



REQUEST FOR PROPOSAL

Invitation to Proponents

RFP-2022-04 – Municipal Planning Services

The Municipality of West Elgin is soliciting proposals from qualified Municipal Planning firms or professional individuals to represent the Municipality of West Elgin on Planning matters in various practice areas on an as needed basis.

The Request for Proposal document is available on the Municipal website at: www.westelgin.net.

Submission requirements:

- Two complete submission packages must be received no later than **1:00 p.m. on Monday, July 4, 2022.**

**** PROPOSALS WILL NOT BE OPENED IN PUBLIC****

Proponents are required to submit one (1) copy of their proposal electronically via email to mbadura@westelgin.net, with the subject line **RFP-2022-04 – Municipal Planning Services**

All inquiries regarding this Request for Proposal are to be directed to:

Heather James, Municipal Planner
Municipality of West Elgin
22413 Hoskins Line
Rodney, ON N0L 2C0
Phone: (519) 785-0560, ext. 226
Email: planning@westelgin.net



THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN

REQUEST FOR PROPOSAL

RFP-2022-04 – MUNICIPAL PLANNING SERVICES

JUNE 2022

**MUNICIPALITY OF WEST ELGIN
REQUEST FOR PROPOSALS
RFP-2022-04 Municipal Planning Services**

INSTRUCTIONS FOR PROPONENTS

1. INTRODUCTION

The Municipality of West Elgin is a lower tier municipality located in the western portion of the County of Elgin. It shares a boundary with the Municipality of Chatham-Kent to the west, the Municipality of Southwest Middlesex to the north, the Municipality of Dutton-Dunwich to the east and Lake Erie to the south. The Municipality of West Elgin is a vibrant rural community with approximately of 5000 residents.

The Municipality of West Elgin has a five-member Council that typically meets on the second and fourth Thursday of each month. The Senior Staff consists of a CAO/Treasurer, and Senior Management Team that oversee a permanent staff of approximately 27 and 45 volunteer firefighters.

The Municipality of West Elgin operates the following departments:

- Administration
- Finance
- Physical Services, including: Transportation, Water/Wastewater, and Drainage
- Community & Corporate Services, including: Building, By-law Enforcement, Parks and Recreation, Planning and Development.
- Fire and Emergency Services

There is one community hall located in Rodney and one arena located in West Lorne, in addition to a number of parks, sports fields, and outdoor recreational facilities.

2. SCOPE OF WORK

The Corporation of the Municipality of West Elgin is seeking a qualified Municipal Planning Consultant in various land use and community planning practice areas. The purpose of this Request for Proposal is to secure the services of a qualified consulting firm or individual in areas which the Municipality may retain on a case-by-case basis to perform the following duties from time to time:

- (a) Provide general planning opinion/recommendations on various land use applications.
- (b) Assist municipal staff with the coordination and processing of various land use planning processes.
- (c) Represent the Corporation for litigation, as required.

- (d) Supply services to draft and negotiate corporate and commercial contracts, agreements, easements, and other documentation; and
- (e) Attend meetings to provide or present information.

3. RESPONSIBILITIES

The Municipality of West Elgin is seeking land use planning services in order to provide opinion and recommendation on various land use planning community planning practice areas relating to the Municipality of West Elgin which include, but are not limited to, the following:

- (a) Maintain an accurate understanding of the Municipality's, Official Plan, Integrated Community Sustainability Plan, Zoning By-Law and other relevant municipal plans and policies.
- (b) Review and prepare reports on preliminary and final plans with input from appropriate consultants and /or departments to ensure compliance and to ensure that timely information is delivered to the Municipal Council so that they can comply with statutory decision deadlines.
- (c) Review and prepare reports and make recommendations on Official Plan, Zoning By-Law, and other land use applications.
- (d) Make appropriate presentations before the Municipal Council as required.
- (e) Assist Staff and/or Council with respect to investigations and violations of zoning by-law or other relevant planning by-laws or policies.
- (f) Represent the Municipality of West Elgin to all outside bodies, residents and applicants in a respectful and professional manner.

4. PROPOSAL SUBMISSION REQUIREMENTS

Submission packages shall include one (1) copy of the complete response.

The proposal shall contain, but not be limited to, the following information:

- (a) The qualifications of the firm or individual to undertake the requested services based on their experience on similar projects in the same subject area.
- (b) Each proposal should 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 Municipality. Charges for specific services or disbursements are to be identified. In the description of the fee structure please

indicate both in-house (municipal) rates for each staff member that may be working on each file, in addition to standard rates for recoverable fees for each member of the firm, where applicable. Fees, rates and costs are to remain fixed for the term of the agreement (1 year).

- (c) In the submission, please identify whether the firm will charge for travel time to the Municipal Office and if so, provide details of what rates will apply.
- (d) A description of the method of accounting for time and expenses as well as a sample of the type of detailed billing documentation which would be provided to the Municipality.
- (e) Confirmation of the amount of errors and omissions insurance held by the respondent.
- (f) A minimum of four references, three of which must be from the Ontario municipal sector. References should refer to recent or current projects of a similar type, scope and magnitude as that to be undertaken on behalf of the Municipality. Each reference should include the name of the organization/municipality, a contact name, address and phone number, and a brief description of the work performed, including the duration of the project. The Municipality may contact any or all of the references provided in its evaluation of the Proponent's proposal.
- (g) A satisfactory clearance certificate from the Workplace Safety and Insurance Board (WSIB) stating that all assessments or compensation payable to the WSIB have been paid.
- (h) Verification of Professional Liability Insurance in an amount not less than \$2,000,000.00 on a per occurrence basis and General Liability Insurance in an amount not less than \$5,000,000.00 on a per occurrence basis. The successful proponent must ensure that the Municipality of West Elgin be an additional NAMED insured on the General Liability Insurance.
- (i) A description of the process to identify, disclose, and report or deal with conflicts of interest should they arise.

5. EVALUATION CRITERIA

Proposals will be evaluated based on predetermined criteria and weighting as detailed below.

Evaluation criteria may include, but is not limited to, the following:

- (a) Qualifications, expertise, past experience and performance of the individuals of each individual or firm who would be acting on the Municipality's behalf. Experience with other municipalities or other government agencies would be an asset;

- (b) Level of support available to the Consultant including other Planners, Technologist, Professional Engineers, Environmental/Geotechnical Consultants, GIS support and Administrative Staff;
- (c) The availability of expertise in specific areas within the firm or individual office;
- (d) Ability to respond in a timely manner to requests by the Municipality;
- (e) Cost and convenience of accessibility to the Municipality;
- (f) Value added services that may be provided, including any pro bono educational sessions for Municipal Staff, etc. that the Proponent offers to provide to the Municipality;
- (g) Familiarity and past experience working on behalf of a municipality;
- (h) Fees – cost effectiveness of proposal based on annual and/or long term retainer;
- (i) Demonstrated capacity for superior service and innovation;
- (j) Information obtained through references; and
- (k) The successful firm must have a minimal potential for conflicts of interest with clients involved with the Municipality of West Elgin.

EVALUATION CRITERIA BREAKDOWN		
DESCRIPTION	POINTS BREAKDOWN	SCORE
Fee Structure Proposed	30 Points	
Experience, Knowledge of Local Government Legislation	40 Points	
Reference Checks	15 points	
Number of Services Able to Provide to the Township	10 Points	
Potential for Conflict of Interests	5 points	
TOTAL	100 Points	

Evaluation Team

Responses to this Request for Proposal will be evaluated by an Evaluation Team comprised of members of the Senior Management Team. A short list of proponents may be invited to make a brief presentation or attend an interview with the Evaluation Team and/or members of Council.

6. RIGHTS RESERVED BY THE TOWNSHIP

6.1. Limitation of Damages

The Municipality of West Elgin is not liable for any costs incurred by interested parties in the preparation of their response to this request or interviews. The Municipality shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained, or suffered by any interested party, prior to, subsequent to, or by reason of the acceptance or non-acceptance of any response by the Municipality, or by reason of any delay in the acceptance of the response.

6.2. Irrevocable

All proposals will be irrevocable for a period of ninety (90) days from the closing date of the RFP, or until a contract is signed with the successful proponent(s), whichever comes first.

6.3. Errors and Omissions

The Municipality shall not be held liable for any errors or omissions in any part of this RFP. It is understood, acknowledged and agreed that while this Request for Proposal includes specific requirements and specifications, and while the Municipality has used considerable efforts to ensure an accurate representation of information in this Proposal, the information contained in the RFP is supplied solely as a guideline for respondents. The information is not guaranteed by the Municipality to be accurate, nor necessarily comprehensive or exhaustive.

Nothing in the Proposal is intended to relieve the proponents from forming their own opinions and conclusions with respect to the matters addressed in the Proposal. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by the contract.

6.4. Inquiries

It shall be the Proponent's responsibility to clarify any points in question with the Municipality of West Elgin prior to submitting the proposal. Responses to inquiries will be forwarded to all Proponents if time permits. Inquiries should be directed to:

Heather James, Municipal Planner
Phone: (519) 785-0560, ext. 226
Email: planning@westelgin.net

If a proponent discovers any inconsistency, discrepancy, ambiguity, error, or omission in this Request for Proposal, it must notify the Municipality immediately in writing. Any revision to this Request for Proposal will be issued as an addendum to all proponents.

6.5. Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

In accordance with MFIPPA, any personal information the Proponent provides is being collected under the authority of the Municipal Act and will be used exclusively in the selection process. All Proposals submitted become the property of the Municipality. Proponents must indicate clearly within their proposal any information they consider to be confidential. The Municipality is required to adhere to the Municipal Freedom of Information and Protection of Privacy Act, as amended, and once a proposal is accepted it shall become public information and must be disclosed upon request by any member of the public.

6.6. Negotiations

The Municipality may award the RFP on the basis of proposals received without discussion. Each proposal should, therefore, contain the proponent's best terms and complete detailed information.

The Municipality reserves the right to enter negotiations with the selected proponent(s). If the Municipality and the selected proponent cannot negotiate a successful agreement, the Municipality may terminate the negotiations and begin negotiations with another proponent. This process will continue until an agreement has been executed or all of the proponents have been rejected. No proponent shall have any rights against the Municipality arising from negotiations. The proponent will assume all costs incurred in providing responses to the RFP and for providing any additional information required by the Municipality of West Elgin to facilitate the evaluation process.

The Municipality of West Elgin reserves the right to discontinue the RFP process at any time and makes no commitments, implied or otherwise, that this process will result in a business transaction with one or more proponents.

6.7. Award

The Municipality reserves the right to accept or reject any or all proposals, to negotiate with the successful proponent(s) and to waive irregularities and omissions, if in so doing the best interests of the Municipality will be served. No liability shall accrue to the Municipality for its decision in this regard. Any proposal or any part of any proposal will not necessarily be accepted. In accordance with the Municipality of West Elgin Procurement Policy, the lowest bid does not necessarily constitute an award. The Municipality is not obligated to award a contract to any proponent pursuant to this proposal.

6.8. Open Files

The Municipality retains the right to continue working with the existing consultant on any files which remain open until such time as they have been closed.

The Municipality requires that one planner be assigned to each file and that the planner should have the appropriate background and expertise to handle the matter.

6.9. Accounts

The Municipality will not honour accounts containing the following items:

- Office related expenses such as charges for faxes, telephone, opening/closing files.
- Routine administrative tasks such as scheduling meetings or attendances, preparations of accounts, file organizations, form letter, etc.
- A current file reassigned by the proponent to a new planner.
- Multiple reviews or re-drafting of correspondence or other materials by a number of planners/consultants.
- Attendances by more than one consultant at a matter or the use of students unless expressly approved in advance.
- Time related to the orientation of the planning firm's staff to the Municipal staff at the outset of the engagement
- Hourly rates of Consultants in transit, except for mileage charges to be reimbursed as agreed upon in advance.

7. ADDITIONAL ITEMS OR SERVICES

Additional items or tasks not included in this package but which are identified and deemed necessary by the proponent to complete the work in an appropriate fashion must be communicated to the Municipality, with a description of the item(s) prior to close of this Request for Proposal.

Negotiations, if any, must be successfully concluded before a final recommendation is made.

8. CONFLICT OF INTEREST

The proponent shall declare any actual or potential conflict of interest that exists now or may exist in the future with respect to the proponent's participation in this process and, if selected, the performance of the proponent's responsibilities pursuant to the retainer.

The Municipality reserves the sole right and discretion to determine whether any situation constitutes an actual or potential conflict of interest and may disqualify any Proponent on such basis.

9. INSTRUCTIONS FOR BIDDING AND PROPOSING

9.1. The RFP Document

This Request for Proposal package includes the Municipality's standard cover page, the various instructions, terms, scope of work, specifications, etc., in accordance with the Municipality of West Elgin Procurement Policy. Proponents are advised to review the complete RFP document, including the standard instructions as these reflect important considerations that apply to this RFP.

9.2. Deadline for Proposal Submissions

Submission packages must be received by the undersigned no later than 1:00 p.m. on Monday, July 4, 2022.

Proposals received after the final date and time for receipt of Proposals will be considered as "Late Proposals". Late Proposals will not be accepted.

9.3. Submission Requirements

All copies of the proponent's proposal shall be submitted electronically to:

Magda Badura, CAO/Treasurer
e-mail: mbadura@westelgin.net

**MUNICIPALITY OF WEST ELGIN
REQUEST FOR PROPOSALS
RFP 2022-04 Municipal Planning Services**

This bid is submitted by:

Full Name of Firm

("Proponent")

Name of Contact

Address

Street Address

City

Province

Postal Code

Contact Information

Telephone:

Fax:

Email:

I, _____, have authority to make this declaration on behalf of and to bind the proponent to its contents, hereby declare:

1. THAT no person, firm or corporation other than the one that is submitting this bid has any interest in this bid or in the contract offered thereby.
2. THAT I have adequate and sufficient authority to bind the person, firm or corporation that is submitting this bid.
3. THAT this bid is made without any connection, knowledge, comparison of figures or arrangement with any other company, firm or person making a bid for the same work and is in all respects fair and without collusion or fraud.
4. THAT no member of the Municipal Council, or any officer of The Corporation of the Municipality of West Elgin (the "Municipality") is, or will become interested directly or indirectly as a contracting party or otherwise, or in the performance of the contract, or in the supplies, work or business to which it relates, or in any portion of the profits thereof, or of any such supplies to be used therein, or any of the monies to be derived there from.
5. THAT the matters stated in the said bid are in all respects true.

By my signature hereunder, it shall be understood that I have read, understood and agree to abide by the instructions, terms, conditions and specifications contained in this Request for Proposal document.

Authorized Signature

Name

Title

(Please Print)

(Failure to sign here may result in rejection of this submission)

Personal information will be used to in the selection process and is pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*.