



# REQUEST FOR PROPOSAL

New or Update of Official Plan and Comprehensive Zoning  
By-law for 2023

**2022-01**

8/9/2022

The Corporation of the Township of Gillies  
Laura Bruni, Dipl.M.A. Clerk/Treasurer



**The Corporation of the Township of Gillies  
Proposals will be received no later than:**

**4:00 p.m., Local Time, October 31, 2022**

Mailing Address: The Corporation of the Township of Gillies  
Attention: Clerk/Treasurer  
1092 Highway 595  
Kakabeka Falls, Ontario  
P0T 1W0

Delivery Address: Gillies Township Office (within Whitefish Valley School)  
1092 Highway 595  
Hymers, Ontario (side door entrance only)  
Monday through Thursday from 8:30 a.m. to 4:30 p.m.  
(Closed on Friday and Closed for lunch between 12:00 p.m. and  
12:30 p.m.)

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## Part one: general information, terms and conditions

### Freedom of Information

All proposals submitted to The Corporation of the Township of Gillies become the property of the Township, and as such, are subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

This will confirm that The Corporation of the Township of Gillies will not use/disclose the information provided, without proper authorization, and will keep the information in a physically secure location to which access is given only to staff requiring access. Affected proponents will be advised of any procedures under the Municipal Freedom of Information and Protection of Privacy Act and provided an opportunity to participate in the process.

### Rights reserved by the Township

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal document, unless clearly and specifically noted in the proposal and in any contract between the Township and the firm selected.

The Township reserves the right, without prejudice, to reject any or all proposals and to determine in its own best judgement the firm best qualified to undertake this contract.

The Township is not responsible for any costs incurred by any proponents in the preparation of their responses to the proposal call, or for attendance at any selection interviews.

The Township reserves the right to be the sole judge of the acceptability of any service offered, and also any alternative proposed, and to purchase the service which in its opinion most closely meets the operating requirements of the Township.

The decision of the Township shall be final and without recourse.

Prices must be FIRM for the duration of the contract.

The Township reserves the right to award this contract in whole or in part, without recourse or penalty, in a manner which is considered most advantageous to the Township.

### References

Submission of a proposal authorizes the Township to contact all references provided. Failure to provide references and details of experience may result in the submission not being considered.

Note:

- This is a request for proposals and not a tender call.
- The Township has the right to negotiate with the proponent that presented the most attractive proposal.
- The Township shall have the final authority on all matters regarding this request for proposals.

## Questions/inquiries

Communications concerning this request for proposals are to be in writing and directed to:

**Laura Bruni, Dipl.M.A. Clerk/Treasurer**  
phone (807) 475-3185  
e-mail gilliesclerktreasurer@gmail.com

Inquiries must not be directed to other Municipal employees or elected officials. Directing inquiries to other than those designated may result in your submission being rejected.

The deadline for questions/inquiries is **Thursday, October 13, at 4:00 p.m.**

All clarification requests are to be sent in writing to the mentioned above. No clarification requests will be accepted by telephone. **Responses to clarification requests will be provided to all interested parties.**

Any and all changes to the request for proposals document will be issued by the Clerk/Treasurer in the form of a written addendum.

## Acknowledgement of Addenda

If addenda are issued, their receipt must be acknowledged by the proponents by including them as part of the proposal submission to ensure that all requirements are included in the submission. Failure to include all addenda may result in your submission not being considered. The Township will assume no responsibility for oral instructions or suggestions.

Addenda will be provided to all who have registered with the Township. As well, they will be posted on the Township's website.

## Review of requirements

All proponents should carefully review this solicitation for defects or questionable matter. Comments or the need for clarification must be made in writing as requested in this RFP document. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Clerk/Treasurer as per the terms set out in this Request.

## Evaluation criteria

The proposals will be evaluated on the basis of all information provided by the proponents. Selection of a proposal will be based on (but not solely limited to) the criteria outlined in this section, and any other relevant information provided by the proponent.

In recognition of the importance of the procedure by which a proponent may be selected, the following outlines the primary considerations to be used in the evaluation and awarding of this contract (not in any order).

#### a) Qualifications and experience

- technical and project manager qualifications
- level of project understanding
- reputation of service to previous clients
- availability of personnel resources to manage the assignment
- references

#### b) Submission

- statement of full understanding of the scope of work;
- quality of the proposal in terms of methodology and approach; and
- responsiveness to the RFP and demonstrated willingness to comply with the terms and conditions of the RFP

#### c) Financial

- proposed fees (including out of pocket expenses, if any); and
- estimated hours required, levels of staff to be assigned and hourly billing rates

### Selection process

The Clerk/Treasurer (or a delegated subcommittee of Council) will evaluate the responses to the RFP. Based upon the evaluation results of the submissions, the Council may require a presentation prior to award. In that case, the presentation would form part of the final evaluation. All such presentations will be at the proponent's expense. Proponents may be requested to clarify information provided in their submissions. Any additional information may in no way materially alter or add to the submission originally proposed.

Presentations will be conducted on a date and location to be determined. Successful proponent(s) will be contacted to set up a meeting time and place for their presentation. It is anticipated that the presentation will consist of a brief five-minute introduction of the Council members and any staff in attendance, followed by a presentation by the proponent (maximum 30 minutes), and concluded with a question and answer period (maximum 30 minutes).

Failure to provide a presentation may be cause for disqualification.

The following chart outlines the evaluation criteria to be used in the evaluation and consequent awarding of the contract.

	<b>CRITERIA</b>	<b>MAX. SCORE</b>
1.	Financial	30
2	Qualifications and Experience (including reference checks)	35
3	Submission	35
	<b>Evaluation Subtotal</b>	<b>100</b>
	Interview (if necessary)	15
	<b>Total Available Points</b>	<b>115</b>

### General conditions/requirements

#### Cancellation of contracts

The Township reserves the right to terminate the contract without notice if due to non-performance and unsatisfactory services.

The Township reserves the right to call in alternate services if the proponent is unable to provide the service when it is requested.

#### Awards

The Township, unless it otherwise states, reserves the right to reject any and all submissions in whole or in part; and/or to waive technical defects, irregularities and omissions, if in so doing, the best interests of the Township will be served.

#### Insurance and indemnification

The successful proponent shall, at its own expense, obtain and maintain until the termination of the contract, and provide the Township with evidence of:

Comprehensive general liability insurance on an occurrence basis for an amount not less than Two Million (\$2,000,000.00) dollars that includes the Township as an additional insured with respect to the Township 's operations, acts and omissions relating to its obligations under this Agreement, such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners' and contractors' protective, products and completed operations, contingent employers liability, cross liability and severability of interest clauses;



Professional Liability: The successful proponent shall carry insurance covering the work and services described in this agreement. Such policy shall provide coverage for an amount not less than five hundred thousand (\$500,000) dollars. The Township will not accept a submission which limits the liability of the proponent to the amount of its liability insurance coverage.

The policies shown above must stipulate that they cannot be cancelled or permitted to lapse unless the insurer notifies the Township in writing at least thirty (30) days prior to the effective date of cancellation or expiry. The Township reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as the Township may reasonably require.

The successful proponent shall not commence work until such time as evidence of insurance has been filed with and approved by the Treasurer for the Township. The successful firm shall provide evidence of the continuance of all required insurance at each policy renewal date for the duration of the contract.

The successful proponent shall indemnify and hold the Township harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether wilful or otherwise by the proponent, its agents, officers, employees or other persons for whom the proponent is legally responsible.

**Workplace Safety & Insurance Act** (from successful proponent only, and only if applicable)  
the successful proponent shall also furnish evidence of compliance with all requirements of the Workplace Safety & Insurance Act. Independent operators will need confirmation from the Workplace Safety & Insurance Board (WSIB).

- i.e. i) Certificate of Clearance
- ii) Letter of Good Standing
- iii) Independent Operator Letter

**In reference to workplace safety & insurance act:** The Corporation of the Township of Gillies requires all contractors and independent operators to have a Status Ruling done from the WSIB prior to any work being carried out for the Township. The Township may not issue a purchase order to any contractor or independent operator until "Confirmation" from the WSIB is received. If further information on WSIB is required, please contact the local WSIB at 807-343-1710.

## Part two: project specifics

### Invitation

The Township of Gillies is issuing a Request for Proposals (RFP) to interested parties for the preparation of a proposed work program to complete an update or to provide a new Official Plan, as well as the Comprehensive Zoning By-law for the Township. The intent of the RFP is to award the work to a consultant based on the evaluation of the relevant information from respondents with proven work records and management expertise in similar undertakings.

The work to be completed by the Consultant in general terms is as follows:

### Introduction

The Township of Gillies is a small rural community of approximately 441 residents located within the District of Thunder Bay in Northwestern Ontario.

The Township occupies approximately 35.78 sq. miles or 92.68 sq. kilometers and maintains approximately 105km of unpaved maintained lane municipal roads.

The Official Plan of the Township of Gillies was adopted in November 2009 with the passing of By-law 2014-018 in November of 2014.

The Township of Gillies' Official Plan and Comprehensive Zoning By-law review or renewal is required in order to meet new provincial planning legislation and policy initiatives which include amendments to the Planning Act, the Provincial Policy Statement, and the Northern Growth Plan.

The consultant update should address where to eliminate policies which are not effective; establish new policies which better reflect current and projected circumstances; and streamline the document and simplify policy where possible.

The consultant shall provide a comparison between a new plan vs. r a reviewed plan, outlining the benefits, costs and/or savings between the two options.

### Scope of work and deliverables

To complete an update of the Township of Gillies Official Plan and Comprehensive Zoning By-law, with the following deliverables:

- Implementation and integration of the most recent Provincial Policy Statement and Northern Growth Plan.
- Ensure conformity with Provincial legislation, regulations and plans.
- Allow for public and agency consultation, through the open house and statutory public meeting(s), throughout the update process.
- Ensure the conformity of the Zoning By-law with the Official Plan.
- Consolidation of existing Official Plan Amendments and Zoning By-law Amendments.
- Other "technical" and housekeeping amendments.

- Prepare for Council the final Official Plan and Zoning By-law and provide all planning reports required by the Ministry of Municipal Affairs and Housing for adoption and approval.
- Schedules for zoning.
- Identify any opportunities within this project that the Township can complete to reduce project costs.
- Identify the pros and cons with a cost breakdown for preparing a brand new Official Plan.

A copy of the Township of Gillies current Official Plan and Zoning By-law will be provided as baseline documents that can be used as templates to be built upon, incorporating the required updates and possibly removal of unnecessary sections.

The required mapping will be supplied by the Lakehead Region Conservation Authority (LRCA) and any required edits will be done through them on a separate contract with the Township. The successful consultant will be required to liaise with the Lakehead Region Conservation Authority to provide data to ensure mapping is cohesive with the Official Plan and Zoning By-law.

### Study area

The study area will be within the boundary of the Township of Gillies.

### Reporting requirements

The Clerk/Treasurer, Laura Bruni, will liaise with the consultant to ensure the study is completed, to assist in the process and for day-to-day reporting. The consultant will meet with the Council in person and/or by teleconference (or alternate communication method) as required during the process. In-person meetings will be minimum and determined upon consultant site visit and/or process requirement.

### Time frame

The Official Plan and Zoning By-law may be worked on concurrently by the consultant in order for the timely adoption of both documents.

The consultant shall outline in the proposal the specific time frame for the completion of all reports.

The project to be completed by December 31, 2023

### Project requirements

All information, electronic data, reports, mapping, literature or software/hardware developed or acquired by the consultants in the course of this study and having application to this study shall become the property of the Township of Gillies. This information shall be delivered to the Township of Gillies with their final billing unless the Clerk/Treasurer has provided the consultant with explicit written direction to the contrary.

Due to the minimized amount of work required to bring the Township of Gillies Official Plan and Zoning By-law to adhere to the Planning Act requirements of a 5-year OP review or new plan prepared, the Provincial Policy Statement Review and the Northern Growth Plan, all proposals should clearly indicate

that the work to be provided will be for an “upset limit”. The Township of Gillies will not consider cost overruns.

Regular progress payments will be conditional upon the receipt of work completed, submission of an invoice for the work and approval by the Township of Gillies. The consultant shall prepare at least two interim progress reports for staff and Council to review. Consultant shall include an estimated payment schedule in their proposal.

## Reproduction

The consultant shall provide and deliver all reports in the following format:

- One (1) electronic copy of all reports
- One (1) bound copy of all final approved reports

All documents referred to and required to be provided shall be in electronic format containing all text and all maps and schedules in format compatible with the Township’s software. All information being gathered, and reports being produced, belongs to the Township of Gillies. No reproductions or copies will be permitted without written permission from the Municipality.

## Distribution

All documents and revisions to documents shall be forwarded by the consultants in sufficient time so that they will be received by the Township of Gillies at least one week in advance of the project meeting at which the document will be discussed. No reproductions or copies will be permitted without written permission from the Municipality.

## Meetings

The minimum number of meetings required to be held at the following stages of the work program are as follows:

An introductory meeting between the Council, staff and consultant to discuss the scope of work, identification of key areas of concern and confirmation of timelines and project completions.

- A meeting between the consultant and the Council and staff to review background reports, if deemed
- necessary.
- A meeting between the consultant and the Council and staff to review the Draft Reports.
- A meeting between the consultant and the Council and staff to review the Final Reports.

Public consultation will be an important aspect of the development of the Official Plan and subsequently the Comprehensive Zoning By-laws. The consultant should indicate how the public will be involved in the process.

All meetings that include the Council are open to the public.

A meeting with the Ministry of Municipal Affairs and Housing “One Window” and the consultant will be initiated at the start of the project.

## Proposal content and format

The consultant selected by the Township of Gillies will have prepared a proposal which clearly indicated how the consultant will carry out the work. The consultant's proposal must contain at least, but not limited to:

- A methodology indicating the approach that will be used in the project.
- A timetable showing the timing of each of the phases of the report, along with the proposed meetings. This should include any suggested revision to the scope of work, outlined in these terms, and an explanation of the reasons for the suggested changes.
- An assumptions section that lists all assumptions the consultant has about the information or arrangements to be provided by the Township.
- Names, qualifications and experience of staff assigned to this project and identify the project lead.
- Examples of past projects of similar nature, successfully completed by the consultant or members of the team including references from the projects.
- Maximum total cost of the project, broken down by the phases, with fees and disbursement costs listed separately and the suggested payment schedule for each phase.
- Per diem rates for key personnel involved in the assignment, with an estimate of the number of days that the project staff will spend on the project and in the area.
- Provide a recommendation and/or options for pro's and con's of a new Official Plan vs. a Review of the current Official Plan.

The consultant shall submit one (1) copy of the above noted proposal.

## Consultant requirements & responsibilities

- The Consultant shall comply with the requirements of the Occupational Health and Safety Act and all Workers Safety Insurance Board's laws, policies or otherwise while undertaking any of the work described in these documents.
- The Consultant shall comply with all Provincial Statutes, Regulations and Environmental Legislation, laws, policies or otherwise while undertaking any of the work described in these documents.
- The Consultant is responsible to obtain any permits and/or approvals required by Federal, Provincial or Regional legislation, necessary to complete the work described in this Request for Proposal Document.
- Consultants shall clearly identify, in their proposals, any work included in this project that is intended to be subcontracted out and clearly identify the Sub Consultants that are intended to complete that portion of the work included in this Project.
- Consultants shall provide, with their proposals, signed and certified true copies of their corporate health and safety policy.
- Consultants will be required to submit, within 3 business days of notification of acceptance, a written copy of the Company's Corporate Health and Safety programs and procedures. Failure to submit a written copy of the Corporate Health and Safety programs and procedures shall disqualify the Consultant's proposal for this project.

## Contract requirements

- The Consultant will be required to submit, within 5 business days of notification of acceptance and award, a project schedule fully describing the work and project milestones to The Corporation of the Township of Gillies. Project schedules may be or emailed to gilliesclerktreasurer@gmail.com
- Consultants will be required to submit a letter with their proposals, indicating proof of liability insurance of five million dollars (\$5,000,000) of coverage, stating that they are liable for, and shall indemnify and save harmless The Corporation of the Township of Gillies, its elected officials, officers, employees and representatives, from and against all lawsuits, actions, causes of action, claims, demands, losses, costs, damages, expenses (including actual costs of professional advisors) whatsoever incurred and suffered by the indemnities, including but not limited to damage to loss of property and loss of use of it, and injury to, or death of a person or persons resulting from or in connection with work described in this Request for Proposal Document. This insurance coverage must be maintained for the duration of the work.
- The successful consultant will be required to enter into an agreement with the Township of Gillies.

## Part three: proposal forms

Along with all other information requested within this document, please fill in and return three (3) copies of the forms on the next ensuing pages. Please ensure the information provided is complete and accurate.

# Proposal form

Proponent Company Name:

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Proponent Company Telephone :

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Proponent Company Fax and/or Email Address:

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Proponent Company Address for services & correspondence:

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Person preparing the Proposal \_\_\_\_\_

Signature, Name, and Title of Proponent Company Representative:

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Name of the company personnel and qualifications of the people working on this project  
(attach extra pages if required):

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Proposed Price for required inspections (excl. taxes):

\$ \_\_\_\_\_

Lump Sum Total Price, including all taxes:

\$ \_\_\_\_\_

Anticipated Start date \_\_\_\_\_

Anticipated Completed Draft Report Date: \_\_\_\_\_

**The Corporation of the Township of Gillies reserves the right to reject any or all proposals, to waive irregularities and informalities in proposals, and to award the project contract in the best interests of the Township in its sole and unfettered discretion. The lowest priced proposal, or any proposal, may not be accepted.**

## Relevant experience:

Provide information on three similar projects completed by or under the direction of your firm, and provide a reference (name and contact information) for each project. Use additional paper if necessary.

### Similar Project #1

Client: \_\_\_\_\_

Contact Person & Contact telephone number: \_\_\_\_\_

Year Undertaken: \_\_\_\_\_

Detail of  
Project: \_\_\_\_\_

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### Similar Project #2

Client: \_\_\_\_\_

Contact Person & Contact telephone number: \_\_\_\_\_

Year Undertaken: \_\_\_\_\_

Detail of  
Project: \_\_\_\_\_

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### Similar Project #3

Client: \_\_\_\_\_

Contact Person & Contact telephone number: \_\_\_\_\_

Year Undertaken: \_\_\_\_\_

Detail of  
Project: \_\_\_\_\_

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# Occupational health and safety – Statutory Declaration

In submitting this proposal, I/we, on behalf of

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(Legal Name of Company)

Certify the following:

I/We have a health and safety policy and will maintain a program to implement such policy as required by clause 25(2) (j) of the Occupational Health and Safety Act, R.S.O. 1990, c.0.1, as amended, (the OHSA).

With respect to the services being offered in this proposal, I/we and our proposed subcontractors, acknowledge the responsibility to, and shall:

- a. Fulfill all the “employer” obligations under the OHSA and ensure that all work is carried out in accordance with the OHSA and its regulations.
- b. Ensure that adequate and complete supervision is provided as per the OHSA to protect the health and safety of workers; and
- c. Provide information and instruction to all employees to ensure they are informed of the hazards inherent to the work and understand the procedures for minimizing the risk of injury or illness

I/We agree to take every precaution reasonable in the circumstances for the protection of worker health and safety, as required under the OSHA.

Dated at

\_\_\_\_\_ this \_\_\_\_ of \_\_\_\_\_, 2022

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(Signature of Authorized Signing Officer for the Company)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

**\*\* Please remember to include a WSIB Clearance Certificate with your proposal submission**