



THE CORPORATION OF THE TOWNSHIP OF MCKELLAR

Invites

REQUESTS FOR PROPOSALS

RFP-2023-13

To Provide a Review and New Versions
of the Township's
Zoning By-law and Official Plan

Sealed Tenders, clearly marked
RFP-2023-13
will be received by the undersigned
until 2:00 p.m.
on Thursday, December 21st, 2023

Lowest or any Proposal not necessarily accepted.

Ina Watkinson
Clerk/Administrator
Township of McKellar
P.O. Box 69, 701 Hwy 124
McKellar, ON P0G 1C0
clerk@mckellar.ca

Karlee Britton
Deputy Clerk/Planning Assistant
Township of McKellar
P.O. Box 69, 701 Hwy 124
McKellar, ON P0G 1C0
deputyclerk@mckellar.ca



**TOWNSHIP OF MCKELLAR
REQUEST FOR PROPOSAL (RFP)
ZONING BY-LAW & OFFICIAL PLAN REVIEW
RFP-2023-13**

Submission Form

Planner/Firm: _____

Address: _____

Telephone: _____ Email: _____

Contact Person: _____

Description of Work:

The Registered Professional Planner (RPP) will be required to provide a comprehensive review of the Township's Zoning By-law and Official Plan, including 4 phases of work described in the Scope of Work, resulting in new, revised (updated) versions of said documents.

Location: Remote / Township Office 701 Hwy 124 McKellar, ON P0G 1C0

Subtotal \$ _____ **(CAD \$)**

H.S.T. \$ _____

TOTAL CONTRACT PRICE: \$ _____ **(CAD \$)**

The Planner/Firm is required to provide the Township with proof of insurance in the amount of \$2,000,000.00, and is responsible for all issues relating to WSIB, insurance etc. for their employees with relation to this contract.

By signing below, I acknowledge that I have read and understand this Request for Proposal **RFP-2023-13** and I agree to abide by the terms and conditions contained here-in.

Authorized Signature: _____

Name: _____ (Please Print or Type)

Date: _____

Witness: _____

Date: _____

*Note that this submission form is not transferable and any alteration of the Company name entered hereon will be cause for considering the proposal irregular and subsequent rejection of the RFP.

TOWNSHIP CONTACTS AND ADMINISTRATION

Any questions or any additional information contact:

Chris Bordeleau

Chief Building Official
Township of McKellar
701 HWY 124, P.O Box 69
McKellar, Ontario P0G 1C0
Email: cbo@mckellar.ca
Phone: (705) 389-2842 x2

Karlee Britton

Deputy Clerk/Planning Assistant
Township of McKellar
701 HWY 124, P.O Box 69
McKellar, Ontario P0G 1C0
Email: deputyclerk@mckellar.ca
Phone: (705) 389-2842 x5

REQUEST FOR PROPOSAL CLOSING

Date of Closing

RFP submissions can be made until December 21, 2023 at 2:00 PM. RFP submissions received after this date will not be given consideration and returned to the sender unopened. All proposals must be signed by an official agent or representative of the company submitting the proposal.

Package Submission Process

RFP packages shall be submitted by December 21, 2023 at 2:00 PM in a closed and sealed envelope clearly marked as to contents "Zoning By-law & Official Plan Documents RFP-2023-13", to:

Ina Watkinson

Clerk/Administrator
Township of McKellar
P.O. Box 69, 701 Hwy 124
McKellar, ON P0G 1C0

Karlee Britton

Deputy Clerk/Planning Assistant
Township of McKellar
P.O. Box 69, 701 Hwy 124
McKellar, ON P0G 1C0

**Electronic submissions will not be accepted.*

***Please note that the lowest or any proposal may not necessarily be accepted.**



TOWNSHIP OF MCKELLAR
REQUEST FOR PROPOSAL (RFP)
ZONING BY-LAW & OFFICIAL PLAN REVIEW
RFP-2023-13

Context

The Township of McKellar is a single tier municipality located in the District of Parry Sound. It is a picturesque and rural area known for its natural beauty and outdoor recreational opportunities. McKellar is situated in the heart of Ontario's cottage country, approximately 250 kilometers north of Toronto. The Township has many pristine lakes, including Lake Manitouwabing, which offers stunning views and water-related activities. The 2021 census estimates the Township's population at 1491 people, with more than 50% of the population being seasonal residents.

Purpose

The Township of McKellar is issuing an RFP to solicit the services of a qualified consultant to provide the Township with a review and submission of new updated versions of the its Zoning By-law and Official Plan. The project is to be included in the 2024 Annual Budget. The project has an anticipated start date of Spring 2024. The purpose of the review is:

- Conduct a review of the Official Plan (OP), to ensure the OP continues to address local priorities and changing community needs and to ensure that it is consistent with the Zoning By-law (ZBL);
- Reflect new policy changes in the *Ontario Planning Act*, *Provincial Policy Statement 2020*, *More Homes Built Faster Act 2022*, and other applicable provincial policies;
- Utilize the Township's Zoning By-law 2019-23 (repealed) as a base document and incorporate changes to items that were appealed;
- Update and digitize mapping to include zoning By-law amendments and Minor Variances;
- Increase the clarity, intent and ease of understanding of the Official Plan and Zoning By-law, incorporating explanatory or illustrative diagrams where appropriate to assist in interpretation;
- Ensure final approval of the Ministry of Municipal Affairs and Housing for the final Official Plan document.

The updated Zoning By-law will provide a long-term zoning plan for the Township of McKellar that will focus on creating sustainable growth as well as a strong, resilient and vibrant community while preserving the characteristics of our unique natural heritage. It will strategically develop the context of the Township while ensuring that development aligns with the policies of the updated Official Plan and other governing legislation.

Project Area

The project area includes all lands located in the Township of McKellar, District of Parry Sound, Province of Ontario. Approximately 176.07 square kilometres according to the 2021 Census data.

Scope of Work

The Project is anticipated to start Spring 2024 with a completion date no later than December 31, 2024. It is anticipated that the review will be undertaken in four major phases:

Phase 1: Background Review/ Study

Phase 2: Proposed Policy Directions

Phase 3: Draft Updated Official Plan and Zoning By-law

Phase 4: Refinement and Finalization of Updated Official Plan and Zoning By-law

It is required that the selected Registered Professional Planner (RPP) will actively engage with Staff to be provided with past history of Zoning By-law 2019-23 (repealed), appeals, current zoning issues and suggestions for improvement/clarification. It is crucial that ratepayers be a part of the review through public forums for comment (open houses, surveys, information sessions etc.) to ensure that all appropriate groups have been consulted and that appropriate feedback has been received. Further, it is the duty of the RPP to explore emerging planning practices and to consider incorporating such practices into the new Zoning By-law.

The following is a description of each proposed phase of the Zoning By-law review and is intended to provide an overview of the process and describes, in a general way, the outcomes and deliverables of each phase of the project:

Phase 1 – Background Review/Study:

The intent of this Phase is to identify themes that will need to be considered as part of the updates to the OP and Zoning By-law. Examples of such themes include but are not limited to: appeals from By-law 2019-23 (repealed) short term rentals, second dwellings, road allowances leading to waterbodies, permitted uses and accessory buildings regulations. In addition, Zoning By-law Amendments, Minor Variance decisions, Ontario Municipal Board/Local Planning Appeal Tribunal decisions and by-law ambiguity, inconsistency and interpretation issues should be reviewed in this Phase. A deliverable of this phase includes a Report to Council on By-Law Issues.

Phase 2 - Proposed Policy Directions:

At the completion of Phase 1, the Report to Council on By-law Issues will assist in the identification on the proposed policy directions. A Special Open Meeting of Council would be a deliverable of this Phase to review the major issues identified in the Phase 1 work and to discuss with Council the proposed policy directions. The Special Meeting will also provide Council with an opportunity to identify any specific issues that they may have identified with By-law 2019-23 (repealed) that should be addressed within the Phase 2. Following the Special Meeting a Report to Council would be prepared identifying: an approach to regulating short term rentals, official plan amendment authority, structure and formatting options, approach to zone exceptions, zones, mapping, definitions and general provisions. The Report to Council would identify options, and provide a recommended approach with the goal to obtain clear consensus and direction on

the Township's updated Zoning By-law.

Phase 3 - Draft Updated Official Plan and Zoning By-law:

During this phase, the preparation of a Draft Official Plan and Zoning By-law will occur for the purpose of circulation internally and to any applicable agencies for review. The Statutory Public Open House under the *Planning Act* will also be held, which will include a presentation on the Draft documents as well as comments from the public to be considered by Council. A deliverable of this Phase is the submission of an Official Plan and Draft Zoning By-law.

Phase 4 - Refinement and Finalization of Updated Official Plan and Zoning By-law:

Preparation of the final Official Plan and Zoning By-law will be presented for the Statutory Public Meeting under the *Planning Act* for any additional refinements and then be considered by Council for adoption. The deliverable of this Phase is the submission of a Final Official Plan and Zoning By-law, ready for adoption by Council.

Note:

The proposal must include a description of the number and type of meetings and consultation opportunities proposed:

- Meetings with Township staff and Council and their purpose and proposed outcomes;
- Community Consultation meetings by number, type and proposed outcomes;
- Statutory meetings with Council as required by the *Planning Act*.

Available Information the Township will provide:

- the adopted Official Plan;
- current Zoning By-law 1995-12;
- the repealed Zoning By-law 2019-23, and appeals filed with the Ontario Land Tribunal;
- all Zoning By-law Amendments;
- all Minor Variance decisions.

Work Plan

The proposal must provide a work plan indicating the timing for conducting each phase of the project, the time allocation for each task, the cost of each of the phase broken down by task and the date of final submission to the Township.

Deliverables

The selected Registered Professional Planner (RPP) will be required to provide the following to the Township during the conclusion of the Official Plan and Zoning By-law project:

1. Eight (8) copies of the final Official Plan for adoption;
2. Eight (8) copies of the final Zoning By-law for adoption;

3. One (1) electronic PDF version of all drafts and Reports to Council;
4. One (1) electronic PDF version of the final Official Plan;
5. One (1) electronic PDF version of the final Zoning By-law;
6. One (1) electronic copy in PDF or JPG or compatible version of all plans, illustrations, and/or drawings produced during the project;
7. All GIS information created as part of the project including all final schedules to the Zoning By-law.

**Note: All created files will be the property of the Township.*

Time Frames

The successful consultant must begin Phase 1 no later than June 7, 2024. The final versions of the Official Plan and Zoning By-law for adoption must be submitted to the Township no later than November 15, 2024. The OP and Zoning By-law will be adopted before December 31, 2024.

Evaluation Process and Criteria

The review and selection of Registered Professional Planner(s) (RPP) will be done by Council and Township Staff. The selection of a RPP is a competitive process and therefore the Township reserves the rights to accept or reject in whole or in part any or all proposals and cancel all or part of this RFP process for any reason at the sole discretion of the Township and to negotiate contracts with the selected RPP whose proposal is considered to be most acceptable to the Township. Proposals will be evaluated based on the following criteria and weight:

Degree to which the Proponent Responded to the RFP	30%
Qualifications/Experience of the Planning Firm and/or Team	25%
Total Price/Cost	25%
Public Consultation and Project Process	10%
Ability to Meet the Project Anticipated Project Schedule	5%
Innovative Approaches and Value Added	5%

Interviews

Registered Professional Planners (and/or Firms) may be asked to attend an interview with Council prior to the final consideration.

Assumptions and Contract

The selected RPP will be expected to enter into a Contract with the Township addressing the full scope of the work and its obligations to perform the work in compliance with all applicable Federal and Provincial requirements. The selected RPP will indemnify the Township from all costs, charges and expenses and other claims with respect to the job functions being carried out. This will include possessing and confirming: General Liability and/or Professional Liability Insurance, Automobile Liability insurance, WSIB Clearances (if required) and any other labour requirements of the Province.

Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until December 21, 2023 at 2:00 PM local time. Any proposals received after this date and time will be returned to the sender unopened. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

All prices quoted shall be in Canadian funds and shall include all duty, custom clearances, fuel tax, shipping costs, and HST shall be extra where applicable.

Proponents agree to prepare and submit bids at their own cost. The Township of McKellar is not obligated in any way to pay costs of any kind or nature whatsoever that may be incurred by a Proponent or any third parties in the bid process relating to the RFP. All such costs shall be the Proponent's sole responsibility.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. Proponents are to supply the names of three clients for whom they have performed or are performing similar projects.

All proposals received must remain valid for acceptance up to 90 days beyond the closing date. Should there be any discrepancies or omissions in the proposal document, or any doubt as to its meaning, inquiries should be made in writing to:

Ina Watkinson

Clerk/Administrator
Township of McKellar
P.O. Box 69, 701 Hwy 124
McKellar, ON P0G 1C0
Email: clerk@mckellar.ca
Phone: (705) 389-2842 x3
Fax: (705) 389-1244

Karlee Britton

Deputy Clerk/Planning Assistant
Township of McKellar
P.O. Box 69, 701 Hwy 124
McKellar, ON P0G 1C0
Email: deputyclerk@mckellar.ca
Phone: (705) 389-2842 x5
Fax: (705) 389-1244

If a correction, explanation, or interpretation is deemed necessary or desirable, a written addendum will be issued to all proponents. Proponents should notify Ina Watkinson and/or Karlee Britton in writing that they have taken this RFP in order to receive any addendums issued.

REFERENCES

Client 1

Name: _____ Phone: _____

Scope of Work: _____

Contract \$ Amount: _____ Term: _____

Client 2

Name: _____ Phone: _____

Scope of Work: _____

Contract \$ Amount: _____ Term: _____

Client 3

Name: _____ Phone: _____

Scope of Work: _____

Contract \$ Amount: _____ Term: _____

GENERAL CONDITIONS

Interpretation

In the contract "Work" means the whole of the work, services and materials required to be done and or performed by the Registered Professional Planner (RPP) in order to carry out the Contract.

Status of the Registered Professional Planner (RPP)

The RPP/ Planning Firm is engaged as an independent contractor for the sole purpose of performing the Work. Neither the RPP/Planning Firm nor any of its personnel is engaged as an employee, servant or agent of the Township of McKellar.

Compliance with Applicable Laws

The RPP shall comply with all laws applicable to the performance of the Work.

Subcontracting

Unless otherwise provided in the Contract and RFP, the RPP shall obtain the consent of the Township of McKellar or designate in writing prior to subcontracting or permitting the subcontracting of any portion of the Work at any phase.

Infringement

The RPP/Planning Firm warrants that no Work furnished in accordance with this contract shall infringe upon any patent, registered industrial design, trademark, trade secret, copyrighted work or other intellectual property right. The RPP at its sole cost and expense shall defend and hold harmless the Township of McKellar, its agents, employees and customers against any and all suits, actions and claims arising out of any and every charge of infringement.

Indemnification

The RPP shall indemnify and save harmless the Township of McKellar from any and all claims, demands, causes of action, loss, costs or damages that the Township may suffer, incur or be liable for resulting from the performance or non-performance of the RPP/Planning Firm of his/her obligations under any resulting contract.

Payment

Payment by the Township of McKellar for the Work shall be made in 4 installments, after the completion of each phase and upon receipt of the project deliverable:

Phase	Project Deliverable
1	Report to Council
2	Special Open Public Meeting has been completed
3	Submission of the draft Official Plan and Zoning By-law
4	Submission of the final Official Plan and Zoning By-law, ready for adoption and completion of the seven deliverables listed under "Deliverables" in the RFP.

Completion of each phase will be determined by Township Staff and Council.

Conflict of Interest

All firms are required to disclose to the Township of McKellar prior to accepting the assignment any potential conflict of interest. If a conflict of interest does exist, the Township of McKellar may, at its discretion, withhold the assignment from the RPP until the matter is resolved to the satisfaction of the Township. If, during the contract, a RPP is retained by another client giving rise to a potential conflict of interest, then the RPP shall so inform the Township and if a significant conflict of interest is deemed to exist by the Township, then the RPP shall:

1. Refuse the new assignment, OR
2. Take such steps as are necessary to remove the conflict of interest.

Fraud or Bribery

Should the RPP/Planning Firm, any of his/her agents give or offer any gratuity to, or attempt to bribe any member of the awarding body, officer or servant of the Township of McKellar, or to commit fraud against the Township of McKellar, the Township shall be at liberty to declare the RFP void forthwith.