



**Township of Ignace**  
34 Highway 17 West  
P.O. Box 248  
Ignace, Ontario P0T 1T0  
Phone: 807-934-2202 Fax: 807-934-2864

# REQUEST FOR PROPOSALS

## MUNICIPAL PLANNING CONSULTING SERVICES

ALL PROPOSALS ARE TO BE SUBMITTED ELECTRONICALLY TO  
[cao@ignace.ca](mailto:cao@ignace.ca)

Proposals will be received electronically, not later than **4:00 pm**  
local time on  
**April 30<sup>th</sup>, 2024**

**REQUEST FOR PROPOSALS**

**Planning SERVICES**

**Closing Date & Time: Tuesday, April 30<sup>th</sup>, 2024 @ 4:00 p.m.**

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# REQUEST FOR PROPOSALS

## Planning SERVICES

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### 1. Terms of Reference

- a) To deliver timely and appropriate planning services to the Township in accordance with its jurisdiction and authority.
- b) To devise a system of service delivery that responds to the requirements of:
  1. Ease of accessibility by Municipal Staff
  2. Consistency and continuity of advice
  3. Preparedness to respond to limited timeframes
  4. Direct consultation with Council and CAO
  5. Written reports supported by the appropriate research
  6. Cost efficiency and reporting and monitoring of costs
- c) To be knowledgeable of legislation applicable to municipal operations including the Ontario Planning Act, and other Acts, Bylaws, and Regulations.
- d) To be available to attend meetings of Council upon request in order to report and advise on specific matters within their jurisdiction.
- e) To meet or converse with the CAO and Senior Municipal Staff to advise on specific matters and discuss general matters of policy.
- f) To pursue matters with planners of other municipalities and the Province of Ontario in order to represent the position of the Township.
- g) To keep current on planning knowledge affecting municipalities and to alert the Township on the implications of changes in legislation, decisions of the courts, etc.
- h) To review, draft and advise on bylaws and other documents.
- i) To represent the Township in proceedings against the Township and its agents.
- j) To advise on and to carry out matters affecting the property of the Township including development and planning matters.
- k) To advise on and to action the enforcement of Municipal bylaws in consultation with the Chief Administrative Officer. To undertake all planning actions by the Township under its bylaws and provincial legislation.
- l) To review, advise and represent the Township on hearings brought forward to the Local Planning Appeal Tribunal (LPAT).

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- m) To provide planning opinions and support to municipal planning staff when required.
- n) Be appointed by Council as the Appointed Officer for Plans of Subdivision and Plans of Condominium for the Township of Ignace under the Planning Act.

## **2. Official Plan Review/Update**

As part of the municipal planning services, the Township of Ignace requires the continuation and completion of the Official Plan review and update as per the requirements of the Planning Act, to include the following main objectives:

- To provide advice to Council in the review and update of the Official Plan;
- To review and update the goals, objectives, and policies of the existing Official Plan;
- To identify policies to assist in linking residential growth with local job creation and the provision of community infrastructure;
- To ensure the development over the life of the plan of a healthy community with a balanced and appropriate ratio of local jobs to residents;
- To identify major issues and opportunities to be addressed through the Official Plan Review;
- To conform with Provincial legislation, regulations and plans;
- To develop a comprehensive and sustainable growth management strategy to accommodate growth up to 2031;
- To develop a comprehensive and sustainable residential and employment intensification strategy to accommodate infill development, where appropriate; and
- To allow for public and agency consultation, at both statutory and non-statutory public meetings, throughout the review process.

## **3. Instructions**

The Corporation of The Township of Ignace invites proposals for its planning services. The Proposals will be based upon the specifications contained in this document. The planning services are anticipated to take effect as of June 1, 2024 for a one-year term, with the option to renew by both parties, and subject to a three (3) month withdrawal notice by either party. For questions concerning specifications:

Ms. Cathy Cyr, CAO, Township of Ignace

34 Highway 17, PO Box 248, Ignace, ON P0T 1T0

Telephone: (807) 934-2202, Email: [cao@ignace.ca](mailto:cao@ignace.ca) 34

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#### 4. Submissions

You are urged to structure your response in accordance with the requirements contained in this document. It will be by these criteria that we will determine whether a response is complete, appropriate and competitive. Proposals that do not conform to these requirements may not be considered. All information supplied in response to the RFP must contain sufficient details to support the services being proposed.

- Any bids represent an irrevocable offer and shall be valid for a period of one hundred and twenty (120) days following the closing date for submissions. All bids must be received **electronically before 4:00 PM local time Tuesday, April 30<sup>th</sup>, 2024** and it is up to the proponent to ensure confirmation of receipt of the submission.

A copy of the proposal in letter or PDF format, containing the information noted in this RFP are to be submitted as follows:

Submit **electronically by email** with the following in the subject line:

**“Township Ignace RFP for Planning Services”**

Cathy Cyr, CAO  
Township of Ignace  
34 Highway 17 W, PO Box 248  
Ignace, Ontario, ON P0T1T0  
[cao@ignace.ca](mailto:cao@ignace.ca)

#### 5. Requirements

- a) Proponents must complete “Schedule A: Planning Services Proposal Form”.
- b) Proponents should devise a delivery system, which responds to the political and administrative nature of the Township. Particular attention should be paid to the role of a Municipal Planner in directing the delivery of services, advising Council and the Chief Administrative Officer (CAO) and generally representing the Township.

#### 6. Qualification and Quotations

- a) Professional and Corporate Information

Proposals must include information of a general nature on the current total staffing and projects of the firm. For comparative purposes, Proponents are requested to describe their experience and resources as it relates to three broad categories of their work:

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1. **General** – general inquiries by Municipal staff in regards to complex planning matters.
2. **Official Plan** – Advice on interpretation of section of the Township’s Official Plan.
3. **Planning** – Advise on subdivisions, severances, and rezonings.

In addition, specific information shall be included with respect to those staff members who are proposed to have direct responsibility for the Township including:

- Name and credentials including areas of expertise.
- Training and experience.
- Position in the firm.
- Proposed relationship to the client.
- Individual fee scale, where applicable.
- Preferred area of practice.
- Anticipated general field of activity on behalf of the Municipal.

#### b) Transition

Proposals should include a description of the Proponent's requirements to assume work on behalf of the Township. Specifically, the Proponent shall identify any open files that may be perceived to compromise its work with the Township and shall indicate the time required to resolve those conflicts. In addition, the Proponent should state all assumptions and recommendations about the manner in which the Municipal's current affairs will be transferred. Resources and time requirements should include the period during which the Proponent would become familiar with the ongoing Municipal operations. It is the Municipal's intention that the Proponents will not assume planning or other proceedings in progress with our current planners.

#### c) Conflict of Interest

The proposal must include a discussion of the Proponent's perception of "conflict of interest". This must include the Proponent’s anticipation of future activities of the firm, which may be perceived to be linked to the Proponent’s “special knowledge” of the Township, and how the Proponent would deal with such cases. The Township would expect that all attempts would be made to avoid conflicts and that the Township's interests would be the primary concern of the successful firm.

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#### d) Costs

Proposals shall include a detailed description of all costs and of the recommended method of billing and payment. For comparative purposes it is preferable that cost information be reported in the following manner:

- Details on services or projects to be billed on a flat or lump sum fee for service or an hourly basis.
- Services to be charged at an hourly rate and rates to be charged. (Firm member, rate, and area of responsibility).
- Disbursement items and costs associated with referrals and other specific items that were not reported elsewhere.
- Regular invoice structure, and other charges or charging methods proposed.

#### e) References from Similar Clients

Proponents should provide three (3) contact names and phone numbers to provide references of the firm's recent service experience in terms of planning support to public or private sector organizations.

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**Schedule A: Planning Services Proposal Form**

**THE CORPORATION OF THE TOWNSHIP OF IGNACE**

The Township of Ignace's request for proposal for Planning Services for a one-year term with an annual renewal option, commencing June 1, 2024.

<b>Planning Firm</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Fax</b>	
<b>Name of Person signing for Planning Firm</b>	
<b>Position of Person Signing for Planning Firm</b>	

I/We, the undersigned, having examined the attached Request for Proposal for Planning Services, and having read, understood, and accepted the conditions outlined in the Request for Proposal, each and all of which form a part of this proposal, hereby offer to supply Planning Services in strict accordance with the conditions hereto attached and as outlined in this proposal.

SIGNED AT \_\_\_\_\_ OF \_\_\_\_\_ IN

THE DISTRICT OF \_\_\_\_\_

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
WITNESS SIGNATURE

\_\_\_\_\_  
AUTHORIZED SIGNATURE



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**Schedule of Items & Prices**

(All unit prices are NOT to include HST)

The undersigned agrees to supply and deliver the goods and services as specified and required in accordance with of the Proposal for the following prices:

The Township reserves the right to cancel any or all items.

Hourly Rate	\$	
Travel Time Rate	\$	
Per km Rate	\$	
Phone/Email Discussions	\$	
Disbursements	\$	

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## Appendix A: RFP General Terms and Conditions

The following are the general terms and conditions for the Request for Proposals (RFP) except as modified by addenda issued by the Township of Ignace prior to the RFP closing date.

### 1. Notices

- 1.1. All questions concerning this Request for Proposals shall be directed to Cathy Cyr, CAO at (807) 934-2202 Ext. 1022 or (807) 747-0190 Email: [cao@ignaceca](mailto:cao@ignaceca) .
- 1.2. Any attempt by the Proponent or any of its employees, agents, contractors, or representatives to contact members of Municipal Council or Municipal staff not identified in Section 1.1. of this RFP may lead to disqualification.
- 1.3. Any changes to this RFP shall be stated in writing by Addenda. Verbal statements made by Municipal staff or their representatives shall not be binding.

### 2. Privilege

The Township of Ignace reserves the right to reject any and all tenders, not necessarily accept the lowest tender, or to accept any tender which it may consider to be in its best interest. The Township also reserves the right to waive formality, informality or technicality in any tender proposal. The Township reserves the right to suspend or cancel any RFP at anytime for any reason without penalty. All bids are prepared at the sole risk and cost of the bidders. No payments shall be made to any bidder regarding the preparation and submission of bids.

The Township reserves the right to award by item, or part thereof, groups of items, or parts thereof, or all items of the bid, and to award contracts to one or more bidders submitting identical bids as to price; to accept or reject any bids in whole or in part; to waive irregularities and omissions. The Township also reserves the right to enter into negotiations with the lowest compliant bidder if the price bid is over the budgeted amount of the project. Should the Township be unable to reach an agreement with the lowest compliant bidder, the Township reserves the right to enter into negotiations with the next lowest compliant bidder, or to cancel the call. If in so doing, the best interests of the Township will be served.”

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### **3. Confidentiality**

- 3.1. RFP documents (including all attachments and appendices) may not be used for any purpose other than the submission of a proposal. By submitting a proposal, the Proponent agrees to public disclosure of its contents subject to the provisions relating to the Municipal Freedom of Information and Protection of Privacy Act. Anything in the submission that the Proponent considers to be “personal information” or “confidential information” of a proprietary nature should be marked confidential and will be subject to appropriate consideration of the Municipal Freedom of Information and Protection of Privacy Act as noted above.

### **4. Law**

- 4.1. The law applicable to the RFP and any subsequent agreements shall be the law in force in the Province of Ontario.
- 4.2. The successful Proponent shall indemnify the Township, its officers and employees against any damage caused to the Township as a result of any negligence or unlawful acts of the successful Proponent, its employees or agents. Similarly, the successful Proponent shall agree to indemnify the Township, its officers and employees against any claims or costs initiated by third parties as a result of any negligence or wrongful acts of the successful Proponent, its employees or agents.

### **5. Submission and Evaluation**

- 5.1. Preparation: All expenses incurred in the preparation and presentation of submissions of the response to the RFP are entirely the responsibility of the Proponent.
- 5.2. Method of Submission: Electronic copy proposals will be the only form accepted. Hard copy, facsimile or telephone proposals will not be considered.
- 5.3. Completeness: It is the Proponent’s responsibility to ensure that their submission is complete and is delivered to the Township by the date and time indicated. Proposals submitted after the above noted time will not be considered.