



# REQUEST FOR PROPOSAL

Land Use Planning Services

Prepared by:  
The Corporation of the Township of  
Ryerson  
28 Midlothian Road  
Burks Falls, ON P0A 1C0

## **1. Purpose of Request for Proposal**

The Township of Ryerson (the Township) is inviting proposals from qualified firms (the Proponent) to provide Land Use Planning Services on an as-required basis. All proposals are subject to the terms and conditions of this Request for Proposal, the accompanying specifications, and all other contract provisions or data that is incorporated.

This is not a call for tender but a request for proposals (RFP) to identify a preferred Proponent and to initiate negotiations which, if mutually satisfactory, would lead to a three (3) year contract for the supply of Land Use Planning Services commencing on January 1, 2024.

## **2. Information and Instructions**

### **2.1 Background Information**

The Township of Ryerson is a single-tier municipality located in the District of Parry Sound. It is a small, rural community with a population of 745 as per the 2021 Census. The Township is located approximately 35 km north of the Town of Huntsville, west of the Village of Burks Falls and the Township of Armour and east of the Municipality of Magnetawan.

The Township is governed by a Mayor and four Councillors. Residents are provided all standard municipal services, with the exception of water and sewer services. Several of these services, including the Fire Department, Arena, and Landfill are provided through a Shared Services agreement with the Village of Burks Falls and the Township of Armour.

Additional information on the Township can be found on the municipal website: <https://www.ryersontownship.ca/>.

### **2.2 Submission of Proposals**

Proposals shall be submitted in the form and format specified in Section 4 and shall include a completed Form of Proposal attached as Appendix A to this document. A designated signing officer authorized to bind the Proponent to the provisions of their Proposal must sign the Form of Proposal. Any addenda issued by the Township of Ryerson in accordance with Section 2.5 must be acknowledged by the Proponent on the Form of Proposal.

Each Proponent is asked to submit one (1) electronic copy of the Proposal.

The electronic copy of the Proposal must be delivered by email to the Lead Contact as specified in Section 2.3 of this RFP, and must be received no later than 4:00 PM local time on Friday October 6, 2023. The subject line of the email must read 'RFP- Land Use Planning Services'.

It is the responsibility of the Proponent to ensure that the Township receives its Proposal prior to the submission deadline, in accordance with the submission process outlined above. Proposals received after the submission deadline will not be considered.

### **2.3 Lead Contact**

The Township of Ryerson has endeavoured to provide complete and correct information necessary for Proponents to properly assess and determine the scope and complexity of work prior to submitting a Proposal.

Proponents are solely responsible for determining if more information is required or if anything contained in this document appears incorrect or incomplete, and for contacting the Lead Contact identified below if they have any questions whatsoever prior to the closing date.

Information obtained from any source other than the Lead Contact is not official and may be inaccurate. The Township will not be responsible for any verbal statement, instruction, or representations.

All inquiries for this RFP must be directed by email to:

Brayden Robinson, CAO/Treasurer  
[treasurer@ryersontownship.ca](mailto:treasurer@ryersontownship.ca)

A Proponent may be disqualified if, during the period between the issuance of this Request for Proposal and the date of notification of the award, they contact any individual who is involved in this RFP process and who is not the Lead Contact. This is to ensure that all Proponents receive the same information and are treated equitably.

### **2.4 Required Review and Clarification**

It is the responsibility of each Proponent to carefully review this RFP. Questions concerning clarification of the contents of this document must be received by the Lead Contact by no later than 4:00 PM local time on Friday September 15, 2023. This is to allow time for the issuance of any necessary addenda.

In submitting a Proposal, the Proponent acknowledges that they have read, completely understand, and accept the terms and conditions of the RFP in full. The Township of Ryerson is not responsible for any misunderstanding of the RFP.

### **2.5 Amendments to the RFP**

The Township may issue addenda to clarify and/or modify certain aspects of the RFP prior to the submission deadline. Addenda shall be posted by 11:59 PM on Wednesday

September 20, 2023 to <https://www.ryersontownship.ca/> and shall be available in hard copy format at the municipal office upon request.

## **2.6 Opening of Proposals**

There will be no formal opening of proposals. Proposals will be evaluated, and a recommendation brought to Council at the October 24, 2023 regular meeting. Proponents are welcome to attend this meeting at their own cost.

## **2.7 Rights of the Township of Ryerson**

The Township of Ryerson reserves the right to:

- a) Make public the names of any or all Proponents and their quoted fees
- b) Verify with the Proponent or with a third party any information set out in their Proposal
- c) Disqualify any Proponent whose Proposal contains misrepresentations, any other inaccurate or misleading information, or any qualifications
- d) Disqualify any Proponent who has engaged in conduct prohibited by this RFP
- e) Make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP
- f) Select a Proponent other than the Proponent whose Proposal reflects the lowest cost to the Township
- g) Cancel this RFP process at any stage
- h) Cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables
- i) Accept or reject any or all Proposals in whole or in part
- j) Discuss with any Proponent different or additional terms to those contemplated in this RFP or in any Proponent's Proposal
- k) If a single Proposal is received, reject the Proposal of the sole Proponent and cancel this RFP process or enter into direct negotiations with the sole Proponent
- l) Enter into negotiations with the selected Proponent to obtain cost savings, additional services, or any other matter

These reserved rights are in addition to any other expressed rights or any other rights which may be implied in the circumstances.

## **2.8 Not Responsible for Costs**

The Township shall not pay any costs associated with the preparation, submission, or presentation of the Proponent's Proposal. The Township shall not be liable for any expenses, costs, or losses suffered by the Proponent or any third party resulting from the Township exercising any expressed or implied rights under this RFP.

## **2.9 Proposal Expiry Date**

Proponents hereby acknowledge that their Proposals shall be irrevocable for a period of 90 days after the submission deadline. Extensions to this period may be granted with the mutual agreement of the Township of Ryerson and the successful Proponent and may be initiated by either party.

## **2.10 Confidentiality and Ownership**

Any information provided to the Proponent by the Township before, during, or after the RFP is completed shall be treated as confidential and shall not be used or communicated by the Proponent or any third party in any way unless otherwise identified or permitted by the Township of Ryerson or under Federal/Provincial legislation. Information, reports, documentation, plans, etc. that are produced by the successful Proponent in response to this RFP shall become the exclusive property of the Township of Ryerson. However, intellectual property such as specific tolls, templates, and processes that the Proponent provides as part of the deliverables remains the property of the Proponent if so requested.

## **2.11 Freedom of Information**

Any personal information required in the Proposal is received under the authority of the Township of Ryerson. This information shall be an integral component of the submission. All written Proposals received by the Township become a public record. Once a Proposal is received by the Township and the contract has been awarded, all information contained in the Proposals may be available to the public, including personal information. Questions about the collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, as amended may be directed to the Lead Contact.

## **2.12 Municipal Information Waiver**

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

## **2.13 Indemnification**

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

#### **2.14 Termination of Contract**

The Township reserves the right to immediately terminate a contract with the successful Proponent for sufficient cause, including but not limited to non-performance, late deliveries, inferior quality, and fee issues. Either party may terminate a contract by providing the other party with 30 calendar days' written notice including the reason for termination. In the event of such termination, the Proponent will be paid for services up to and including the date of termination.

#### **2.15 Legal Proceedings with the Township**

No Proposal will be accepted from any Proponent which has a claim or has instituted a legal proceeding against the Township, or against whom the Township has a claim or instituted a legal proceeding with respect to any previous contract, bid submission, or business transaction.

#### **2.16 Request to Withdraw a Submitted Proposal**

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

#### **2.17 Adjustment to a Proposal**

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

#### **2.18 Proposal Returned Unopened**

A Proposal received after the closing date and time shall be noted and returned unopened to the Proponent. If a late Proposal is received without a return address on the envelope, it shall be opened to obtain the address and then returned. The covering letter will advise why the submission was not returned unopened.

#### **2.19 Submission of More Than One Proposal**

If two (2) or more Proposals are received from the same Proponent for the same RFP, the Proposal with the latest time and date received shall be considered the intended Proposal.

**2.20 Additional Requirements**

- a) The use of qualified sub-contractors by the Proponent to perform specific duties while under contract is permitted only if the Proponent declares such use in the Proposal or if the successful Proponent receives written approval from the Township.
- b) The successful Proponent shall, throughout the term of the contract, obtain and maintain in force a General Liability Insurance and/or Professional Liability Insurance coverage of not less than \$5,000,000 per occurrence inclusive, to indemnify and hold harmless the Township against any liability which may arise from the successful Proponent’s activities under this contract. The successful Proponent must provide a certificate of insurance within 30 days of awarding the contract.
- c) The successful Proponent shall ensure that all services and products provided in respect to this proposal are done so in accordance with and under the authorization of all applicable authorities, municipal, provincial, and/or federal legislation, including but not limited to WSIB and all applicable responsibilities under the Occupational Health and Safety Act.

**2.21 Proposed Timeline**

The timeline set out below is the Township’s best estimate of the schedule that will be followed. It is intended to be for guidance purposes only.

|   |  |
|---|--|
| RFP Issue Date  | September 6, 2023  |
| Deadline for submission of questions (see Section 2.4)                      | September 15, 2023, 4:00 p.m.                            |
| Deadline for addenda to be posted on the Township website (see Section 2.5) | September 20, 2023, 11:59 p.m.                           |
| Submission Deadline   | October 6, 2023, 4:00 p.m.                               |
| Recommendation taken to Council   | October 24, 2023   |
| Notification of Award   | Within ten (10) calendar days following Council decision |

**3. General Scope of Work**

The Township of Ryerson is seeking a qualified Municipal Planning Consultant to assist in various land use and community planning practice areas. On average, over the past five years the Township has dealt with 15 applications per year. The purpose of this Request for Proposal is to secure the services of a qualified consulting firm or individual in areas which the Township may retain on a case-by-case basis to perform the following duties:

- a) Provide general planning opinions/recommendations on various land use applications.

- b) Assist Township staff with the coordination and processing of various land use planning processes.
- c) Represent the Township for litigation and/or LPAT hearings as required.
- d) Supply services to draft and negotiate corporate and commercial contracts, agreements, easements, and other documentation.
- e) Attend meetings to provide or present information.

### **3.1 Responsibilities**

The successful Proponent will be required to advise on various land use planning practice areas including, but not limited to, the following:

- a) Maintain an accurate understanding of the Township's Official Plan, Zoning By-law, and other relevant municipal plans and policies.
- b) Review and prepare reports and make recommendations on Official Plan, Zoning By-law, and other land use planning applications.
- c) Make appropriate presentations before Council as required.
- d) Assist staff and/or Council with respect to investigations and violations of the Zoning By-law or other relevant planning By-laws or policies.
- e) Represent the Township of Ryerson to all outside bodies, residents, and applicants in a respectful and professional manner.
- f) Assist staff in updating the Township Official Plan and Zoning By-law.

## **4. Submission Requirements**

Proponents are asked to submit a proposal which contains all of the information detailed below.

### **4.1 Format**

For the Township of Ryerson to evaluate proposals fairly and consistently, Proponents should follow the format set out herein and provide all of the information as requested. Failure to provide all required information as detailed in this RFP may result in the Proponent being disqualified or scoring poorly in the evaluation. Proponents are encouraged to provide any additional information not specifically outlined in this RFP that they believe would be of value in evaluating their Proposal.

### **4.2 Professional and Corporate Information**

Proposals must include information of a general nature on the current staffing and projects of the firm. This should also incorporate contact information for the Proponent and a general description of the corporate practice. For comparative purposes, Proponents are requested to describe their experience and resources as it relates to the scope of work, and specifically pertaining to municipalities similar in nature to Ryerson.

### **4.3 Conflict of Interest**



The Proposal must include a discussion of the Proponent’s perception of “conflict of interest”. Proponents are required to disclose any activities or existing relationships which may be perceived as a conflict of interest, as well as any anticipation of future activities of the firm which may be perceived to be linked to the Proponent’s knowledge of the Township, and describe how the Proponent would deal with such cases.

#### **4.4 Fee Structure**

Proposals shall include an outline of the fee structure, including hourly rates for senior members, junior members, and all other employees whose services may be billed to the Township. Charges for specific services or disbursements, as well as travel time, if billed, and mileage rates are to be identified.

Proposals should also outline how fees will change throughout the three (3) year contract period. The Township pays all invoices within thirty (30) days of receipt.

#### **4.5 Project Work Plan**

Proposals shall include a description of the Proponent’s proposed approach and methodology in reviewing planning applications. Proponents should specify an expected turnaround time on all applications or inquiries submitted for review by the Township.

#### **4.6 Supplementary Services**

Information should be provided with respect to any advisory services which may be available to the Township, that is outside the direct scope of this RFP.

#### **4.7 References**

A list of current municipal clients shall be included in the Proposal, as well as a list of three (3) references including contact names, addresses, and phone numbers. The Township may contact any or all of the references provided in its evaluation of the Proposal.

### **5. Evaluation Criteria**

As part of the evaluation process, the Township may contact one or more Proponents to clarify or obtain more information about their Proposal or substantiate any details contained therein. Discussions will only be held with Proponents who have submitted a Proposal deemed reasonably acceptable for award.

The Township of Ryerson may make their award(s) on the basis of the Proposals, without seeking additional information and/or clarification. Therefore, each initial Proposal should reflect the best efforts of the Proponent and include all required documentation as set out in the RFP.

Top Proponents may be selected for an interview to discuss their Proposal, at the discretion of the evaluation committee. If such an interview is requested, the lead member(s) of the Proponent will be expected to participate.

An evaluation of each Proposal will be conducted using the criteria established below. The results of these evaluations will be used to make a recommendation to Council.

- a) A demonstration of a knowledge of municipal organizations and operations, and of the Township's specific needs with respect to this RFP
- b) A demonstration that the Proponent is able to provide the required services, including its experience and knowledge as it relates to the scope of work
- c) The quality of the approach, including proposed frameworks and methodologies
- d) The identification of any advantages or features uniquely proposed by the Proponent which have not been identified in the RFP document
- e) The completeness and reasonableness of the fees schedule
- f) The quality of the references provided

## Schedule A: Form of Proposal

The Township of Ryerson is inviting proposals for Land Use Planning Services.

I/We, the Undersigned, having examined this Request for Proposal, do hereby offer to enter into an agreement with the Township of Ryerson to provide services under the terms included in this RFP.

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Authorized Representative of Firm  
I have authority to bind the Firm.

\_\_\_\_\_  
Name of Witness (Please Print)

\_\_\_\_\_  
Name of Authorized Representative of Firm (Please Print)

\_\_\_\_\_  
Address of Witness (Please Print)

\_\_\_\_\_  
Title of Authorized Representative of Firm (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Receipt of any issued addenda shall be acknowledged by initialing in the space provided below.

Adden. No. 1

Adden. No. 2

Adden. No. 3