



Township of Greater Madawaska Township of Whitewater Region

Request for Proposals No. **2021-32**

Growth Readiness, Zoning Update and Development Standards

Background

The Townships of Greater Madawaska and Whitewater Region, hereinafter referred to as the "Municipalities", are seeking proposals for professional consulting services. The information contained herein is provided to facilitate the preparation of your proposal submission. The proponents are free to add any additional information which they believe will be relevant to their proposal.

The Township of Greater Madawaska is in the picturesque Ottawa Valley, less than an hour west of Canada's capital. The Township is situated along the Madawaska River and is known for its recreational opportunities. With many lakes and rivers, a ski hill resort, trails, and racetrack, Greater Madawaska Township is a four-season destination.

The Township continues to see year-over-year record growth and with the approved 4-lane expansion of Highway 17 to Calabogie Road and the upcoming Ontario Winter games, further development pressure is anticipated.

The Township of Whitewater Region is situated within the scenic Ottawa Valley and bordered by the Ottawa River, encompassing 538 km² in Renfrew County. Highway 17 runs through the community for approximately 39 kilometers. Seven main residential areas exist with vast acres of farmland. According to the 2016 census, the permanent population is over 7,000 with 3,416 permanent dwellings, 2,775 of which are inhabited by usual residents. Previous seasonal population estimates were 3,900.

The Township of Greater Madawaska and the Township of Whitewater Region jointly submitted a funding application to the Ministry of Municipal Affairs for the Municipal Modernization Program Intake 2 – Implementation Project Stream in February 2021. The funding application was supported by the 2020 Local Efficiency Group Service Delivery Review prepared by Dillon Consulting dated November 2020 and the Municipal Modernization Review (Greater Madawaska) prepared by Performance Concept Consulting dated January 2021.

Goals and Objectives

1. To ensure that development is properly considered, the Townships are looking for comprehensive updates to their zoning by-laws and map schedules. Being a joint venture, the Townships will accordingly be looking for cost savings for this project.
2. The Townships are seeking the production of development standards that can be shared by both Townships to help streamline development and increase predictability for developers.
3. Lastly, the Planning Departments of both Townships are looking for creative consultant support to provide an assessment of future needs to support growth readiness with an actionable plan for implementation. This plan would be used to make informed decision for future departmental priorities.

Information Available

The following list of documents are available for download

- County of Renfrew Official Plan (which serves as each Townships' Official Plan)
- Township of Greater Madawaska
 - Zoning By-law No. 22-2003
 - Zoning By-law Schedules "A" to "F"
- Township of Whitewater Region
 - Consolidated Beachburg Zoning By-laws
 - Cobden Zoning By-law No. 1989-14
 - Cobden Zoning By-law – Schedule "A"
 - Ross Zoning By-law No. 23-92
 - Ross Zoning By-law – Schedule "A"
 - Westmeath Zoning By-law No. 98-13
 - Westmeath Zoning By-law – Schedule "A"
- 2020 Local Efficiency Group Service Delivery Review prepared by Dillon Consulting dated November 2020
- GM Township Municipal Modernization Review prepared by Performance Concept Consulting dated January 2021
- WWR Development Charges Background Report prepared by Watson and Associates Economist Ltd. June 17, 2020
- WWR Final Growth Study Report prepared by WSP Dec. 2020
- WWR 2020-2030 Strategic Plan
- WWR Wellhead Protection Area Studies Village of Beachburg and Haley Townsite prepared by Intera Engineering Ltd. Jan. 2003

Assignment

The project shall be divided up into the following assignments:

- Comprehensive Zoning By-law Update
- Development Standards
- Growth Readiness Plans

The Consultant shall develop a work plan that addresses the items listed in the scope of work and the tasks below. The Consultant may add additional tasks or delete tasks in the development of the work plan and shall provide the explanation for such changes.

Comprehensive Zoning By-law Review

This assignment will comprise of the development of two new Zoning By-laws for the Townships. The new Zoning By-laws will replace those currently in effect for each Township. The purpose of the new Zoning By-laws is to:

- Reflect new policy initiatives and regulations in the Ontario Planning Act, Provincial Policy Statement 2020, and the County of Renfrew Official Plan.
- Provide to each Township modern and efficient standards for development.
- Produce seamless map schedules that are able to be displayed using an online mapping platform.
- Replace the existing and in effect Zoning By-laws to implement the policies of the new Official Plan.
- Increase the clarity, intent and ease of understanding of the Zoning By-laws, incorporating explanatory or illustrative diagrams where appropriate to assist in interpretation.
- Update land use zones and performance standards in accordance with modern principles.
- Address emerging themes in community planning such as place-making, sustainability, and resiliency.
- Review and develop zoning regulations for current topics brought forward through public input.

The new Zoning By-laws will provide updated development standards for the Townships that will focus on creating economic and sustainable growth as well as a strong, resilient, and vibrant community while being environmentally focused.

Development Standards

Collective development standards between the two Townships will assist in streamlining the development process and provide specific design criteria and guidelines. A shared Development Standards Manual would create more

efficiency for planning and design reviews and will modernize the municipal approach to land development projects. The shared Development Manual demonstrates efficiency in the creation of one manual, compared with two. It will allow clear direction for standard expectations and form of future land development.

The expectation is of the Consultant to identify the recommend a suite of tailored development standards which would be best utilized by the Townships.

Growth Readiness Plans

This is your opportunity to apply creative thinking and knowledge of rural communities to assist with the needs of Greater Madawaska and Whitewater Region.

Growth and development are accelerating and both Townships are looking to properly position themselves to best serve the needs of current and future populations.

The respective plans will likely be tailored to each Township; however, overlap may be present in terms of similar pressures, priorities and approaches. The strategies should be developed in such a way that there are clear goals with processes for implementation.

Items to consider include:

- A review and understanding of current main economic drivers in each community.
- Consideration of the alignment of current planning structure and authorities.
- A review of the current plans and strategies present, or the lack thereof, regarding needs related to community use or economic development needs.
- Consideration for the preservation of current community values coupled with the needs of present and future populations.
- Strategies for maximizing the capabilities of a Planning/Economic Development for the benefit of the community and Townships, now and in the future.

Other Projects

As a result of the production of those items listed above, and available funds, opportunity may exist for the creation of additional plans or provision of services.

Experience, Qualifications and References

Bidders are expected to outline their experience and qualifications as they pertain to this assignment: data collection and analysis, process mapping, formulation of recommendations, benchmarking and KPIs, technology solutions, public works operations, financial review, as well as engagement. Satisfactory evidence of work of similar scope and detail should be provided. At least two references are required with links to publicly available reports with costed recommendations.

Registration and Communications

It is mandatory that you register as a bidder with the Township of Whitewater Region on behalf of the Municipalities. Failure to register will result in non-acceptance of your submission.

Please remit Name, Firm, and Contact Information to Sandra Moss, Finance Clerk at **smoss@whitewaterregion.ca**

Questions related to this RFP are to be received by **8:00 a.m. on Friday, August 20, 2021.**

Where a bidder finds discrepancies or omissions in the proposal requirements or otherwise requires any clarification, the bidder should email the Township of Whitewater Region, on behalf of the Municipalities. Where the Municipalities deems that an explanation or interpretation is necessary or desirable, an addendum may be issued.

Delivery and Official Closing Time of Proposals

All submissions shall be submitted electronically through Biddingo.com. RFP submissions must be received not later than **2:00 p.m. on Friday, August 27, 2021.**

The time clock in the Council Chambers at the Whitewater Region Township Office is the official time for the deadline for submission. The Municipalities are not responsible for submissions which arrive late or are not properly marked. Submissions shall be officially logged after closing time by the Finance Clerk for review and scoring by a scoring committee comprised of two staff members from each of the Municipalities.

Submission

Proposal & Detailed Submission

The Proposal & Detailed Work Plan submission shall contain the following information and not exceed 15 pages.

- Detailed overview of the firm's qualifications and experience. The project manager, key staff and sub-consultants must be listed.

- A workplan proposal fully describing the approach to the project is required with main tasks to be undertaken, including project hours. Tables, diagrams, company brochures and resumes may be appended.
- Demonstrated experience with conducting similar assignments for comparable municipalities, in terms of both population and breadth of services.
- Description of the project approach, methodology, and work program demonstrating the Consultant's ability to complete all aspects of the assignment within the required timeframe. This methodology must clearly indicate the Consultant's proposed scope of work and level of effort. A schedule in Grantt chart form shall be submitted.
- A detailed description of two similar projects in the last ten years with references, including links to these documents.
- Confirmation of the following:
 - ✓ 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.
 - ✓ Verification of Professional Liability Insurance in an amount not less than \$2,000,000 on a per occurrence basis and General Liability Insurance in an amount not less than \$5,000,000 on a per occurrence basis. The successful proponent must ensure the Municipalities are an additional named insured on the General Liability Insurance.
 - ✓ Adherence to Ontario Regulation 191/11 made under the Accessibility for Ontarians with Disabilities Act, 2005
 - ✓ Adherence to Bill 168, Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009.

Upset Cost Estimate and Submission Form

The Submission Form and Financial Proposal Form (attached hereto) shall be signed as an original document by an authorized signing officer. Corporate Seals are requested but are not mandatory. The Upset Cost Estimate shall include all fees required for completing the assignment. Contingencies, taxes, and disbursements are included. Bidders shall identify any costs believed not to be covered in this RFP but considered necessary for completion of the tasks.

Selection Criteria

The following selection criteria will be considered in the award. Bidders will be evaluated based on the following weighted evaluation factors:

Detailed Work Plan Evaluation	Point Allocation
Firm's Qualifications and Experience	15
Firm's Proposal and Approach, including Methodology and Understanding of Project Objectives	25
Workplan, Schedule and Level of Effort	10
Overall Presentation of the Proposal	10
References (relevance, overall quality of reports and recommendations)	10
Upset Cost Estimate	30
Total	100

The Municipalities may decide to exclude bidders from the second phase of evaluation, being the Upset Cost Estimate, based on scoring of other facets, at their sole discretion.

Points awarded for the Upset Cost Estimate portion of the evaluation shall be in accordance with the following:

The lowest fee proposed shall be awarded the full amount of points available for the fee portion of the evaluation (30). All higher fees proposed shall be awarded points, rounded to the closest full point for the fee portion of the evaluation by the following:

$$\frac{\text{Lowest Bid}}{\text{Proposed Bid}} \times (\text{maximum points for proposed fee}) = \text{points}$$

For example: if the low fee is \$175,000 and 2nd low fee is \$210,000 their respective scoring would be as follows:

- a. The proponent with the low fee of \$175,000 would be awarded 30 points.
- b. The proponent with the 2nd low fee of \$210,000 would be awarded points as follows:

$$\frac{\$175,000}{\$210,000} \times 30 = 25 \text{ points}$$

Selection Timeline

The expected timeline for selection is as follows, subject to proposed workplan:

July 23, 2021	RFP Issued
August 20, 2021	Last day for questions if any
August 23, 2021	Issuance of Addendum if any
August 27, 2021	RFP Closing
Sept. 21, 2021	Formal Award (following approval by Councils)
No later than Dec. 31, 2021	Draft Findings – Growth Readiness Plans

No later than March 30, 2022	Draft Findings – Development Standards
No later than May 31, 2022	Draft Findings – Comprehensive Zoning Update
June 30, 2022	Substantial Completion
Summer 2022	Stakeholder/Public Engagement
No later than Oct. 31, 2022	Final Report

Payment Schedule and Agreement

Payments will be made based on monthly invoices submitted to the Township of Greater Madawaska. Prior to commencing work on the project, the successful Bidder will enter into an Agreement for Professional Consulting Services with the Municipalities based on the Proposal.

Purchasing Policies

The Township of Whitewater Region purchasing policies form an integral part of this proposal and prevail. A copy is available upon request.

**Township of Greater Madawaska
Township of WhiteWater Region**

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Submission Form

Company Information

1.	Company Name	
2.	Bidder's Contact Individual	
3.	Address (incl. Postal Code)	
4.	Office Phone #	
5.	Cellular #	
6.	Fax #	
7.	Email address	
8.	HST Account #	

I/We hereby submit the attached Proposal documents to satisfy the requirements as issued by the Municipalities.

I/We agree that we have reviewed and understand the RFP documents and I/We are capable and qualified to perform the requirements of the contract.

I/We agree that this offer shall be irrevocable from the time the quotations are opened and extended for a period of 60 days.

I/We agree that this offer acknowledges all addenda and that the pricing quoted includes the provision set out in such addenda.

Proposal Submission

The undersigned affirms that they are duly authorized to execute this bid and that all costs associated with this proposal have been submitted.

BIDDER'S SIGNATURE AND SEAL: _____

NAME AND POSITION: _____

WITNESS SIGNATURE: _____

NAME AND POSITION: _____

DATED AT: _____

THIS _____ DAY OF _____ 202__

**Township of Greater Madawaska
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Financial Proposal

The Consultant offers to provide the services detailed herein and as further detailed in the Consultant's proposal, to the acceptance of the Township of Greater Madawaska and the Township of Whitewater Region for the following Total Upset Limit Price.

Task	Summary of Financial Proposal			
	Fees	Disbursements	Volume Discount*	Total
A. Consulting Fees:				
Comprehensive Zoning By-law Review				
Development Standards				
Growth Readiness Plan				
Additional services required but not outlined above				
SUBTOTAL =				
HST (as applicable):				
TOTAL UPSET LIMIT PRICE =				

**Volume Discount is based on both Municipalities choosing same Provider.*