



## **REQUEST FOR PROPOSALS OFFICIAL PLAN REVIEW**

Request for Proposals No. **2021-04**

Issued: **November 2, 2021**

Submission Deadline:  
**November 23, 2021 at 12:00 p.m. noon**

By Email to:  
Brady McGlade, Planner  
**[bmcglade@dnetownship.ca](mailto:bmcglade@dnetownship.ca)**

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## **PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS**

### **1.1 Invitation to Proponents**

This Request for Proposals (the “RFP”) is an invitation by the Corporation of the Township of Drummond/North Elmsley (the “Township”) to prospective proponents to submit proposals for the Official Plan Review as further described in Appendix A of the RFP Particulars (Appendix D) (the “Deliverables”).

### **1.2 RFP Contact**

For the purposes of this procurement process, the “RFP Contact” will be Brady McGlade, Planner, 613-267-6500 x 230 or email: [bmcglade@dnetownship.ca](mailto:bmcglade@dnetownship.ca).

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of the Township, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

### **1.3 Contract for Deliverables**

#### **1.3.1 Type of Contract**

The selected proponent will be requested to enter into direct contract negotiations to finalize an agreement with the Township for the provision of the Deliverables. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the Township and the selected proponent. It is the Township’s intention to enter into an agreement with only one (1) legal entity.

#### **1.3.2 Term of Contract**

The term of the agreement will be established under the awarded contract to encompass the duration of the contemplated work.

### **1.4 RFP Timetable**

#### **1.4.1 Key Dates**

Issue Date of RFP	November 2, 2021
Deadline for Questions	November 17, 2021 12:00:00 p.m. local time
Submission Deadline	November 23, 2021 12:00:00 p.m. local time
Rectification Period	Three (3) business days
Anticipated Ranking of Proponents	Week of November 22, 2021
Contract Negotiation Period	5 calendar days
Contract Approval	Week of November 29, 2021
Commencement of Project	December 8, 2021

The RFP timetable is tentative only and may be changed by the Township at any time. For greater clarity, business days mean all days that the Township is open for business.

## **1.5 Submission of Proposals**

### **1.5.1 Proposals to be Submitted at Prescribed Location**

Proposals must be submitted via email to Brady McGlade at [bmcglade@dnetownship.ca](mailto:bmcglade@dnetownship.ca). Submissions by other methods will not be accepted.

### **1.5.2 Proposals to be Submitted on Time**

Proposals must be emailed before the Submission Deadline set out in the RFP Timetable.

### **1.5.3 Proposals to be Submitted in Prescribed Format**

Submission materials should be prepared in the file formats listed under Requested Information for this opportunity.

The maximum email file size is 30 MB.

Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.

### **1.5.4 Amendment of Proposals**

Proponents may amend their proposals prior to the Submission Deadline by submitting a revised proposal via email.

### **1.5.5 Withdrawal of Proposals**

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. To withdraw a proposal prior to the Submission Deadline, a proponent should request via email to un-submit the proposal. Following the Submission Deadline, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the proponent.

[End of Part 1]

## **PART 2 – PROJECT SCOPE**

### **2.1 Introduction**

The Township of Drummond/North Elmsley is located in central Lanark County. A mostly rural Township, it is bounded by the Historic Rideau Waterway to the south and the Mississippi River to the north-west. It includes the Hamlets of Port Elmsley, Balderson, Innisville, Rideau Ferry and Ferguson's Falls. The southern portion of the Township features many lakes, rivers and mixed forests while the more western and northern areas feature fertile farmland. The Township is considered the southern gateway to Lanark County's "Maple Syrup Trail."

Its population was 7,773 according to the 2016 Census and the County of Lanark Sustainable Community Official Plan expects the Township population to increase by 61% by 2038 to a population of 12,549.

The Township's Official Plan was passed by Council in 2011 and approved in 2012 and is currently beyond its 5-year lifecycle. The Township is looking to review the OP policy framework as soon as possible. There have been 4 amendments to the 2011 Official Plan.

### **2.2 Scope**

The primary goal for this proposal is to obtain the services of a Planning Consultant to undertake an Official Plan Review for the Corporation of the Township of Drummond/North Elmsley. The Study Area consists of all the lands situated within the Township of Drummond/North Elmsley political boundaries.

The proponent shall undertake an appropriate review of the background documents listed below to assist in developing a proposal that is specific to the unique needs of the Township. It is expected the documents are to be given further consideration through the Official Plan review. Many documents can be found on the Township and County websites. Those not available on the website(s) can be provided upon request. The commencement of the review is planned for December 8, 2021 and is anticipated to be complete in Q3 2022.

The following documents, background studies, reports and mapping will be available for review:

- Approved Official Plan Amendments
- Asset Management Plans
- By-law 2011-026 Official Plan
- By-law 2012-060 Comprehensive Zoning Bylaw
- County of Lanark Transportation Master Plan 2010
- Development Charges Background Study 2019
- Fire Master Plan 2020
- Lanark County Sustainable Communities Official Plan 2012
- Recreation Master Plan 2019
- Strategic Plan 2019

The proponent shall undertake an appropriate review of the above background documents to assist in developing a proposal that is specific to the unique needs of the municipality. It is expected the documents are to be given further consideration through the Official Plan review. Many documents can be found on the Town and County websites. Those not available on the website(s) can be provided upon request.

It is anticipated that a review and update of the Official Plan will provide an identification of the elements of the Official Plan that need to be updated to reflect the current situation in the Township. The Official Plan review should address a number of issues, including but may not be limited to:

- Affordable housing
- Aggregate policies and mapping
- Agriculture and food security
- Economic development
- Engagement with Indigenous Communities
- Environmental constraints mapping (woodlands, wetlands)
- General housekeeping
- Hamlet boundaries and policies
- Infill development policies
- Lot creation policies
- Natural hazards provisions related to floodplains

It is anticipated that there will be two phases of the review process. The first phase first would be to conduct an “Official Plan Review” that determines the needs that must be addressed in the update and recommendations for updates. The first phase should identify required changes that are needed to ensure consistency with Provincial Policy and plans, and County of Lanark plans. The first phase should also include public consultation to gain a better understanding of local issues. Council will be presented with an Issues and Options Report, summarizing the Official Plan Review component of the project. Council will determine the issues to be included in the Official Plan Update and provide direction on the preferred policy option to address the issues.

The second phase is the “Official Plan Update” which consists of an Official Plan Amendment to update the OP, capturing those elements identified through the Phase 1 Official Plan Review. A draft Official Plan Amendment (OPA) and Planning Justification Report will be prepared for Council’s consideration. Once Council is satisfied with the draft Official Plan Amendment, the required Public Meeting under the Planning Act will be held, allowing for additional agency and public consultation. Once Council has heard from the agencies and public on the draft OPA, they will determine whether the draft OPA requires further changes or modifications to address comments received. When Council is satisfied with the OPA, they will formally adopt the OPA and forward the document to the County of Lanark for final approval.

[End of Part 2]

## **PART 3 – EVALUATION, NEGOTIATION AND AWARD**

### **3.1 Stages of Evaluation and Negotiation**

The Township will conduct the evaluation of proposals and negotiations in the following stages:

#### **3.2 Stage I – Mandatory Submission Requirements**

Stage I will consist of a review to determine which proposals comply with all mandatory submission requirements. If a proposal fails to satisfy all the mandatory submission requirements, the Township will issue the proponent a rectification notice identifying the deficiencies and providing the proponent with an opportunity to rectify the deficiencies. If the proponent fails to satisfy the mandatory submission requirements within the Rectification Period, its proposal will be rejected. The Rectification Period will begin to run from the date and time that the Township issues a rectification notice to the proponent. The mandatory submission requirements are set out in Section C of the RFP Particulars (Appendix D).

#### **3.3 Stage II – Evaluation**

Stage II will consist of the following two sub-stages:

##### **3.3.1 Mandatory Technical Requirements**

The Township will review the proposals to determine whether the mandatory technical requirements as set out in Section D of the RFP Particulars (Appendix D) have been met. Questions or queries on the part of the Township as to whether a proposal has met the mandatory technical requirements will be subject to the verification and clarification process set out in Part 3.

##### **3.3.2 Rated Criteria**

The Township will evaluate each qualified proposal on the basis of the non-price rated criteria as set out in Section D of the RFP Particulars (Appendix D).

#### **3.4 Stage III – Pricing**

Stage III will consist of a scoring of the submitted pricing of each qualified proposal in accordance with the price evaluation method set out in Pricing (Appendix C). The evaluation of price will be undertaken after the evaluation of mandatory requirements and rated criteria has been completed.

#### **3.5 Stage IV – Ranking and Contract Negotiations**

##### **3.5.1 Ranking of Proponents**

After the completion of Stage III, all scores from Stage II and Stage III will be added together and the proponents will be ranked based on their total scores. The top-ranked proponent will receive a written invitation to enter into direct contract negotiations to finalize the agreement with the Township. In the event of a tie, the selected proponent will be the proponent selected by way of coin toss.

### **3.5.2 Contract Negotiation Process**

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3) and will not constitute a legally binding offer to enter into a contract on the part of the Township or the proponent, and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the Township and the selected proponent. Negotiations may include requests by the Township for supplementary information from the proponent to verify, clarify, or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the Township for improved pricing or performance terms from the proponent.

### **3.5.3 Time Period for Negotiations**

The Township intends to conclude negotiations and finalize the agreement with the top-ranked proponent during the Contract Negotiation Period, commencing from the date the Township invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations should therefore be prepared to satisfy the pre-conditions of award listed in Section E of the RFP Particulars (Appendix D), provide requested information in a timely fashion and conduct its negotiations expeditiously.

### **3.5.4 Failure to Enter into Agreement**

If the pre-conditions of award listed in Section E of the RFP Particulars (Appendix D) are not satisfied or if the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the Contract Negotiation Period, the Township may discontinue negotiations with the top-ranked proponent and may invite the next-best-ranked proponent to enter into negotiations. This process will continue until an agreement is finalized, until there are no more proponents remaining that are eligible for negotiations, or until the Township elects to cancel the RFP process.

### **3.5.5 Notification of Negotiation Status**

Other proponents that may become eligible for contract negotiations may be notified at the commencement of the negotiation process with the top-ranked proponent.

[End of Part 3]



## **PART 4 – TERMS AND CONDITIONS OF THE RFP PROCESS**

### **4.1 General Information and Instructions**

#### **4.1.1 Proponents to Follow Instructions**

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

#### **4.1.2 Proposals in English**

All proposals are to be in English only.

#### **4.1.3 No Incorporation by Reference**

The entire content of the proponent's proposal should be submitted in a fixed format, and other external documents or images referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

#### **4.1.4 Past Performance**

In the evaluation process, the Township may consider the proponent's past performance or conduct on previous contracts with the Township or other institutions.

#### **4.1.5 Information in RFP Only an Estimate**

The Township and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only, and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

#### **4.1.6 Proponents to Bear Their Own Costs**

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

#### **4.1.7 Proposal to be Retained by the Township**

The Township will not return the proposal, or any accompanying documentation submitted by a proponent.

#### **4.1.8 No Guarantee of Volume of Work or Exclusivity of Contract**

The Township makes no guarantee of the value or volume of work to be assigned to the successful proponent. The agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The Township may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

## **4.2 Communication after Issuance of RFP**

### **4.2.1 Proponents to Review RFP**

Proponents should promptly examine all of the documents comprising this RFP and may direct questions or seek additional information in writing by email to the RFP Contact on or before the Deadline for Questions. No such communications are to be directed to anyone other than the RFP Contact. The Township is under no obligation to provide additional information, and the Township is not responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The Township is not responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

### **4.2.2 All New Information to Proponents by Way of Addenda**

This RFP may be amended only by addendum in accordance with this section. If the Township, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addendum. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Township.

### **4.2.3 Post-Deadline Addenda and Extension of Submission Deadline**

If the Township determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Township may extend the Submission Deadline for a reasonable period of time.

### **4.2.4 Verify, Clarify, and Supplement**

When evaluating proposals, the Township may request further information from the proponent or third parties in order to verify, clarify, or supplement the information provided in the proponent's proposal, including but not limited to clarification with respect to whether a proposal meets the mandatory technical requirements set out in Section D of the RFP Particulars (Appendix D). The Township may revisit, re-evaluate, and rescore the proponent's response or ranking on the basis of any such information.

## **4.3 Notification and Debriefing**

### **4.3.1 Notification to Other Proponents**

Once an agreement is executed by the Township and a proponent, the other proponents may be notified directly in writing and will be notified by public posting of the outcome of the procurement process.

### **4.3.2 Debriefing**

Proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within sixty (60) days of such notification.

### **4.3.3 Procurement Protest Procedure**

If a proponent wishes to challenge the RFP process, it should provide written notice to the RFP Contact in accordance with applicable procurement protest procedures.

## **4.4 Conflict of Interest and Prohibited Conduct**

### **4.4.1 Conflict of Interest**

For the purposes of this RFP, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the Township in the preparation of its proposal that is not available to other proponents; (ii) having been involved in the development of the RFP, including having provided advice or assistance in the development of the RFP; (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFP; (iv) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process); or (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the proponent’s other commitments, relationships, or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

### **4.4.2 Disqualification for Conflict of Interest**

The Township may disqualify a proponent for any conduct, situation, or circumstances, determined by the Township, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

### **4.4.3 Disqualification for Prohibited Conduct**

The Township may disqualify a proponent, rescind an invitation to negotiate or terminate a contract subsequently entered into if the Township determines that the proponent has engaged in any conduct prohibited by this RFP.

### **4.4.4 Prohibited Proponent Communications**

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix B).

#### **4.4.5 Proponent Not to Communicate with Media**

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

#### **4.4.6 No Lobbying**

Proponents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent(s).

#### **4.4.7 Illegal or Unethical Conduct**

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of the Township; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

#### **4.4.8 Past Performance or Past Conduct**

The Township may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour its submitted pricing or other commitments; or
- (c) any conduct, situation or circumstance determined by the Township, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

#### **4.5 Confidential Information**

##### **4.5.1 Confidential Information of the Township**

All information provided by or obtained from the Township in any form in connection with this RFP either before or after the issuance of this RFP

- (a) is the sole property of the Township and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the Township; and
- (d) must be returned by the proponent to the Township immediately upon the request of the Township.

#### **4.5.2 Confidential Information of Proponent**

A proponent should identify any information in its proposal, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Township. The confidentiality of such information will be maintained by the Township, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Township to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

#### **4.6 Procurement Process Non-Binding**

##### **4.6.1 No Contract A and No Claims**

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFP will not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the proponent nor the Township will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract, or failure to honour a proposal submitted in response to this RFP.

##### **4.6.2 No Contract until Execution of Written Agreement**

This RFP process is intended to identify prospective suppliers for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between the proponent and the Township by this RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

##### **4.6.3 Non-Binding Price Estimates**

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the Township to enter into an agreement for the Deliverables.

##### **4.6.4 Cancellation**

The Township may cancel or amend the RFP process without liability at any time.

#### **4.7 Governing Law and Interpretation**

These Terms and Conditions of the RFP Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein.

[End of Part 4]

**APPENDIX A – FORM OF AGREEMENT**

*The Township will use the terms and conditions noted in this RFP document, as the starting point for negotiations with the selected proponent.*

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*The Township will use the terms and conditions noted in this RFP document, as the starting point for negotiations with the selected proponent.*

**THE TOWNSHIP OF DRUMMOND/NORTH ELMSLEY  
AGREEMENT**

This Agreement made in duplicate this \_\_\_ day of \_\_\_\_\_ 2021.

**BETWEEN:**

The Corporation of the Township of Drummond/North Elmsley  
(Hereinafter referred to as “the Township”)

**OF THE FIRST PART**

**AND:**

(Contractors Name)  
(Hereinafter referred to as “the Contractor”)

**OF THE SECOND PART**

**WHEREAS** authority is given under the Municipal Act for the Clerk to engage in contracts on behalf of the Township for the purpose of providing consulting services;

**AND WHEREAS** the Township is desirous of engaging (Contractor name) to undertake an Official Plan Review;

**NOW THEREFORE** the Township and the Contractor hereby agree to the following terms and conditions:

1. The Contractor will provide the services and undertake the work as set out in the Form of Submission Document for the project (attached hereto as Schedule ‘A’) and as described in the proposal submitted by the Contractor and dated (date) (attached hereto as Schedule ‘B’), all documents forming part of this Agreement.
2. The Contractor guarantees that he/she will undertake the services as presented in this document, irrespective of other contracted obligations of the Contractor.
3. The Contractor shall not assign or sublet the whole or any part of this Contract without the prior written consent of the Township unless the use of subcontractors is expressly stated in the proposal submitted by the Contractor and accepted by the Township.
4. The Contractor acknowledges that while performing the services under this Contract, that it is not an employee of the Township and as such shall be responsible for the payment of

all expenses required by law, including, but not necessarily limited to, Employment Insurance premiums, Income Tax, Canada Pension Plan contributions, etc., failing which the Contractor shall reimburse the Township for any expenses it may have to pay as a result of the Contractor neglecting to do so.

5. The Township agrees to pay the Contractor the fees and associated disbursements for the provision of a Facility Condition Assessments to an upset limit of \$####, exclusive of HST. Any additional expenditures or disbursements shall not be incurred without the prior expressed written approval of the Township.
6. The Contractor will invoice the Township for work that has been completed at key intervals as set out in Key Dates Section 1.4.1 or other mutually agreed to schedule. Such invoices shall include a detailed description of the tasks included therein, in conformity with the approved work plan, and shall contain a list of the disbursements and applicable taxes. The Township hereby agrees to pay the invoices in a timely fashion.
7. In the event of any dispute with respect to the payment of the invoices which cannot otherwise be resolved between the Contractor and the Township, the Contractor and the Township hereby agree to submit the matter to an impartial arbitrator under the *Arbitrations Act*, whose decision shall be final and binding. If a matter is referred to an arbiter under this Article, the parties agree to equally share the cost of the arbiter and any related expenses.
8. The Contractor will cooperate with the Township's auditor with respect to any financial matters involving business between the Contractor and the Township.
9. The Contractor shall, at all times during the term of this Agreement, maintain not less as per Section 2.4 of the RFP Document (Schedule 'A') with the Town as a named insured. A copy of the insurance policy shall be filed with the Township upon the commencement of the Agreement and the Township shall be advised immediately of any change in status in the insurance coverage required pursuant to this Article.
10. All information collected by the Contractor in the performance of the services described herein shall be the property of the Township and shall be surrendered to the Township immediately upon request for same. It is understood that in the collection of any information, that the Contractor will have proper regard for the *Municipal Freedom of Information and Protection of Privacy Act*, and that the disclosure of any information collected will be pursuant to the requirements of the legislation.
11. The Contractor transfers to the Township, free of all liens and encumbrances, ownership of each Deliverable, and assigns all of its world-wide present and future rights, title and interest in and to each Deliverable, including copyright, effective as of the date of creation or acquisition of such Deliverable by the Contractor. The Contractor irrevocably waives, in favour of the Township, all moral rights in the Deliverables. The Contractor will obtain from its employees and any independent contractors, all required assignments and releases of intellectual property, and waivers of moral rights, in the Deliverables. The Contractor will not assert any rights to or interests in or apply for or register any copyright or other rights or interests in, the Deliverables, or assist any other person in doing so. The Contractor shall provide to the Township, during and after the term of this Agreement, any reasonable assistance required for the Township to obtain, perfect and enforce its ownership of and rights in the Deliverables, including without



limitation execution of assignments and transfers of the Deliverables. This Section does not apply to Pre-Existing Materials.

12. The Township at any time, in its sole judgment, may, whether or not cause exists, terminate the services of the Contractor in whole or in part by giving ten days' prior written notice to the Contractor. If termination is not for cause, the Contractor will be paid for all Services properly performed to the date of the delivery of the said notice (subject to the terms of this Agreement) plus all necessary and reasonable wind-up costs incurred, if any, in closing out the Services or the part terminated.
13. The Contractor on behalf of itself, its heirs, executors, administrators, successors and assigns hereby covenants and agrees to indemnify the Township and each of its officers, servants and agents from all loss, damage, costs, expenses, claims, demands, actions, suits or other proceedings of every nature and kind arising from, or in consequence of, the execution, non-execution or imperfect execution of any of the works hereinbefore mentioned or of the supply or non-supply of material therefore, whether such loss, damage, costs, expenses, claims, demands, actions, suits or other proceedings arise by reason of negligence or without negligence on the part of the Subdivider or its contractors, officers, servants or agents and whether such loss, damage, costs, expenses, claims, demands, suits or other proceedings are occasioned by or made or brought against the Subdivider or its contractors, officers, servants or agents, or the Township, its officers, servants or agents or any other person or persons, corporation or corporations.
14. This Agreement shall be effective from the date of its signing thereof and the terms of this Agreement shall remain in force and effect until the project is completed, unless otherwise amended in writing and agreed to by both the Township and the Contractor.
15. This Agreement shall be subject to the applicable laws of Canada and Ontario.
16. Both the Workplace Safety and Insurance Board (WSIB) Clearance Certificate and proof of Insurance shall be provided to the Township prior to the signing of the Agreement.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement as of the day and year first before written.

**THE CONTRACTOR**

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:

I/We have authority to bind the corporation

**THE CORPORATION OF THE TOWNSHIP  
OF DRUMMOND/NORTH ELMSLEY**

Per: \_\_\_\_\_  
Name: Steve Fournier  
Title: Reeve

Per: \_\_\_\_\_  
Name: Cindy Halcrow  
Title: Clerk Administrator

## APPENDIX B – SUBMISSION FORM

### 1. Proponent Information

Please fill out the following form, naming one person to be the proponent's contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Email:	

### 2. Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract-A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the Township and the proponent unless and until the Township and the proponent execute a written agreement for the Deliverables.

### 3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its proposal.

### 4. Non-Binding Pricing

The proponent has submitted its pricing in accordance with the instructions in the RFP and in Pricing (Appendix C) in particular. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

**5. Addenda**

The proponent is deemed to have read and taken into account all addenda issued by the Township prior to the Deadline for Issuing Addenda.

**6. No Prohibited Conduct**

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

**7. Conflict of Interest**

The proponent must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the RFP. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; **AND** (b) were employees of the Township within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

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**8. Disclosure of Information**

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the Township to the advisers retained by the Township to advise or assist with the RFP process, including with respect to the evaluation of this proposal.

\_\_\_\_\_  
Signature of Proponent Representative

\_\_\_\_\_  
Name of Proponent Representative

\_\_\_\_\_  
Title of Proponent Representative

\_\_\_\_\_  
Date

I have the authority to bind the proponent.

## APPENDIX C – PRICING

### 1. Instructions on How to Provide Pricing

- (a) Proponents should provide the information requested under section 3 below (“Required Pricing Information”) by reproducing and completing the table below in their proposals, or, if there is no table below, by completing the attached form and including it in their proposals.
- (b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which should be itemized separately.
- (c) Rates quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

### 2. Evaluation of Pricing

Pricing is worth forty (40) points of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the pricing form. Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has submitted a proposal for, which will be calculated in accordance with the following formula:

$$\text{lowest price} \div \text{proponent's price} \times \text{weighting} = \text{proponent's pricing points}$$

### 3. Required Pricing Information

Item	Proposed Price
Official Plan Review	\$
Other costs (please specify)	
13% HST	
Total Proposed Price	

### 4. Payment Schedule

Payment terms are 30 days from receipt of invoice.

## **APPENDIX D – RFP PARTICULARS**

### **A. THE DELIVERABLES**

1. The selected Consultant will be required to provide the following to the Township at the conclusion of the Official Plan project:
  1. Five (5) bound hard copies of the draft Official Plan;
  2. Ten (10) bound hard copies of the final Official Plan for adoption and approval;
  3. One (1) electronic PDF version of all reports;
  4. One (1) electronic PDF version of the draft Official Plan;
  5. One (1) electronic PDF version of the final Official Plan for adoption and approval;
  6. One (1) electronic Microsoft word version of the final adopted Official Plan.
  7. An Official Plan layer prepared in consultation with the Township
  8. Hard copies of all final Official Plan schedules; and,
  9. One (1) electronic copy in PDF of all plans, illustrations and/or drawings produced for the project.

In general, all reports and presentation material shall be in a form and of a quality so as to be acceptable for reproduction and presentation and shall be acceptable to the Township. All information and files required to complete this project will become property of the Township.

The electronic documents will be uploaded to the Township's website and must conform in all aspects to Ontarians with Disabilities Act, 2005 (Information and Communication Standards requirements) and accessibly readable on the Township's website (readable html file is acceptable).

### **B. MATERIAL DISCLOSURES**

1. No material disclosures exist for this RFP.

### **C. MANDATORY SUBMISSION REQUIREMENTS**

#### **1. Submission Form (Appendix B)**

Each proposal must include a Submission Form (Appendix B) completed and signed by an authorized representative of the proponent.

#### **2. Pricing (Appendix C)**

Each proposal must include pricing information that complies with the instructions contained in Pricing (Appendix C).

### **D. MANDATORY TECHNICAL REQUIREMENTS**

None

## E. RATED CRITERIA

The following sets out the categories, weightings, and descriptions of the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

<b>Rated Criteria Category</b>	<b>Weighting (Points)</b>	<b>Minimum Threshold</b>
i. Completeness of Submission	5 points	N/A
ii. Company Profile	10 points	N/A
iii. Project Experience	15 points	N/A
iv. Approach, Methodology & Project Schedule	30 points	N/A
v. Pricing	40 points	N/A
<b>Total Points</b>	<b>100 points</b>	<b>N/A</b>

### **i. Completeness of Submission (5 points)**

Proponents are to provide all information requested in the RFP in an organized manner and information is easily located.

### **ii. Company Profile (10 points)**

Proponents are to provide information on their company such as, but not limited to, the following:

- a) Provide a general company profile including the ownership and affiliations of the firm and number of years the firm has been in business.
- b) Address, and contact information for the proposing entity;
- c) Size of company, number for employees both locally and other.
- d) Images. Include title of work, medium, approx. dimensions, budget, location and date.

### **iii. Project Experience (15 points)**

Brief documentation on significant similar projects, with client references (minimum of 3). The Township reserves the right to contact references, which may affect a Proponent's evaluation score. Brief documentation on significant similar projects, with client references (minimum of 3). The Township reserves the right to contact references, which may affect a Proponent's evaluation score.

### **iv. Approach, Methodology & Project Schedule (30 points)**

Describe the firm's approach and methodology based on the deliverables outlined in Section A. In this part of the proposal please also submit a project schedule. Clearly identify key milestone dates.

### **v. Pricing (40 points)**

Proponents should refer to Appendix C - Pricing for details.