



RFP 2021-09

**Request for Proposal
Planning Services**

Township Official Plan Update

Issue Date:	May 26, 2021
Closing Date:	June 25, 2021
Time:	1:00 P.M
Location:	177964 Grey Road 18 Owen Sound, ON N4K 5N5 Attention: Jenn Burnett, MSc. MCIP, RPP Senior Planner Subject: Official Plan Update Proposal

Documents are available in alternate formats upon request. Please contact the Municipal Planner at 519-376-2729 or by email at jburnett@georgianbluffs.ca if you require an accessible format.

Information & Instructions to Consultants

Section 1 - General Information

1.1 Instructions

Proposals must be received at the address indicated on the proposal submission document no later than 1:00 p.m. local time, June 25, 2021.

1.1 Definitions

Township/Township: Refers to the Township of the Township of Georgian Bluffs

Consultant: Refers to any eligible entity submitting a Proposal

Successful Consultant/Consultant: Refers to the selected Consultant

1.2 Accessibility

The Township of Georgian Bluffs is committed to providing information in the format that meets your needs. Please contact the Township to receive materials in an alternative format.

Please note that third party documents received and found within this document will be expected to be submitted in an accessible format, in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*.

For assistance or to make a request please call 519-376-2729 or email office@georgianbluffs.ca

1.3 Late Submissions

Proposals received after the official closing time will not be considered during the selection process and will be returned unopened to the respective Consultant.

1.4 Submission Withdrawal or Alteration

Any submission may be withdrawn in writing by an authorized representative prior to the Closing Date, or authorized postponement thereof.

1.5 Inquiries

Inquiries concerning the Proposal process and results are to be directed to:

Jenn Burnett, MSc. MCIP, RPP, Senior Planner

(519) 376-2729 ext 206

jburnett@georgianbluffs.ca

Questions of **clarification** on the proposal requirements will be answered individually, but response(s) to any question that modifies the scope of the Request for Proposal will be posted as an Addendum to the Proposal document from the Township and

shall be posted on the municipal website www.georgianbluffs.ca by:

Jenn Burnett, MSc. MCIP, RPP
Senior Planner
jburnett@georgianbluffs.ca

1.6 Examination of Proposal Documents

Each Consultant must satisfy himself/herself as to the full requirements of the proposed work. There will be no consideration of any claim, after submission of Proposals, if there is a misunderstanding with respect to the minimum requirements indicated in this Request for Proposal. Should the Consultant require more information or clarification on any point, it must be obtained prior to the submission of the Proposal.

1.7 Required Proposal Format

The Terms of Reference contains several sections all of which need to be addressed to have the proposal considered. Please ensure the finished document includes all the required information. In order to receive uniform format of responses and information from all prospective consulting firms the following should be addressed and included in the submission:

- One (1) hard copy and a USB of the proposal must be submitted including a letter of submission signed by an authorized representative of the consulting firm.
- Proposals must outline the cost of conducting the review listed in the Terms of Reference both as a total price, total plus HST and cost per task format.
- The proposal shall include a Work Plan/Timing for the review and the projected and expected time frame for the review.
- The proposal will include a summary of the consultant's professional information and history and relevant experience shall be included (a maximum of three (3) relevant experiences are required).
- Proposals must be submitted with a minimum of three (3) references for contact respecting recent and relevant projects.

The Township will not accept proposals in any other format. It is the responsibility of the Consultants to ensure that the proposal has been received and all documents required have been submitted. Submitting a proposal confirms and certifies that the prospective consultant has read and fully understands and accepts the terms of the RFP and its requirements.

1.8 Addenda

The Township may choose to issue addenda to provide clarification or additional information to interested parties. The Addenda will be distributed to all who have submitted questions and will be posted on the municipal website www.georgianbluffs.ca. It is the Consultant's ultimate responsibility to ensure all addenda have been accessed.

1.9 Acceptance or Rejection of Proposal

The Township reserves the right to reject any or all Proposals and to waive formalities as the interests of the Township may require without stating reasons, therefore.

Notwithstanding and without restricting the generality of the statement immediately above, the Township shall not be required to award and accept a Proposal, or recall the Proposals at a later date:

When only one (1) Proposal has been received as result of the Proposal call;

When all Proposals received fail to comply with the minimum specifications;

The Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Consultant by reason of the acceptance or the non-acceptance by the Township of any Proposal or by reason of any delay in the acceptance of a Proposal except as provided in the Proposal document.

1.10 Proposal Selection Criteria

The review and selection recommendation of consultants will be completed by the Senior Planner and Chief Administrative Officer and the final selection will be made by Council after the closing date and time. The criteria outlined below will be used as the basis to compare proposals. The Township reserves the right to engage individual proponents in an interview to obtain further information or clarification on the proposals submitted. The Township retains the option to evaluate proposals based on other criteria or considerations that may emerge as the RFP and proposal process proceeds.

Proposals will be assessed against the following criteria. The Township reserves the right to shortlist firms for further evaluation and interviews which may alter the final scoring results. Proposals will be scored based on meeting or exceeding the expectations of the established evaluation criteria.

Evaluation Criteria	Weighting (%)
Degree to which the proponent responded to the RFP	30
Qualifications/experience of the project team	25
Total price/cost	25
Consultation methods and project process	10
Ability to meet the anticipated schedule	5
Innovative approaches and value added	5

1.11 Proposal Award Procedures

It is the intent of the Township to review and evaluate Proposals for the update to the Official Plan for the Township prior to Tuesday, June 29, 2021. The Township will make every effort to complete this process in a timely manner. Notice of acceptance of

Proposal will be by telephone and/or by written notice.

Consultants are advised there will not be a public discussion for this RFP. The following schedule is proposed for the selection of the successful Consultant for this assignment. Every attempt will be made to meet all dates, but the Township reserves the right to modify any or all dates at its sole discretion.

Activity	Date
Request for Proposal Issued	May 26, 2021
Deadline for Enquiries from proponents	June 4 , 2021
Request for Proposal Closed	June 25, 2021
Selection of Successful Proponent	June 29, 2021

1.12 Assumptions and Contract

The selected consultant 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 and with the Township's Health and Safety requirements. The selected consultant 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)
- Any other labour requirements of the Province

1.13 Governing Laws

This Proposal arrangement and any subsequent arrangements will be interpreted and governed by the laws of the Province of Ontario.

1.14 Freedom of Information

Any personal information required on the Proposal Form is received under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, RSO, 1990. This information will be an integral component of the quote submission.

All written Proposals received by the Township become a public record, once a Proposal is accepted by the Township of Georgian Bluffs, all information contained in them is available to the public, including personal information.

All Proposals submitted to the Township become the property of the Township and as such, are subject to the Municipal Freedom of Information and Protection of Privacy Act. Consultants may mark any part of their submission as confidential except for the total proposal price and the Consultant's name. The Township will use its best efforts

not to disclose any information so marked but shall not be liable to a Consultant where information is disclosed by virtue of an order of the Privacy Commissioner or otherwise as required by law. Upon award, the Township may release the name of the Successful Consultant, the name and telephone number of the contact person and the total proposal price of the Successful Consultant.

Questions about collection of personal information and the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, Chapter M.56, as amended, should be directed to:

Clerk Brittany Drury, Township of Georgian Bluffs

bdrury@georgianbluffs.ca

Telephone (519) 376-2729

1.15 Conflict of Interest

In addition to complying with the conflict of interest provisions, each Consultant must declare in its proposal any Conflict of Interest (actual or potential) which exists now or may exist in the future in respect of its participation in the RFP process, the submission of its proposal, and, if selected, the performance of its responsibilities. The Township will determine, in its sole discretion, whether any situation constitutes or may constitute a real or potential Conflict of Interest and reserves the right, in its sole discretion, to disqualify any Consultant.

Consultants must also describe in the proposal, their process for identifying, disclosing, reporting, and dealing with conflicts of interest that may arise in the future.

1.16 Confidentiality

Consultants shall not at any time before, during or after completion of the contract, divulge any confidential information communicated to or acquired by the Consultant or disclosed by the Township.

Section 2 – Background

2.1 Background Information

The Township of Georgian Bluffs is inviting proposals from qualified firms/consultants for the provision of consulting services to update the Official Plan with the new policies from the Provincial Policy Statement 2020 and all other applicable provincially approved legislation and policy documents including the County of Grey Official Plan. The information contained herein is to facilitate in the preparation of the Consultant's proposal submission.

The Township is seeking a best value proposal and will consider the proponents attributes, quantity and quality of the services offered as well as price.

2.2 Accessibility for Ontarians with Disabilities Act (AODA)

The delivery of goods and services by the Consultant to members of the public on behalf of the Township is required to comply with Ontario Regulation 429/07 respecting Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act (the "AODA").

2.3 Accessible Customer Service Training

Upon award and prior to commencement of the work, the successful Consultant must provide confirmation of completion of AODA training, in accordance with The Accessibility Standard for Customer Service O. Reg 191/11. For complete details and to ensure you are compliant, please follow the Accessible Customer Service link: Accessible Customer Service.

2.4 COVID-19 Pandemic

Due to the COVID-19 pandemic, the Township has developed specific policies and procedures, which we would expect the successful consultant to comply with. Due to the fluidity of the situation, technical meetings with staff, meetings with Council and Open Houses may be affected and may be required to be conducted virtually.

Section 3 – Terms of Reference

3.1 Context

Comprised of the former Townships of Keppel, Sarawak and Derby, the Township of Georgian Bluffs is located in the North West portion of Grey County on Georgian Bay with a population of 10, 500 and 14 settlement areas. These settlement areas are largely unserved and surrounded by a strong agricultural community. Similar to other Ontario municipalities, the Township is experiencing noticeable growth and an increase in development.

Georgian Bluffs is surrounded by the following municipalities: Chatsworth, the City of Owen Sound, Meaford, Arran Elderslie and Wiarton.

3.2 Purpose

The Township of Georgian Bluffs is issuing an RFP to solicit a professional land use planning consultant to update the Official Plan for the Township of Georgian Bluffs. The Project is anticipated to begin mid-2021 and is to be completed by the end of September 2022. The purpose of the update to the Official Plan is to:

- Add policy that reflects current policy initiatives and regulations in the *Planning Act*, the Provincial Policy Statement 2020, County of Grey Official Plan and other applicable planning legislation and documents; the Plan has not been updated since approved in 2014.
- Incorporate 10 amendments and updated mapping.
- Review and provide either new or updated policy for:
 - Second dwelling units
 - Cannabis
 - Short-term rentals
 - Climate change
 - Indigenous Peoples
 - Affordable and attainable housing
 - Parkland dedication
 - Development Charges
 - Source water protection
 - Servicing requirements

The updated Official Plan will provide a long-term development plan for the Settlement Areas in the Township of Georgian Bluffs that will focus on creating economic and sustainable growth as well as a strong, resilient and vibrant community while being environmentally focused.

3.3 Project Area

The project area includes all settlement areas within the Township of Georgian Bluffs as well as the Airport, Sunset Strip and area outside Wiarton. The rural and agricultural

areas fall within the County of Grey Official Plan policies.

3.4 Scope of Work

The Project is anticipated to start in mid 2021 with a completion date no later than the end of September 2022. It is anticipated that the review will be undertaken in four phases:

- Phase 1: Background Review Study
- Phase 2: Consultation and Analysis
- Phase 3: Draft Official Plan updates
- Phase 4: Refinement and finalization of the updated Official Plan, Georgian Bluffs Council adoption and County of Grey approval.

It is required that the selected consultant will actively engage all stakeholders throughout the process with each phase undergoing at least one (1) public consultation session. It is also the responsibility of the consultant to utilize various consultation methods including open houses, surveys, workshops, information sessions, etc. to ensure all appropriate groups have been consulted and appropriate feedback has been received.

The following is a description of each phase of the Official Plan review and is intended to provide an overview of the process.

Phase 1 Background Review/Study:

The purpose of this Phase is to review the main themes (see Purpose section above) and develop policy options that can be considered. This phase will also focus on the commencement of new Official Plan schedules to be prepared by the County of Grey GIS Department. A deliverable of this phase includes a report on the above.

Phase 2 Consultation and Analysis

At the completion of Phase 1, a report is required to be presented to Council to provide the background for the identification on the proposed direction of the Official Plan update. A virtual Council workshop would be a deliverable of this phase to review the major themes/issues identified in Phase 1 work and to discuss with Council the proposed direction. The workshop will also provide Council with an opportunity to identify any specific issues that they may have identified with the current Official Plan that should be addressed within Phase 2.

Following the Council workshop, a subsequent Phase 2 report would be prepared identifying: approach to new or revised Official Plan policies, incorporating Council and staff input on policy. The report would identify options and provide a recommended approach with the goal to provide clear direction on the Township's new Official Plan.

Phase 3 Drafting of the Official Plan

During this phase, the preparation of the draft Official Plan will occur for the purpose of circulating internally, to agencies and stakeholders for review. The statutory Public

Open House under the *Planning Act* will also be held, which will include a presentation on the draft document as well as comments from the public to be considered by Council. A deliverable of this phase is the submission of the draft Official Plan and its presentation at a minimum of one (1) open house.

Phase 4 Finalizing of the Official Plan

Preparation of the final Official Plan will be presented at the statutory public meeting under the *Planning Act* for any additional revisions and then be considered by Council for adoption. Additionally, should modifications be required by the approval authority, the County of Grey, such modifications shall be prepared. The deliverable of this phase is the submission of a final Official Plan, adoption by Council and approval by the County of Grey.

3.5 Consultation and Meeting Requirements

The Official Plan update will be guided by the Senior Planner with the assistance of Department Staff.

The Department Staff's role will be to:

- Provide technical input regarding the background study and proposed policy recommendations and co-ordinate meetings;
- Provide technical assistance and coordination for community engagement events and to Council as necessary;
- Circulate and provide Notices in accordance with the *Planning Act*.

The proposal must include a description of the number and type of meetings and consultation opportunities proposed (see section on COVID-19):

- Meetings with Municipal staff and Council and their purpose and outcomes;
- Community consultation meetings by number, type and proposed outcomes;
- Statutory meetings with Council as required by the *Planning Act*;
- Description of the type of webpage to be utilized for this project that attracts public engagement through the project timeline;
- An explanation of how the above can be accomplished through virtual means due to the COVID-19 pandemic and its limitations on meeting gatherings.

3.6 Planning Documents

The Township will provide the current approved Official Plan, the current approved County of Grey Official Plan.

3.7 Work Plan

The selected consultant will be responsible for:

- Public consultation that will promote stakeholder engagement and input;

- All reporting to staff and Council;
- All communications with the public and/or stakeholders through the public engagement process. All communication must be recorded by the consultant.
- Providing 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.

3.8 Deliverables

The selected consultant will be required to provide the following to the Township at the conclusion of the Official Plan project:

1. One (1) bound hard copy of the final Official Plan for adoption and approval;
2. One (1) electronic PDF version of all reports;
3. One (1) electronic PDF version of the final Official Plan for adoption and approval;
4. One (1) electronic copy in PDF of all plans, illustrations and/or drawings produced for the project.
5. One (1) electronic PDF version of all comments received throughout the consultation phases.