be predictable, informative, and includes the use of standardized documents, peer review processes, and provides both cost and time estimates as much as possible.
- f) Author and update the Township's planning policies required under the Planning Act and those as directed by Council.
- g) Be the primary point of contact on land-use policy matters, including liaising with the County of Dufferin Policy Planners, and Ministry Staff.
- h) Project Manage Township planning policy initiatives throughout the planning act lifecycle up until a decision is made by the respective planning authority.
- i) Represent the Corporation for litigation, as required.
- j) Investigate and prepare opinion reports on land-use policy infractions and work with by-law enforcement/legal for resolution.
- k) Attend meetings to provide or present information.
- l) Provide written internal status reports, Council briefs and educational materials.
- m) Liaise with other Township external consultants (Legal, Engineering, Aggregate, Environmental, Development Planner etc.), commenting agencies and Township staff.

3.0 Proposal Submission Requirements

3.1 Experience Requirements – Part A:

Proposals must provide the following information and shall be submitted in the same sequence to be considered responsive: A written response to Part A shall be no longer than ten (10) pages in length explaining how its response meets all the following:

1. A description of what would be entailed in representing and performing Policy Planning Services on behalf of the Township.
2. The qualifications and experience of assigned personnel, with an emphasis on those that are Registered Professional Planners (RPP) that have provided witness testimony in litigation with regards to land use planning policy for Ontario municipalities with populations under 10,000 residents.
3. Portfolio experience in developing and authoring land use planning policies for Ontario municipalities with a focus on:
 - a) official plan reviews for municipalities with no municipal sewer system,
 - b) comprehensive zoning bylaw reviews,
 - c) agricultural and farmland policies,
 - d) mineral aggregate, haul route and rehabilitation policies,
 - e) Village secondary plans and,
 - f) Rural neighbourhood design standards.
4. Portfolio experience in streamlining Ontario municipal development review processes, practices, and policies for municipalities with populations under 10,000 residents.
5. Outline the level of support available, if any, to the personnel assigned from other professionals.
6. The Proposal shall identify any recent or ongoing work in the Township that could present a conflict of interest for a bidder and an indication of how such a situation would be overcome. This would include any current or recent (12 months) private sector clients that have files / applications within the Township of East Garafraxa. The Township retains the right to disqualify any bidder from a particular project if it will result in an unavoidable conflict of interest. It is noted that the Ontario Professional Planners Institute Professional Code of Practice will be considered the minimum basis for consideration of potential conflict of interest.
7. Contact information for five (5) Professional References from Clients and/or Supervisors that can be contacted.

3.2 Costing Requirements – Part B:

The Proposed pricing model in each Proposal submitted must include the following:

1. The hourly charge-out rate for a Register Professional Planner.
2. A price list of any additional charges and fees.

Note:

- All rates must be stated in Canadian funds.
- H.S.T. shall not be included and shown as an extra.

3.3 Evaluation Matrix

Description	Available Points	Score
Experience Requirements: Part A		
Part A – Number 1	5	
Part A – Number 2	15	
Part A – Number 3	30	
Part A – Number 4	15	
Part A – Number 5	5	
Part A – Number 6	Submitted Yes/No	
Part A – Number 7	Submitted Yes/No	
Subtotal Part A	70	
Costing Requirements: Part B		
Part B – Number 1	30	
Part B – Number 2	Submitted Yes/No	
Subtotal Part B	30	
Total	100	

Rights Reserved by The Township

Limitation of Damages

The Township is not liable for any costs incurred by interested parties in the preparation of their response to this request or interviews. The Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained, or suffered by any interested party, prior to, subsequent to, or by reason of the acceptance or non-acceptance of any response by the Township or by reason of any delay in the acceptance of the response.

The Township reserves the right to enter negotiations with the selected proponent(s). If the Township and the selected proponent cannot negotiate a successful agreement, the Township may terminate the negotiations and begin negotiations with another proponent. This process will continue until an agreement has been executed or all of the proponents have been rejected. No proponent shall have any rights against the Township arising from negotiations. The proponent will assume all costs incurred in providing responses to the RFP and for providing additional information required by the Township to facilitate the evaluation process.

The Township reserves the right to discontinue the RFP process at any time and makes no commitments, implied or otherwise, that this process will result in a business transaction with one or more proponents.

Irrevocable

All proposals will be irrevocable for a period of ninety (90) days for the closing date of the RFP, or until a contract is signed with the successful proponent(s), whichever comes first.

Errors and Omissions

The Township shall not be held liable for any errors or omissions in any part of this RFP. It is understood, acknowledged, and agreed that while this Request for Proposal includes specific requirements and specifications, and while the Township has gone through considerable efforts to ensure an accurate representation of information in this Proposal, the information contained in the RFP is supplied solely as a guideline for respondents.

The information is not guaranteed by the Township to be accurate, nor necessarily comprehensive or exhaustive.

Nothing in the Proposal is intended to relieve the proponents from forming their own opinions and conclusions with respect to the matters addressed in the Proposal. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by the contract.

If a proponent discovers any inconsistency, discrepancy, ambiguity, error, or omission in this Request for Proposal, the individual or firm is requested to notify the Township immediately in writing only. Any Revision to this Request for Proposal will be issued as an addendum to all Proponents.

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

In accordance with MFIPPA, any personal information the Proponents provide is being collected under the authority of the Municipality Act and will be used exclusively in the selection process. All Proponents submitted become the property of the Township.

Awards

The Township reserves the right to accept or reject any or all proposals, to negotiate with the successful proponent(s) and to waive irregularities and omissions, if in so doing the best interests of the Corporation of the Township of Ignace will be served. No liability shall accrue to the Township of Ignace for its decision in this regard. Any proposal or any part of the proposal will not necessarily be accepted. In accordance with the Township Procurement Policy, the lowest bid does not necessarily constitute an award. The Township is not obligated to award a contract to any proponent pursuant to this proposal.

Additional Items or Services

Additional items or tasks not included in this package, but which are identified and deemed necessary by the proponent to complete the work in an appropriate fashion must be communicated to the Township, with a description the item(s) prior to close of this Request for Proposal. Negotiations, if any, must be successfully concluded before a final recommendation is made.

Conflict of Interest

The proponent shall declare any actual or potential conflict of interest that exists now or may exist in the future with respect to the proponent's responsibilities pursuant to the retainer. The Township reserves the sole right and discretion to determine whether any situation constitutes an actual or potential conflict of interest and may disqualify any Proponent on such a basis.

Instructions for Bidding and Proposing

To be considered for evaluation, each proposal package must include the following:

1. The Township's standard cover page (provided on page 10);
2. Written Response to Part A; and
3. Proposed Pricing Model to Part B.

Deadline for Proposal Submissions

Submission packages must be received no later is **2:00 p.m. on Wednesday, January 10, 2023.**

Proposals received after the final date and time for receipt of Proposals will be considered as "Late Proposals". Late Proposals will not be accepted.

This Bid is Submitted By:
Full Name of Firm ("Proponent") _____

Name of Contact Person _____

Address _____

Street Address

City

Province

Postal Code

Contact Information Telephone _____

Fax _____

Email _____

I, _____, have the authority to make this declaration on behalf of and to bind the proponent to its contents, hereby declare:

1. THAT no person, firm or corporation other than the one that is submitting this bid has any interest in this bid or in the contract offered thereby.
2. THAT I have adequate and sufficient authority to bind the person, firm or corporation that is submitting this bid.
3. THAT this bid is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a bid for the same work and is in all respects fair and without collusion or fraud.
4. THAT no member of the Council, or any officer of the Corporation of the Township of East Garafraxa, or will become interested directly or indirectly as a contracting party or otherwise, or in the performance of the contract, or in the supplies, work or business to which it relates, or in any portion of the profits thereof, or of any such supplies to be used therein, or any of the monies to be derived there from.
5. THAT the matters stated in the said bid are in all aspects true.

By my signature hereunder, it shall be understood that I have read, understood, and agree to abide by the instructions, terms, conditions, and specifications contained in this Request for Proposal document.

Authorized Signature _____

Date _____

Name _____

Please Print

Title _____

Please Print

(Failure to sign here may result in rejection of this submission)