



REQUEST FOR PROPOSAL

OFFICIAL PLAN TEN YEAR REVIEW AND COMPREHENSIVE ZONING BY-LAW UPDATE

RFP-2025-01ADMIN

Deadline for Submission:

July 18, 2025, 12:00 p.m.

All inquiries regarding this RFP shall be directed to

Caitlin Haggart, Clerk Administrator
at 705-3854-5819 ext. 207
or by email: clerk@strongtownship.com

or

Kim Dunnett, Deputy Clerk
at 705-384-5819 ext. 202
or by email: deputyclerk@strongtownship.com

Township of Strong
28 Municipal Lane, Sundridge, ON P0A 1Z0

The Township of Strong reserves the right to reject any or all proposals.
The lowest cost or any proposal will not necessarily be accepted.

REQUEST FOR PROPOSAL

THE TOWNSHIP OF STRONG OFFICIAL PLAN TEN YEAR REVIEW AND COMPREHENSIVE ZONING BY-LAW UPDATE

The Township of Strong is inviting proposals from land use planning consultants to undertake a comprehensive review of the Township of Strong Official Plan, and Comprehensive Zoning By-law update to be submitted by email to clerk@strongtownship.com and deputyclerk@strongtownship.com on Friday July 18, 2025, 12:00 p.m.

This Request for Proposal (RFP) is intended to identify a preferred Proponent and to initiate negotiations, which if mutually satisfactory, would lead to a contractual relationship for a Ten Year Review of the Strong Official Plan, and subsequent Comprehensive Zoning By-law update to ensure conformity with the revised Official Plan.

BACKGROUND INFORMATION

The Township of Strong is a single tier municipality located in the District of Parry Sound and is characterized by several very small urban settlements and a significant amount of both waterfront and rural areas, predominantly understood to be “cottage country.” The permanent population of the Township is approximately 1,500 persons; however, the seasonal residents in the municipality is approximately 3,500.

SCOPE OF WORK

The Township’s current Official Plan was passed by Council on March 25, 2014, and subsequently approved by the Ministry of Municipal Affairs & Housing (MMAH) on October 21, 2014. Under *Ontario Regulation 525/97 Exemption From Approval (Official Plan Amendments)*, the Township of Strong is exempt from the requirement to obtain the Minister's approval of most official plan amendments as of July 2019. There have been five (5) amendments to the Official Plan since its adoption.

The primary objectives of this project are:

- 1) to complete a comprehensive review of the Township’s Official Plan that is consistent with the updated *Provincial Planning Statement (formerly Provincial Policy Statement)*, the *Planning Act* and any other regulatory requirements;
- 2) To update a Comprehensive Zoning By-law that responds to the changing nature of development in the Township of Strong, and to ensure conformity with the updated official plan in accordance with the *Planning Act*.

The following is an overview of the minimum scope of work that should be the focus of submitted proposals. Proponents may offer a work program that goes beyond these minimum elements.

- Address and issues and inconsistencies with the existing Official Plan
- Review and refinement of the population projections
- Examination of residential growth strategies in the Settlement Areas
- Review and enhancement of the natural environment policies
- Development of Green House Gas reduction and Climate Change strategies
- Promotion of the Township as a livable, four season community.
- Ensure that the Township's Asset Management Plan is considered and reflected in the new policy framework
- Review and enhancement of the Official Plan schedules
- Review of policies related to the Landfill Impact Area(s)
- Review of lake specific policies
- Review of policies to encourage housing and lot creation

It is anticipated that proposals will include the following broad elements in the work program:

Official Plan Review:

1. Project start up with staff and Council briefing
2. Pre-consultation: Ministry of Municipal Affairs and Housing
3. Research leading to technical review, policy support, studies, and reports
4. Community and Stakeholder Consultation including lake and road associations
5. Policy development and review
6. Adoption by Council
7. Submission to the Ministry of Municipal Affairs and Housing

Comprehensive Zoning By-law Update:

1. Assess the existing Zoning By-law and the amendments approved to date
2. Ensure compliance and alignment of the proposed Zoning By-law with the new Official Plan
3. Receive staff input on the existing documents/noted areas requiring clarification/definition
4. Complete a detailed analysis of the Township's zoning provisions
5. Amend zoning provisions and make recommendations regarding issues and/or problem areas
6. Community and Stakeholder Consultation including lake and road associations
7. Consolidate all amendments into one comprehensive document
8. Adoption by Council

Proponents are not bound by the above noted structure, though the individual elements must be addressed. Creativity and alternatives that are effective and cost efficient are encouraged.

The Proponents will be expected to develop and conduct public consultation in accordance with the requirements of the *Planning Act*. It is expected that the work program will include consultation at regular intervals and a process which is inclusive of interest groups as well as the general public.

MUNICIPAL RESOURCES

The Township employs an experienced Clerk Administrator and Deputy Clerk who will provide all required documents such as past Official Plan Amendments, Asset Management Plan and other relevant documents. The Deputy Clerk will be responsible for booking meeting space and will coordinate the publishing of notices as required. Project progress and events will also be posted on the Municipal website as required.

The Township of Strong is the approval authority for Official Plan Amendments, Zoning By-law Amendments, Site Plan Control and Minor Variances. The Central Almaguin Planning Board is the consent granting authority, and Official Plan reviews require approval by the Ministry of Municipal Affairs and Housing (MMAH).

Proponents must demonstrate past experience in the provision of Official Plan Review expertise that focus on small, rural and recreationally focused lakeside municipalities. Consulting firms must identify one individual as the responsible direct contact.

DELIVERABLES

The selected firm will be required to provide the following to the Township of Strong at the conclusion of the Official Plan Review and the conclusion of Zoning By-law review:

- Two (2) bound hard copies of all draft and final reports.
- One (1) electronic PDF version of all draft and final reports on appropriate media or via email.
- One (1) electronic MS Word version of all draft and final reports on appropriate media or via email.
- One (1) electronic copy in PDF, JPEG, or TIFF format of all plans, illustrations and/or drawings produced during the review
- One (1) electronic copy of all plans, illustrations and/or drawings in an appropriate GIS file format (Geo-referenced Shapefile formats)
- One (1) electronic copy of all schedules.
- One (1) electronic and one (1) hard copy of all meeting minutes, public notices, presentations, handouts, comments, sign-in sheets, etc. prepared for, or as result

of the public consultation, and Official Plan Review and Zoning By-law process.

ADMINISTRATIVE REQUIREMENTS AND CONSIDERATIONS

Submissions

The Township of Strong is seeking to establish continuity and a working relationship to address land use planning issues. As such Proponents must submit a Ten Year Review proposal, and Comprehensive Zoning by-law Update which addresses both components of the RFP document.

Closing Date and Time

Proposals shall be submitted prior to or by July 18, 2025 at 12:00 p.m. All proposals received after the specified closing time will not be considered. There will be no public opening for this RFP.

Proposals must be received on or before the stated closing date and time.

Municipal Contact

Prior to submitting a Proposal, read the entire RFP document, including the Terms and Conditions, all appendices, any other documentation supplied by the Township for information purposes.

Any questions or concerns arising out of this RFP should be submitted via email to:

Caitlin Haggart, Clerk Administrator

Email: clerk@strongtownship.com

Tel: (705) 384-5819 ext. 207

or

Kim Dunnett, Deputy Clerk

Email: deputyclerk@strongtownship.com

Tel: (705) 384-5819 ext. 202

TERMS AND CONDITIONS

Acceptance

The submission of a Proposal(s) indicates acceptance by the Proponent of the instructions, terms, conditions, and requirements or other information as set out in this RFP. Any variations from this information must be submitted in writing with the completed Proposal.

Proponent's Minimum Qualifications

Proponents shall demonstrate that they have the resources and capability to provide the materials and services as described herein:

- Demonstrated ability and experience in the provision on Official Plan Reviews and Comprehensive Zoning By-law updates.
- Staff assigned specifically to the Township of Strong to deal with day to day Municipal Planning questions, queries, and requirements as they arise.
- Proven ability to work with all Municipal departments to provide timely and accurate information.
- The team identified for the undertaking of the Official Plan Review and Comprehensive Zoning By-law update as well as their specific role and time commitments.

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.

Expenses Incurred

Submissions are made at the sole expense of the Proponent and the Township takes no responsibility for any expense incurred by a Proponent in preparing or submitting its proposal.

Conflict of Interest

Proponents must ensure that they are not in a position that may be perceived as a conflict of interest.

Legal Proceedings with the Municipality

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

Rights Reserved

The following are rights reserved by the Township:

- This request does not commit the Township to award a contract for the Official Plan Review and Comprehensive Zoning By-law update.
- The Township shall not be liable for any expense, loss or damage incurred or suffered by any proponent as a result of a non-award of this proposal call.
- The Township reserves the right to ultimately select, in its own best judgment, and at its sole discretion the firm it deems best qualified to carry out this agreement. The Township's determination will be final and not open to review or challenge, whether it is alleged that the selection is arbitrary or otherwise not in accordance with standard trade practice.
- The Township reserves the right to cancel, terminate or withdraw this Proposal call at any time or to accept or reject all or any part of any Proposal.
- The Township reserves the right to retain all Proposals submitted and to employ any concepts contained in a Proposal regardless of whether or not that Proposal is selected.
- The proposal with the lowest cost will not necessarily be accepted.
- The Township reserves the right to enter into further discussions in order to obtain information that will allow the Township to reach a decision with a Proponent, and to waive irregularities and omissions if, in doing so, the best interest of the municipality will be served.

EVALUATION PROCESS

Responses to this Request for Proposal will be evaluated and short list of proponents may be invited to make a brief presentation or attend an interview.

Evaluation Criteria

In recognition of the importance of the procedure by which a Proponent may be selected, the following criteria outlines the primary considerations to be used in the evaluation and consequent awarding of this contract (not in any particular order). Evaluation of

Proposals will include but not be limited to the following:

- Understanding of the requirements
- Municipal planning experience
- Firm personnel qualifications and experience
- Approach taken for providing public and stakeholder consultation
- Approach taken for Review of Official Plan and Comprehensive Zoning By-law update
- Additional services
- References
- Fees

The weighting of criterion will be as follows:

Proposal Clarity / Presentation	30
Ten Year Approach to Municipal Requirements	20
Municipal Planning Qualifications and Experience	20
Municipal References	10
Fee Proposal	20
Total	100

Presentation

An award may be made solely on the basis of the proposal received, without the Township seeking any clarification, meeting or presentation by the Proponent. Therefore, each Proposal should contain the Proponent's best terms/information, including all required documentation and information as listed in the RFP.

A presentation may be requested. No other Proponent is entitled to be present or to receive any information regarding the presentation of any Proponent. Representatives of the Proponent(s) invited to make a presentation shall be fully versed on the contents of the RFP and the Proponent's Proposal.

SUBMISSIONS INSTRUCTIONS

Closing Time and Date

Proposals must be received no later than **12 p.m. on Friday, July 18, 2025.**

Proposals should be sent via email to clerk@strongtownship.com and deputyclerk@strongtownship.com with a subject line "RFP 2025-01ADMIN, Official Plan Review and Zoning By-law update".

A Proposal received after the closing time shall be noted and rejected.

Key Dates

The Township will conduct the RFP process according to the following dates. These dates are tentative and subject to change.

Task	Target Date
Issue RFP	June 26, 2025
Final Date for release of any Addenda	July 9, 2025
Response to proponents questions	July 11, 2025
RFP Close	July 18, 2025
Anticipated Council approval and award of contract	July 22, 2025

Freedom of Information and Protection of Privacy Act

The Township is required by law to adhere to the requirements of the *Freedom of Information and Protection of Privacy Act*, as amended. Any Proponent who requires that the information in its Proposal be kept confidential shall explicitly advise the Township of that fact by stamping or boldly marking the information as “**CONFIDENTIAL**.” Release of any information not marked as confidential will be in compliance with the Township’s policies and procedures. Proposal results may be reported to Council and the reports are released for public information.

Request to withdraw a proposal submitted

Requests for 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 Municipal 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.

Adjustment to a proposal

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

Submission of more than one proposal package

- If two (2) or more Proposals are received for the same RFP in different emails, the email with the latest time and date received shall be considered the intended Proposal.

Receiving

Once received, all Proposals will become the property of the Township.

Content Requirements

General Requirements

Your Proposal must:

- Contain signed copies of any and all addenda that have been issued
- Include a signed Statement of Acceptance, attached as Appendix A
- Include responses to all requirements noted
- Maximum length of Proposal shall not be larger than 50 pages
- Be signed

Proposal Clarity / Presentation

Proposals must be clear, well ordered, detailed and concise. The Proponent is therefore requested to provide detailed timelines and functional information.

The Proponent is requested to respond to each and every aspect of the RFP's objectives, expectations, specifications, schedules and requirements to allow for fair evaluation of the Proposal submissions.

Fee Breakdown

The Proponent's submission shall include:

- Overall project cost exclusive of HST.
- A detailed cost and time breakdown of each major activity identified in the proposal.
- Estimated time and cost breakdown for each team member.
- Identifying any disbursements and the associated costs.
- A fee schedule and hourly rates for all project team members.

The Proponent shall provide a firm quotation for the hourly fees charged for each type of service and category of employee for the applicable years i.e., 2025, 2026 and 2027. All fees should be quoted excluding Harmonized Sales Tax (HST).

One time fees should be identified separately. Out of pocket expenses should be clearly stated to be part of the quoted hourly fee or should be quoted separately.

Corporate Profile

Provide a brief profile of your firm indicating the scope of its practice and the range of activities performed by the firm. Clearly identify the Proponent's contact person for this RFP, with phone number and email address. State the home office address as well as the address and phone number of any local office that will manage or assist in managing the services.

Qualification & Experience

Provide a list of current Ontario Municipal clients and indicate the number of years your firm has been working with each. Describe your familiarity and experience with Municipal Planning and Official Plan Reviews.

Staffing

Provide the names and brief resumes of the partner(s), manager(s) and other key staff who would be assigned to the Township of Strong.

References

The Proponent is to provide a minimum of three (3) municipal references that can be contacted, where programs of a similar scope/magnitude are in progress or have been completed within the last three years.

Implementation

Proposals must clearly show the firm's understanding of the work to be performed, approach, and commitment to perform the work within the time period agreed to. This would include the approach to be used to gain an understanding of the Township's structure, goals, and current plans and by-laws.

Other Services

Provide a description of the methodology to be used for keeping the Township abreast of any changes in Municipal Planning or legislation that would impact the Township during the Official Plan Review and Comprehensive Zoning By-law update.

Also, describe any non-municipal planning professional services (e.g., GIS, Engineering, Surveying, Environmental Assessment, Financial Impact Analysis, etc.) provided to other clients and innovative products offered by your firm as well as any specific pricing.

structure for such services.

Contract with Successful Proponent Contract Terms and Conditions

The Township of Strong Official Plan Ten Year Review and Comprehensive Zoning By-law update Contract with the Successful Proponent will contain the following Contract Terms and Conditions. Proponents taking exception to these terms and conditions or intending to propose additional or alternative language must:

- Identify the specific terms and conditions to which they take exception or seek to amend or replace; and
- Include any additional or different language with their Proposal.

Failure to both identify with specificity those terms and conditions the Proponent takes exception to or seeks to amend or replace as well as to provide Proponent's additional or alternate Contract terms may result in rejection of the Proposal. While the Township may accept additional or alternate language if so provided with the Proposal, the Terms and Conditions marked with an asterisk (*) are mandatory and non-negotiable.

Contract Term

It is expected that the initial startup of the Township of Strong Official Plan, Ten Year Review project will commence August 2025. The entire process for the Official Plan Review project would be expected to be completed in August of 2026, with submission to MMAH at that time.

It is expected that the initial startup of the Comprehensive Zoning By-law update will commence late 2025. The entire process for the update would be expected to be complete by August 2026.

Should the Township exercise the right to extend this Contract, the Successful Proponent and the Township shall enter into negotiations to determine the new rates for services listed in this RFP. Only upon satisfactory negotiations of both parties shall the Contract be extended for an additional maximum of one (1) year. All rates negotiated for each Contract extension shall remain firm for the entire extension.

Procedures

The Successful Proponent shall not comply with requests and/or orders issued by any individual other than the Clerk Administrator or his/her authorized representative(s) acting within their authority for the Township. Any change to the Contract must be approved in writing by the Clerk Administrator and the Successful Proponent.

WSIB Clearance

The Proponent certifies that it is in full compliance with the Workplace Safety and Insurance Act.

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.

Accessibility for Ontarians with Disability Act (AODA)

The Proponent will provide the Township with documentation indicating that training in accordance with the requirements of Regulation 429/07 has been provided to all of their staff who will be providing goods and services on behalf of the Township.

Assignment of Contract

This Contract may not be assigned in whole or in part without the written consent of the Clerk Administrator.

Termination

The Township reserves the right, without prejudice, to cancel the remaining years of the Contract, by providing 90 days' notice in writing if dissatisfied in any way with performance, or any other elements of the service provided, or in the event of an administrative restructuring of planning services delivery.

Contractual Disputes

In the event of a dispute between the Township and the Successful Proponent, both parties agree to appoint representatives, who in good faith will use their best efforts to resolve the dispute.

Should the representatives be unable to promptly resolve the dispute, both parties shall agree to continue the work as required being understood that neither party will jeopardize any claim that they may have.

Severability

In the event that any provision shall be judged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

Non-exclusive

Any Contract awarded as a result of the RFP will be non-exclusive. The Township may, at its sole discretion, purchase the same or similar services from other sources during the term of the Contract.

Cancellation

Any contract termination by the successful Proponent will require sixty (60) days' notice to the Township unless otherwise noted and agreed to by the Township.

Governing Law

Any Contract resulting from this RFP shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

Statement of Acceptance (Appendix A)

All responses must be signed:

I/We certify that the information provided in this RFP Response Document is true and complete.

I/We declare that no employee of the Township of Strong is or will become interested, directly or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be therein or in any of the monies derived there from.

I/We further declare that the undersigned is empowered by the Proponent to negotiate all matters with the partnering municipality's representatives, relative to this Proposal.

I/We further declare that the agent listed below is hereby authorized by the Proponent to submit this Proposal and is authorized to negotiate on behalf of the Proponent.

Legal Company Name:	
Respondent's Signature:	
Respondent's Printed Name:	
Respondent's Title:	
Email:	
Business Phone:	
Business Fax:	
Mailing Address	