



REQUEST FOR PROPOSALS

To Prepare an

Official Plan Update

And

Zoning By-law Update

For the

**Township of Strong
Box 1120, 28 Municipal Lane
(formerly 1713 Hwy 11)
Sundridge, Ontario. P0A 1Z0**

Table of Contents

1.0	BACKGROUND	3
2.0	PROJECT REQUIREMENTS	3
3.0	PUBLIC CONSULTATION	4
4.0	TIMING	5
5.0	DELIVERABLES	5
6.0	PROPOSAL REQUIREMENTS	5
7.0	SUBMISSION OF PROPOSALS	6
8.0	REVIEW OF PROPOSALS	6

1.0 BACKGROUND

The Township of Strong is located in the eastern part of the District of Parry Sound. The Township has a permanent population of approximately 1250. In the summer months the population doubles in size when our seasonal residents return.

The Township of Strong surrounds Lake Bernard except for properties within the Village of Sundridge. Other lakes within the Township are Pool Lake to the east of Lake Bernard and Cheer Lake located at the north west corner of the Municipality bordering the Municipality of Magnetawan.

The Official Plan for the Township of Strong was approved in 1993. The Planning Act requires that Council consider the need to update the Official Plan every five years. Council prepared a Consolidated Version of the Official Plan in 2004.

The Township of Strong passed Zoning By-law 93-1307 in October 1993 along with consolidation document prepared September 2008. Since the By-law implements the Official Plan and the Planning Act requires that the By-law be updated not less than three years following a comprehensive review of the Official Plan, Council has determined the Zoning By-law should be reviewed and updated at the same time as the Official Plan.

The Township is seeking proposals from qualified planning consultants to complete the comprehensive review of the Official Plan and Zoning By-law.

2.0 PROJECT REQUIREMENTS

The Official Plan update shall include a review of the following issues:

- Provincial Policy Statement 2005,
- Lot Creation in Rural and Shoreline Areas
- Highway 11 Reconstruction
- *Seasonal and year round roads policies*
- *Lake capacity and shoreline development*
- Aggregate Extraction
- Natural Heritage Features mapping
- Northern Ontario Growth Plan,
- Economic Development
- Community Sustainability

In addition, the following issues and trends will be considered throughout the project term:

- a. Most of the prime land, especially around the lakes has been developed;
- b. Conversion or replacement of older cottages with new, larger structures on lakefront properties is on the increase;
- c. Identify potential conflicts between year round and seasonal waterfront property owners in terms of services and future development. Seasonal owners may want the small town rural cottage experience while the year round residents may want increased services;

d. Economic growth will be promoted with environmental protection in mind;

e. Lake water quality and habitat for fish and other species must be maintained and improved.

f. Habitat for birds and other wildlife species must be maintained and improved;

g. Examine, in detail, potential for commercial/industrial areas in the Township.

The Zoning By-law update shall implement the Official Plan update and include a review and update of:

- Definitions
- Shoreline buffers
- Non-conforming and non-complying uses
- Accessory Buildings and Structures
- Undersized lots; and
- Lot frontage and Area
- Trailers

The review shall include a determination as to whether the current documents should be amended or if new documents should be prepared.

3.0 PUBLIC CONSULTATION

Proposals shall provide a detailed public consultation and engagement strategy. Given the high proportion of seasonal residents, some public meetings and workshops should be held at times that will enable seasonal residents to participate to the greatest extent possible.

4.0 TIMING

In order to ensure appropriate opportunities for public consultation this project should start in April 2012 and a completion date to be proposed by the consultant and agreed by Council. Proposals shall include a detailed time line for completing each task identified in the proposal.

5.0 DELIVERABLES

The consultant shall provide the Township with the following documents:

Background Report	-10 printed copies, 1 pdf
Draft Official Plan (Amendment)	-10 printed copies, 1 pdf
Draft Zoning By-law (Amendment)	-10 printed copies, 1 pdf
Final Official Plan (Amendment)	-10 printed copies, 1 pdf
Final Zoning By-law(Amendment)	-10 printed copies, 1 pdf

All mapping produced shall be provided to the Township in pdf versions and as shape files.

6.0 PROPOSAL REQUIREMENTS

Proposals shall also include the following information:

- i) Detail a work plan to complete the Official Plan
- ii) The work plan is to be accompanied by timeline charts, list of meetings, significant milestones and costs of each phase.
- iii) A contingency allowance should not be used in making cost estimates for the completion of the work. All proposals should clearly indicate that the worked to be provided will be for an “upset limit”. The Township of Strong will not consider cost overruns.
- iv) Provide a comprehensive and concise description of the Project Team including curriculum vitae of each member.
- v) Provide a summary of the firm’s experience related to similar projects detailing a minimum of three recent and relevant projects,
- vi) Identify any sub consultants, which may be used including their experience and per diem rates.
- vii) Declaration of whether the individual or firm involved in the review are currently retained by any public sector or private sector client whose interest could be considered a conflict of interest with the Official Plan Review.
- viii) Be prepared to meet with members of Council to present its proposal if selected to do so.

7.0 SUBMISSION OF PROPOSALS

Deadline for proposal submittal is 4:00 p.m. Monday November 21, 2011.

Submissions must meet the guidelines provided in this document. Proposal must be submitted in a sealed envelope clearly marked “***Request for Proposal –Official Plan and Zoning By-law Update***”. The envelope shall contain 6 hard copies of the proposal and be submitted to:

Linda Maurer,
Clerk/Treasurer
Township of Strong,
28 Municipal Lane,
(Formerly 1713 Hwy 11)
Box 1120,
Sundridge, Ontario. P0A 1Z0

Proposals received after the date and time specified will not be opened or considered. The Township is not bound to accept the lowest or any proposal.

The Proposal must be signed by a designated signing officer of the bidding firm. The signature(s) must be witnessed, and/or corporate seal applied. If a joint proposal is submitted, it must be signed and addressed on behalf of each of the Proponents. Proposals must be legible, written in ink or typewritten. Erasures, over-writing or strikeouts must be initialed by the person signing on behalf of the Proponent.

8.0 REVIEW OF PROPOSALS

The Township will review proposals based on the Proposal requirements identified above. The Township of Strong reserves the right to accept or reject any or all of the proposals submitted in response to this Request for Proposal and may award the work to other than the lowest cost proposal. The Township reserves the right to interview any number of respondents. This Request for Proposal should not be construed as an agreement to purchase services. The Township will be under no obligation to receive further information, whether written or oral, from any Proponent.

Following a review of the proposals, the Township may short list and interview consultants prior to awarding the contract. The successful consultants will be required to enter into a contract with the Township to confirm the financial and performance commitments outlined in the proposals.

Proposals shall be irrevocable for 60 days after the official closing time.