

**THE CORPORATION OF THE  
TOWNSHIP OF AUGUSTA**



**REQUEST FOR PROPOSALS  
OFFICIAL PLAN REVIEW AND  
ZONING BY-LAW REVIEW**

**CLOSING DATE:** Time: 12:00 noon, LOCALTIME  
Date: Friday, May 31, 2024

**RETURN TO:** Chief Administrative Officer  
Township of Augusta  
3560 County Road 26  
Prescott, ON K0E 1T0

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## **1 REQUEST FOR PROPOSAL**

You are invited to submit a Proposal for the Official Plan review and Zoning By-law review for the Township of Augusta.

The complete Request for Proposal (RFP) documents are attached for your perusal. Should you have any questions regarding the documents or the process, please contact:

Shannon Geraghty  
Chief Administrative Officer  
Township of Augusta  
3560 County Road 26  
Prescott, ON K0E 1T0

Email: [sgeraghty@augusta.ca](mailto:sgeraghty@augusta.ca)  
Telephone: 613-925-4231 ext. 102

## 2 SCHEDULE OF EVENTS

The following is the planned schedule for this Request for Proposal process. The Township reserves the right to amend this schedule as it deems necessary.

<b>Schedule of Events</b>	<b>Important Dates</b>
Issuance of RFP	Friday, April 26, 2024
Deadline to Submit Questions	Friday, May 17, 2024
Deadline to Submit a Response	Friday, May 31, 2024
Evaluation Commences	Monday, June 3, 2024
Proponent Interviews (if necessary)	June 10 – 14, 2024
Award of Contract (if awarded)	By Monday, June 24, 2024
Engagement Commences	Immediately upon Award

### **3 INFORMATION TO PROPONENTS**

#### **3.1 CLOSING DATE & TIME**

Sealed proposals will be accepted until 12:00 noon local time, May 31, 2024 with respect to undertaking an Official Plan review and Zoning By-law review for the Township of Augusta which is more completely described below.

#### **3.2 NATURE OF PROJECT**

It is the intention of this request to select an individual or company who can undertake an Official Plan review and Zoning By-law review for the Township of Augusta.

#### **3.3 SUBMISSION**

Proposals must be typed or in ink, on the response forms provided and include all the requested information. Proposals must be signed by an authorized individual in the required location. Proposals must be sealed in an opaque envelope/package, clearly marked as to contents using the address label included in this package (final page). Proposals sent by e-mail, fax, arriving unsealed or arriving after the stated closing time will not be considered.

Proposals must be delivered to:

Shannon Geraghty  
Chief Administrative Officer  
The Corporation of the Township of Augusta  
3560 County Road 26  
Prescott, ON K0E 1T0

All proposals received must remain valid for acceptance up to 90 days beyond the closing date.

#### **3.4 REQUIRED NUMBER OF COPIES**

All submissions should include one (1) unbound copy of the complete proposal as well as an electronic version on USB drive in a readable format such as PDF or MS Word.

#### **3.5 SELECTION CRITERIA**

Specific selection criterion shall be used in evaluating the proposals received. More details on the selection criteria are contained herein in Section 4.

### **3.6 ACCEPTANCE AND AWARD OF CONTRACT**

The Corporation of the Township of Augusta reserves the right to accept any proposal, in whole or in part, that it feels most fully meets the selection criteria. Therefore, the lowest cost proposal, or any proposal may not necessarily be accepted. Township staff shall evaluate all compliant proposals received by the closing time and make evaluations and recommendations for acceptance. Council has the ultimate right of approval related to these requirements.

### **3.7 SALES TAXES**

The quoted prices shall clearly show HST as applicable.

### **3.8 CLARIFICATION**

Should a Proponent find discrepancies in or omissions from these Proposal Documents or, should there be any doubt as to their meaning, an inquiry should be made to the Chief Administrative Officer. Should a correction, explanation, or interpretation be necessary or desirable, a written addendum will be issued to all proponents. Addenda issued during the period prior to the closing date of the RFP are to be considered part of these Proposal Documents.

### **3.9 AMENDMENT OR WITHDRAWAL OF PROPOSALS**

Proponents who have submitted a proposal may amend it up to the official closing time by submitting a replacement proposal. Amended proposals must be sealed and submitted in accordance with all other requirements included in this document. The amended proposal will clearly be marked "Amended" and should clearly indicate that it replaces any other submitted version. In the case of a discrepancy, the Township will deem the last proposal received prior to the closing time, to be the valid proposal.

Proponents who have submitted a proposal may withdraw it up to the official closing time by delivering an original letter on official company letterhead requesting that the proposal be withdrawn. The letter must be signed by the same individual who signed the original proposal, or should clearly state that the individual signing has the authority to withdraw the proposal. Telephone, e-mail, fax requests, or other forms of a written request to withdraw arriving after the closing time will not be accepted.

### **3.10 RESERVATIONS**

The Township reserves the right to accept any proposal in whole or in part thereof judged most satisfactory, without liability on the part of the Township.

The Township reserves the right to reject any or all proposals. The lowest-priced

proponent will not necessarily be awarded a contract.

The Township reserves the right to cancel this process at any point. The Township will not be held responsible for any cost incurred by any proponent associated with preparing or submitting a proposal for this project, should the proposal be rejected or the process cancelled.

Proposals which are incomplete, conditional, obscure or which contain unrelated additions not called for, erasures, alterations and irregularities of any kind may be rejected.

### **3.11 QUALIFICATION OF PROPONENTS**

The Township requires that all proponents will be able to furnish satisfactory evidence that they have the credentials, ability, experience, and resources to enable them to execute and complete the contract successfully.

### **3.12 INVOICES**

The Township requires that all invoices be compliant with its requirements and general accounting principles. Proponents must agree to submit detailed invoices in a format acceptable to the Township of Augusta.

### **3.13 PAYMENT**

Upon the completion of any work included within this request, the successful Proponent shall submit invoices for payment. Payment terms will be considered Net 30 days upon receipt.

### **3.14 PRESENTATION**

When requested, proponents may be required to prepare and present a short presentation that highlights their proposal at the Township's Administration Office in Maynard. This presentation may assist the Township in selecting the successful proponent.

### **3.15 CONTRACT & LENGTH OF AGREEMENT**

The successful proponent will be required to enter into a formal agreement.

### **3.16 SUPPLIER STATUS**

The successful proponent shall be considered a supplier of goods & services to the Township. At no time will the proponent, or any individual acting for the proponent, be considered an employee of The Township of Augusta.



### **3.17 OTHER INFORMATION**

The Township reserves the right to require proponents to produce any of the following:

- Appropriate insurance certificates
- Appropriate WSIB documentation
- Relevant Financial and corporate information
- Other additional assurances or protections as deemed necessary by the Township of Augusta

### **3.18 OWNERSHIP OF DOCUMENTATION AND FREEDOM OF INFORMATION**

The information submitted in response to this RFP will be treated in accordance with the relevant provision of the *Municipal Freedom of Information and Protection of Privacy Act*. The information collected will be used solely for the purposes stated in the RFP. The proponent does, by the submission of a proposal, accept that the information contained in it will be treated in accordance with the process set out in the RFP. Proponents should clearly indicate in their submission which parts, if any, are exempt from disclosure under the *Municipal Freedom of Information and Protection of Privacy Act*. At minimum the Township will release a list of the names and addresses of all Proponents. In addition, the Township will release the name of any successful Proponent(s) and the value of any contract entered into. Any submitted proposal shall immediately become the property of The Corporation of the Township of Augusta.

### **3.19 RIGHT TO AMEND REQUIREMENTS**

Upon awarding the contract based on the information submitted in proposals received, the Township reserves the right to work with the successful proponent to modify any of the proposal components outlined in the RFP that are agreeable to all parties. In the event that the chosen supplier fails to act in good faith by refusing or failing to negotiate, or fails to fulfill the intent of the RFP, or to execute the negotiated agreements within 15 business days of the award, the supplier will be considered to have abandoned all rights and interest in the contract award and the award may be cancelled without penalty. The award may then be made to the next highest ranked proponent or all proposals may be rejected at the sole discretion of the Township.

### **3.20 RIGHT TO DENY BIDDING ON FUTURE REQUESTS FOR SERVICE**

The Township reserves the right to deny any successful bidder the right to respond to any future Request for Quotation, Tender or Proposal in the event of poor performance. For greater clarity, the Township will monitor the

performance of any successful bidder and shall provide written notice of any deficiencies of service. Should deficiencies be persistent or of a significant nature, in addition to the right to terminate the contract, the Township will advise the successful bidder that their poor performance has rendered them ineligible to compete for similar future requirements on any Township of Augusta initiative.

### **3.21 LIMITATION OF LIABILITY**

The Township of Augusta enforces a strict code of ethics and attempts to always be fair in evaluating and awarding contracts resulting from any bidding process. By submitting a quotation, bidders agree that the Township will not be held liable for any amount required to prepare and submit a quotation in the event that the Township is found to have erred in any manner in the award of any contract.

### **3.22 INSURANCE**

The successful bidder shall at their own expense within 10 days of notification of acceptance and prior to the commencement of work, obtain and maintain until the termination of the contract or otherwise stated, provide the Township with evidence of:

- 1. Workplace Safety Insurance Board Certificate Clearance**
- 2. Commercial General Liability Insurance**

#### **Commercial General Liability**

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000.00 per occurrence/\$2,000,000.00 annual aggregate for any negligent acts or omissions by the Company. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; liquor liability; injury to participants; premises, property & operations; non-owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; products & completed operations; employees as Additional Insured(s); contingent employers liability; tenants legal liability – Broad Form; cross liability and severability of interest clause

Such insurance shall add The Township of Augusta, its officers and employees as Additional Insured with respect to the activities of the Company. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township. The renter shall indemnify and save harmless the Township, their officers, employees and volunteers from and against any liability, loss, claims, demands, costs and expenses, including reasonable

legal fees, occasioned wholly or in part by any negligence or acts or omissions whether willful or otherwise by the renter, their officers, employees or other persons for whom the renter is legally responsible.

The Company shall provide the Township with a certificate of insurance in compliance with the insurance requirements as stipulated in the agreement. The Policies shown above shall not be cancelled unless the Insurer notifies the Township in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Township.

**Errors & Omissions Liability Insurance:**

Errors and Omissions insurance coverage shall be obtained to a limit of not less than \$2,000,000. If such insurance is written on a claim made basis, the policy shall contain a 24-month extended reporting period or be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.

The Policies shown above shall not be cancelled unless the Insurer notifies the Township in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Township.

**Indemnification and Hold Harmless:**

The successful contractor shall indemnify and hold the Corporation of the Township of Augusta, their officers, and employees harmless from and against any liability, loss, claims, demands, costs, and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence acts or omissions whether willful or otherwise by the contractor, their agents, officers, employees, or other persons for whom the contractor is legally responsible.

**Other Requirements:**

**Occupational Health and Safety Act**

The Preferred Proponent, for purposes of the Ontario Occupational Health and Safety Act, shall be designated as the Contractor for this project and shall assume all the responsibility of the Contractor as set out in that Act and its regulations. The foregoing shall apply notwithstanding that the preferred Proponent has been referred to as the "Contractor" in this and any other related document.

The Contractor acknowledged that he/she has read and understood the Occupational Health and Safety Act.

The Contractor covenants and agrees to observe strictly and faithfully the provisions of the said Occupational Health and Safety Act. The Contractor agrees to indemnify and save the Township harmless from damage or fines arising from

any breach or breaches of said Occupational Health and Safety Act and/or the Township's Health and Safety Policies and Procedures.

The Contractor agrees to assume full responsibility for the enforcement of said Occupational Health and Safety Act and the Township's Health and Safety Policies and Procedures and to ensure compliance therewith.

The Contractor further acknowledges and agrees that any breach or breaches of the Occupational Health and Safety Act and/or the Township's Health and Safety Policies and Procedures whether by the Contractor or any of its sub-contractors may result in the Contractor and/or sub-contractor being removed from the site and in the immediate termination of this contract herein and forfeiture of all sums owing to the Contractor by the Township.

## **4 CONTEXT & REVIEW REQUIREMENTS**

### **4.1 INTRODUCTION**

The Township of Augusta (the Township) is soliciting proposals from qualified planning consultants/firms to undertake a review of the Official Plan, as amended and a review of the comprehensive Zoning By-law 2965, as amended.

### **4.2 BACKGROUND**

Located in eastern Ontario, the Township of Augusta is one of ten (10) municipalities within the United Counties of Leeds and Grenville. The United Counties of Leeds & Grenville has planning approval authority over the Township's Official Plan, Subdivisions, and Consents/Severances. The Township is located on the St. Lawrence River and has a current population of approximately 7,615 (Source: Statistics Canada National Household Survey 2011: Hemson Consulting) and a land area of approximately 314.66 sq. km.

The Township is predominantly a rural and agricultural municipality. It offers residential opportunities on rural lands, within small seven (7) traditional settlement areas, and within residential estate lot developments. Throughout the municipality is a vibrant business community comprised of commercial, industrial and recreation/tourism, and agricultural sectors. An Industrial Business Park/Employment Lands are also located in the Township off County Road 2, west of the village of Maitland, and is approximately 607 hectares (1,500 acres) in size.

The Township is serviced by private services/systems, with the exception of some very limited full municipal servicing, in the immediate vicinity of the abutting Town of Prescott.

### **4.3 THE REVIEW**

#### **4.3.1 PURPOSE**

To provide consulting services to the Township in the development and preparation of a new Official Plan that will require United Counties of Leeds & Grenville approval. The new Official Plan will replace the current Official Plan and will provide policies to direct the goals and objectives for growth and development for the Township.

Consulting services for the subsequent, or concurrent, review of the comprehensive Zoning By-law to implement the new Official Plan, are also being sought as part of this RFP.

### **4.3.2 SCOPE**

The Township's current Official Plan was passed by Council on October 12, 2010, and subsequently approved with modifications by the Ministry of Municipal Affairs & Housing (MMAH) on December 13, 2011. There have been two (2) amendments to the Official Plan since its adoption. The Township's Official Plan is currently beyond its lifecycle and the Township is anxious to embark on its review.

The Township acknowledges the changes which are currently being proposed to the Provincial Policy Statement/Provincial Planning Statement, with a further draft recently issued for comment on April 10, 2024, which has not yet received Royal Assent. As these changes are anticipated later in 2024, the proposed Official Plan will need to be in compliance with these changes, prior to its approval. The Township acknowledges that this may result in delays in the review process and final adoption and approval of the Official Plan by the United Counties of Leeds & Grenville. The timelines and proposed work plan would be amended to accommodate the incorporation of these anticipated Provincial changes after the Provincial Policy Statement/Provincial Planning Statement receives Royal Assent.

The new Official Plan will need to have regard/be compliant with the United Counties Official Plan which was approved by MMAH on February 19, 2016, taking into consideration any needed changes resulting from the Provincial Planning Statement after it receives Royal Assent.

The Township has recently completed an Augusta Land Use Strategy: West of Prescott. This study was a result of discussions with the Town of Prescott, and the recommendations included in a recent Land Needs Study, on lands located immediately west of the Town of Prescott, bounded by Highway 401 to the north, County Road 2 to the south, Merwin Lane to the west and the Town of Prescott municipal boundary to the east. The purpose of the Strategy is to allow for commercial and industrial development and a range and mix of options for higher-density residential development. The Strategy resulted in the approval of Official Plan Amendment No. 4 on March 20, 2024, by the United Counties of Leeds & Grenville, and will need to be captured in the new Official Plan document.

Any supporting studies, as may be deemed required by the consultant, need to be detailed. The proposal presented should identify what studies, if any, the consultant deems required to support the reviews.

The introduction of new policies in the Official Plan and changes to existing policies are anticipated as part of this review. Subsequent or concurrent changes to the Zoning By-law are also anticipated. The Township's current

Zoning By-law 2965, as amended, was passed by Council on October 22, 2012. There have been approximately thirty-nine (39) amendments to the Zoning By-law to date.

The Township currently has both paper and digitized computer mapping schedules for the current Official Plan and Zoning By-law. The required updates/amendments to these documents, in the prescribed format, are a key component of this project. The digital mapping is held by arrangement with the United Counties of Leeds and Grenville GIS operating system.

#### **4.3.3 THE STUDY PROCESS**

The review will commence upon retention of the consultant. Prior to proceeding, the consultant will submit and receive approval for a finalized work plan, based on the Proposal and discussions between the Consultant Team Leader and the Township's CAO and Planner. The work plan shall give consideration to the anticipated changes and timeline of the approval of the revisions to the Provincial Policy Statement/Provincial Planning Statement.

#### **4.3.4 DELIVERABLES**

The following subsections outline the Township's expectations for deliverables from the consultant throughout the process of review and update to the Official Plan and Zoning By-law.

##### **(a) Comprehensive Official Plan Review**

##### **(i) Research and Preparation Process and Special Public Meeting under Section 26(3) of the *Planning Act***

In reviewing the Official Plan, it is expected that the consultant will:

- Undertake a review of relevant policy and background information and publications related to the project and the Township and such materials shall include, but are not limited to: the 2020 Provincial Policy Statement and potential changes with the proposed 2024 amendments to the Provincial Planning Statement as they become available/approved by the Province; applicable Provincial legislation and guidelines; the United Counties of Leeds & Grenville Official Plan; the Counties Groundwater Management Study, 2001; the Kemptville Creek Watershed Plan-Rideau Valley Conservation Authority, April 1999, the Source (Water) Protection Plans of the Cataraqui Region Conservation Authority, Mississippi-Rideau Source Protection Authority, Raisin-South Nation Source Protection Authority as provided/posted on these conservation authority websites.
- Conduct any necessary background studies as may be required to justify



any proposed changes to the Plan requiring such documentation, for consideration and review by Council and the approval authority (United Counties of Leeds & Grenville).

- Undertake pre-consultation with the Counties' approval authority and initiate preliminary and ongoing involvement of the Counties as required to ensure a smooth/timely approval process.
- Meet with necessary Ministries and agencies to obtain required information as deemed necessary to gain full information relevant to the Township's review/update
- Meet with Township staff, the Township's Planning Advisory Committee (PAC) as the lead Committee in this review, and with Council in advance of preparing a draft Official Plan.
- Receive and consider submissions from Township staff, Township Committees, and the public respecting the review.
- Attend and present at a Special Public Meeting under Section 26 of the *Planning Act*.

(ii) Initial Draft Official Plan Document

- Submit a **first draft** of the Official Plan in:
  - an electronic readable format such as PDF or MS Word in an accessible format under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Web Content Accessibility Guidelines (WCAG, 2.0 Level AA format)*.
  - ten (10) paper/hard copies for review by Township staff, the Planning Advisory Committee, Council, and the public.
- Meet as required with Council, the Planning Advisory Committee, municipal staff, and Counties staff to discuss the first draft.
- Manage public engagement. Council is desirous of seeking public consultation/input on this review, which includes, at minimum, holding the initial public Open House on the need to review the plan and seek public input on the document, and holding at least one (1) Public Meeting on the draft Official Plan required by the *Planning Act*. The public is also able to be engaged by attendance at the Planning Advisory Committee meetings where the Official Plan review will be considered and recommended to Council and at subsequent meetings of Council. The consultant shall also manage other opportunities for public input, as identified in the public consultation strategy proposed by the



consultant.

The Township will be responsible for the costs of the publication of such notices in local newspapers. Township staff will assist with coordinating this and with posting notices on the Township's website and social media accounts.

(iii) Finalized Draft Official Plan Document Review

- Submit a **finalized draft** of the Official Plan in:
  - an electronic readable format such as PDF or MS Word in an accessible format under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Web Content Accessibility Guidelines (WCAG, 2.0 Level AA format)*.
  - ten (10) paper/hard copies for review by Township staff, the Planning Advisory Committee, Council, and the public.
  
- Upon submission of the finalized draft Official Plan, the consultant shall attend a meeting of Council to present the draft.
  
- When deemed suitable by Council, the consultant shall hold a Public Meeting on the proposed document amendment(s) before Council, as required under the *Planning Act* to formally solicit the views of the public on the proposed Official Plan and provide the Notice of Public Meeting, all maps and presentation displays for this meeting.
  
- Analysis and recommendation on any comments received are to be undertaken by the consultant, potentially in consultation with the Planning Advisory Committee if deemed warranted, to make a determination on the matter(s).

(iv) Official Plan Adoption by Township Council

In the adoption of the Official Plan, it is expected that the consultant will:

- Attend the meeting of Council where the By-law for the Official Plan is considered by Council.
  
- After the adoption of the Official Plan by Council, the consultant shall submit all the required documentation including the Counties' required numbers of copies and any supporting/background materials as required to the Counties for their approval.

The Township will be responsible for any costs associated with the Counties' approval and assist with coordinating this with the consultant.

- Upon receiving approval by the Counties, the consultant shall assess the

proposed modifications, and if no appeal to the Ontario Land Tribunal (OLT) is deemed warranted by the Township, incorporate any Counties required modifications into the Township's Official Plan, in electronic format. Similarly, in the event of an appeal to the OLT, the consultant shall incorporate any decision of the OLT into the Township's consolidated version of the Plan.

The project includes analysis of any public/agency objections to the Official Plan as part of this review but does not include costs related to the consultant's time for possible preparation of testimony at any possible Ontario Land Tribunal (OLT) Hearing. The consultant will be expected to support the document amendments before any possible OLT hearing. Any consultant preparation and attendance at a possible OLT hearing will be separately charged to the Township in accordance with the consultant's normal practices/pricing.

- The final document text shall be provided to the Township in PDF or MS Word in an accessible (WCAG 2.0) format to facilitate future amendments and posting of the document on the Township's website.

## **(b) Comprehensive Zoning By-law Review**

### **(i) Research and Preparation Process**

In reviewing the Zoning By-law, it is expected that the consultant will:

- Assess the existing Zoning By-law and the amendments approved to date.
- Ensure compliance of the proposed Zoning By-law with the Official Plan review.
- Receive staff input on the existing documents/noted areas requiring clarification/definition.
- Meet with any necessary Ministries or agencies, to obtain required information/clarification as may be deemed necessary to gain full information relevant to the Township.
- Meet with Township staff, the Township's Planning Advisory Committee, and Council as necessary, in advance of preparing a draft Zoning By-law.
- Receive and consider submissions from Township staff, Committees, Council, and the public respecting the Zoning By-law review.

(ii) Initial Draft Zoning By-law Document and Open House

- Submit a **first draft** of the Zoning By-law in:
  - an electronic readable format such as PDF or MS Word in an accessible format under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Web Content Accessibility Guidelines (WCAG, 2.0 Level AA format)*.
  - ten (10) paper/hard copies for review by Township staff, the Planning Advisory Committee, Council, and the public.
- Meet as required with Council, the Planning Advisory Committee, municipal staff, and Counties staff to discuss the first draft.
- Attend and present at an Open House on the draft Zoning By-law.

(iii) Finalized Draft Zoning By-law Document Review

- Submit a **finalized draft** of the Zoning By-law in:
  - an electronic readable format such as PDF or MS Word in an accessible format under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Web Content Accessibility Guidelines (WCAG, 2.0 Level AA format)*.
  - ten (10) paper/hard copies for review by Township staff, the Planning Advisory Committee, Council, and the public.
- Attend a meeting of Council to present the draft.
- When deemed suitable by Council, the consultant shall then hold the statutory Public Meeting before Council as required under the *Planning Act* to formally solicit the views of the public on the Zoning By-law and provide the Notice of Public Meeting, all maps and presentation displays for this meeting and materials available for public review prior to the public meeting.

The Township will be responsible for the costs of the publication of such notices in local newspapers. Township staff will assist with coordinating this and with posting notices on the Township's website and social media accounts.

- Analysis and recommendation on any comments received are to be undertaken by the consultant, potentially in consultation with the Planning Advisory Committee if deemed warranted, to make a determination on the matter(s).

(iv) Zoning By-law Adoption by Township Council

In the adoption of the Zoning By-law, it is expected that the consultant will:

- Submit all the required documentation and supporting/background materials to the Township for their records and circulate notice of the approved document and noted notice of appeal to those who requested notice and to those otherwise prescribed under the *Planning Act*/related regulations. Township staff will assist with this public/agency notice of passing/appeal date notification.
- The project includes analysis of any objections filed to the Zoning By-law but does not include the consultant's time/costs for preparation of testimony or attendance at a possible Ontario Land Tribunal (OLT) Hearing. The Consultant is expected to defend the document and represent the Township to justify the document before the OLT. Any consultant preparation and attendance at a possible OLT hearing will be separately charged to the Township in accordance with the consultant's normal practices/pricing.
- The final consolidated Zoning By-law document text shall be provided to the Township in PDF or MS Word in an accessible (WCAG 2.0) format to facilitate future amendments and posting of the document on the Township's website.

**(c) Maps/Schedules**

Through consultation with the Township, the United Counties of Leeds and Grenville GIS department can supply to the consultant all the required supporting GIS Data Digital Sources of Information Mapping required as long as the Counties has acquired the requested data, i.e. Provincial data from Ontario Geospatial Data Exchange (OGDE) or Land Information Ontario (LIO), Teranet parcel etc. The data format will be an ESRI ArcGIS geodatabase, geo-referenced to Projection Universe Transverse Mercator, North American Datum (NAD) 1983. The successful candidate will need to enter into a Data Release Agreement which indicates the municipal and third-party ownership, and terms of the usage of the data. The associated fees for the Counties to generate and deliver the data will be paid by the Township as part of this project undertaking.

The Township requests for resulting map/schedules from the project:

- digital copy of all resulting data and map schedules and/or appendices delivered in an ESRI ArcGIS geodatabase format (ArcGIS Version 10 and newer), or a map package (.mpk), Projection Universe Transverse Mercator, North American Data 1983 (NAD 83);
- three (3) hard copies of Schedules at 1:25,000 metric scale of all main schedule maps for its use.
- three (3) hard copies of any sub-map Schedules for Settlement Areas, at a larger modified scale for ease of reference, for its use.

#### **4.4 PROJECT ADMINISTRATION**

The consultant will report to the Township’s CAO and Planner. The Planner will be the main point of contact for coordinating requirements of the study and managing and reporting project status. The Township’s CAO and Planner will work in conjunction with other Township Staff to:

- Conduct the consultant selection process;
- Approve the Final Work Plan;
- Conduct project oversight;
- Provide corporate and departmental information consistent with the consultant’s mandate;
- Coordinate consultation and meetings with the Planning Advisory Committee and Council and other technical expert staff/agencies as deemed required including the United Counties of Leeds & Grenville, applicable Conservation Authorities, and other Provincial ministries, etc.;
- Attend meetings with the consultant for status updates and to provide input on policy development;
- Participate in the review and comment on any draft versions of the Official Plan and Zoning By-law.

#### **4.5 THE CONSULTANT**

For the purpose of this Request for Proposal, the term “Consultant” in the Terms of Reference also means “Consulting Team” and includes any combination of individuals, firms, companies or corporations party to the Proposal.

#### **4.6 THE CONSULTATION PROCESS**

Effective consultation will be important to the success of this initiative. Therefore, in the Proposal, the consultant will recommend a plan for a consultation process that will identify the critical stakeholders and recommend an engagement process.

The details of the consultation process will be established in the finalized work plan, which is referenced in Section 4.7 “Timing”. The Township’s CAO and Planner will support the consultant when scheduling meetings and with the preparation of agendas, presentation materials, and meeting minutes. Prior to the scheduling of meetings, the consultant shall confer with the Township’s CAO and Planner.

#### **4.7 TIMING**

Prior to commencing work on the project, the consultant will submit a finalized work plan, which will assign dates for the completion of various milestone tasks

on the timeline.

#### **4.8 CONTENT OF PROPOSALS**

The consultant will be retained on the basis of a written proposal and, if necessary, interviews held by the Township. Selected Proponents may be short-listed for interviews.

The written Proposal shall contain the following information:

- Members of the consulting team, including their qualifications and experience;
- Identification of the Consultant Team Leader;
- An explanation of the approach and methodology to be used and research to be undertaken to achieve the project's goals and objectives, as outlined in the Request for Proposal;
- A stakeholder consultation strategy;
- A comprehensive work plan/project schedule, including timelines, milestones, meetings, and key dates, which fulfill the requirements of the Terms of Reference;
- An upset cost for the completion of the project, which includes a breakdown of the hourly rates attributable to each of the Consultant Team members and the hourly time commitment by task, for each of the participants; and all other costs and related disbursements;
- Documentation of related experience;
- A list of three (3) client references in respect of projects similar to the one described in the Terms of Reference, preferably in a municipal environment.
- In the proposal the consultant shall indicate any projects it is currently undertaking which may represent a professional conflict with the conduct of this study.

The maximum length of the Proposal shall be fifteen (15) pages, exclusive of resumes, references, and documentation relating to project experience.

#### 4.9 EVALUATION CRITERIA

The Proposal will be evaluated on the basis of the following criteria:

Criteria	Score
<p><b>Qualifications and Experience</b></p> <ul style="list-style-type: none"> <li>• Capability of the Consultant Team Leader;</li> <li>• Degree of Participation of the Consultant’s senior staff;</li> <li>• Qualifications and expertise of the team members;</li> <li>• Skills consistent with the needs of the project;</li> <li>• Experience in similar studies;</li> <li>• Level of public sector experience;</li> <li>• Experience in the operations of multi-disciplinary organizations;</li> <li>• Demonstrated success in stakeholder consultation and the quality of the proposed consultation plan.</li> </ul>	<p><b>45%</b></p>
<p><b>Quality of the Proposal</b></p> <ul style="list-style-type: none"> <li>• Complete and comprehensive submission;</li> <li>• Demonstrated understanding of the project requirements;</li> <li>• Organization and clarity of presentation;</li> <li>• Public outreach strategy;</li> <li>• Skill in communicating the project plan.</li> </ul>	<p><b>25%</b></p>
<p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>• Work program and scheduling of major milestones and meetings;</li> <li>• Timelines consistent with study requirements;</li> <li>• Approach to reporting and invoicing;</li> <li>• Monitoring of budget;</li> <li>• Appropriate allocation of resources to the various phases or study tasks;</li> <li>• Ability to commit to the timing objectives for the completion of the study;</li> </ul>	<p><b>20%</b></p>
<p><b>Financial</b></p> <ul style="list-style-type: none"> <li>• Proposal Fee;</li> </ul>	<p><b>10%</b></p>
<p><b>Maximum Attainable Score</b></p>	<p><b>100%</b></p>



#### **4.10 SHORT-LIST DISCUSSIONS/INTERVIEWS/PRESENTATIONS REQUIREMENT**

The Township may create a short list of Proponents based on the evaluation results. The Shortlisted Proponents may be further evaluated on a score of 25.

The Township reserves the right to incorporate discussions/interviews/presentations (the "Interview") into the Proposal evaluation process at the short-list stage. The Township, at its sole discretion, may interview short-listed Proponents and may ask them to make a short formal presentation to the Township. (Presenters will be required to supply their own presentation equipment and materials.)

The Interview would serve as the mechanism for further evaluation of the Proposals of short-listed Proponents at an in-depth and more detailed level in order to establish the finalist for Preferred Proponent status. The further detailed evaluation will take into account, discussions, presentations, and clarifications with/by short-listed Proponents and analyses by the Township, together with such other considerations as the Township, in its sole discretion, deems necessary to complete its assessment of the short-listed proposed solutions. Bonus points to a maximum of 25 points will be awarded in addition to the score obtained through the Evaluation Criteria.

Short-listed Proponents must be prepared to answer questions on their Proposals and shall cooperate with the Township with respect to Interview scheduling and any other requirements imposed by the Township.

The Township reserves the right to limit interviews to a number of the top-scoring Proponents as determined by the Township regardless of the number of Proponents who qualified for the shortlist and the scoring point spread thereof. The Township reserves the right to augment the shortlist at any time.

#### **4.11 NEGOTIATIONS**

On completion of the evaluation process, vendor negotiations will be undertaken to refine the details of the contract for all portions of the proposed services described in this Request for Proposals. Negotiations may take the form of adding, deleting or modifying requirements.

Assuming mutually acceptable terms and conditions can be negotiated a contract will be signed with the selected Proponent. In the event of default or failure to arrive at mutually acceptable terms and conditions the Township may accept another Proposal or seek new Proposals or carry out this service in any other way deemed appropriate.



#### **4.12 DISBURSEMENT OF FEES**

The successful Proponent will be required to submit a payment schedule prior to commencing the project. The payment schedule shall be subject to the approval of the Township's CAO.

Invoices will be required to contain the following minimum information:

- Description and explanation of work undertaken in each invoice time period;
- Personnel employed and hours expended by the hourly rate;
- Disbursements;
- Total Fee for each invoice;
- 10% holdback applicable to all invoices, without interest.

The 10% holdback shall be reimbursed on the submission of the final report.

#### **4.14 BACKGROUND DOCUMENTATION**

The following documents are deemed necessary as background information for the proponents in the preparation of the proposal. The background will assist in developing an understanding of the Township of Augusta and the planning context. The information cited below is not considered to be comprehensive or necessarily all that may be pertinent.

- Provincial Policy Statement (2020);
- Bill 97 and other provincial legislative changes;
- United Counties of Leeds & Grenville Official Plan (2016) (note: ongoing Agricultural Lands and Aggregate Resources Master Plan reviews);
- Township of Augusta Official Plan (2010)
- Township of Augusta Zoning By-law 2965, as amended (2012)
- Township of Augusta Lands Use Strategy: West of Prescott (2023)
- Counties Groundwater Management Study, 2001;
- Kemptville Creek Watershed Plan-Rideau Valley Conservation Authority, (1999);
- Source (Water) Protection Plans of the Cataraqui Region Conservation Authority, Mississippi-Rideau Source Protection Authority, Raisin-South Nation Source Protection Authority (as provided/posted on these Conservation Authority websites)

### **5 SUBMISSION REQUIREMENTS**

#### **5.1 PROPOSAL RESPONSE FORM**

Proponents must respond using the Response Form provided. **This form must**

**be signed and dated by an authorized individual at the appropriate location, and must include the following information:**

a. References

Proponents should provide a minimum of three (3) references preferably dealing with municipal governments.

b. Resumes

Proponents shall include resumes of all key personnel they propose to use in the completion of these requirements.

c. Pricing

Proposals should include hourly rates for all individuals who might be employed on the project. In addition, any and all ancillary charges including mileage, per diems, telephone calls, etc., shall be clearly stated.

d. Value Added

Clearly indicate any value-added items that are included within the response. These may be items included within the response which are above and beyond the requirements but add value to the service provided.

**The Corporation of the Township of Augusta**

**Proposal Form**

**Consulting Services for the Official Plan Review and Zoning By-law Review**

**The Corporation of the Township of Augusta**

THIS PROPOSAL IS SUBMITTED BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PROVINCE: \_\_\_\_\_ FAX NO: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_ CELL NO: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PROPONENTS H.S.T. NO: \_\_\_\_\_

**THAT Addendum/Addenda** No. \_\_\_\_ to \_\_\_\_ inclusive relating to the said contract have been

received and the Proponent hereby accepts and agrees to the same as forming part and parcel

of the said Contract.

NAME OF AUTHORIZED PERSON(S):

POSITIONS(S) OF THE PERSONS(S):

\_\_\_\_\_  
(print)

\_\_\_\_\_  
(print)

\_\_\_\_\_  
(print)

\_\_\_\_\_  
(print)

The Corporation of the Township of Augusta, Hereafter called the “Owner”

I/WE \_\_\_\_\_ the  
undersigned declare:

1. THAT I/WE have carefully examined the Request for Proposal Documents relating thereto, prepared, submitted and rendered available by the Owner, and hereby acknowledge the same to be part and parcel of any contract to be let for the Service or Work therein described or defined.
2. THAT this document has not been changed or altered in any way from the original wording.
3. THAT no Person(s), Firm or Corporation other than the one(s) identified in the Proposal has any interest in this Proposal or in the Contract proposed to be undertaken.
4. THAT this Proposal is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a Proposal for the same service or work and is in all respects fair and without collusion or fraud.
5. THAT the Proponent represents no member of Council, and no officer or employee of the Owner, is, or has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise howsoever in or on the performance of the said contract, or in the supplies, service or work or business in connection with the said contract, or in any portion of the profits thereof, or of any supplies to be used therein, or in any monies to be derived there from.
6. THAT the matters stated in the said Proposal are in all respects true accurate and complete.
7. THAT I/WE do hereby Propose and offer to enter into a contract to provide the service or work described or implied therein including H.S.T. in effect on the date of the acceptance of Proposal, and all other charges on the provisions therein set forth and to accept in full payment therefore, in accordance with the prices and terms set forth in the Proposal herein.
8. THAT additions or alteration to or deductions from the said Contract, if any, shall be made in accordance with the prices stated in the Schedule of Unit prices in strict conformity with the requirements of the Contract.
9. THAT this Proposal is irrevocable and open for acceptance, by the Owner until Ninety (90) Working Days have elapsed from Closing Time. The Owner may at any time within

that period, without notice, accept this Proposal whether previously any other Proposal has been accepted or not.

10. THAT the awarding of the contract, by the Owner is based on this submission, which shall be an acceptance of this Proposal.
11. THAT if the Proposal is accepted, I/WE agree to furnish all documentation, as required by the contract document and to execute the agreement in triplicate within Seven (7) Working days after notification of award.
12. That I/WE agree to save the Owner, its officers, agents, and/or employees, harmless from liability of any kind for the use of any composition, secret process, invention, article or appliance furnished or used in the performance of the contract of which the Proponent is not the patentee, assignee, or licensee.
13. THAT I/WE acknowledge that we will perform all work in accordance with the Occupational Health and Safety Act and all its associated regulations.
14. **THAT Addendum/Addenda** No. \_\_\_\_ to \_\_\_\_ inclusive relating to the said Contract have been received and the Proponent hereby accepts and agrees to the same as forming part and parcel of the said Contract.
15. **THAT I/WE ACKNOWLEDGE THE TOTAL PROPOSAL PRICE (INCLUDING TAXES) SHALL BE:**

---

\_\_\_\_\_ DOLLARS (\$) \_\_\_\_\_ )  
In lawful money of Canada.

16. **THAT I/WE affirm that it is duly authorized to complete this Proposal by signing it.**

**IF PROPONENT A CORPORATION:**

NAME OF CORPORATION:

---

SIGNATURE:

---

(I have the authority to bind the corporation)

WITNESS:

---

**IF MULTIPLE CORPORATIONS ADD ADDITIONAL SIGNATURE PAGE:**

DATED AT THE (CITY/TOWN)

---

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_

**IF PROPONENT AN INDIVIDUAL OR SOLE PROPRIETOR:**

NAME OF CORPORATION:

---

(I have authority to bind the corporation)

WITNESS:

---

**IF PROPONENT IS A JOINT VENTURE REFER TO THE DEFINITION OF  
AUTHORIZED PERSON:**

DATED AT THE (CITY/TOWN)

---

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_

**SCHEDULE I**

**FIXED FEES FOR CONSULTING SERVICES**

Total Fixed Fees shall be equal to, and shall not exceed:

**Fixed Fee:** \$ \_\_\_\_\_  
**H.S.T.:** \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

**(Transfer Total Fee including HST to the Proposal Form, Item 15 on page 27 of 32)**

- A) Please provide a proposal with payment based on Project Milestones/  
Deliverables for the completion of the whole project.
  
- B) Please provide a **detailed payment plan** indicating itemized payments including  
a breakdown of staff hours, costs, and consultant’s assignment for each  
component must be attached to the proposal.

**SCHEDULE II**  
**LIST REFERENCES**

Please provide a minimum of three (3) qualified customer references. The Township reserves the right to use these references for evaluation of proposals.

**REFERENCE #1**

Company Name: .....

Industry: .....

Address: .....

Contact Name: .....

Title: .....

Telephone Number: .....

E-Mail: .....

Project Description: .....

.....

Completion Date (mm/dd/yyyy): .....

**REFERENCE #2**

Company Name: .....

Industry: .....

Address: .....

Contact Name: .....

Title: .....

Telephone Number: .....



E-Mail: .....

Project Description: .....

.....

Completion Date (mm/dd/yyyy): .....

**REFERENCE #3**

Company Name: .....

Industry: .....

Address: .....

Contact Name: .....

Title: .....

Telephone Number: .....

E-Mail: .....

Project Description: .....

.....

Completion Date (mm/dd/yyyy): .....

**6. RETURN MAILING LABEL**



**SEALED PROPOSAL**

**FROM:** \_\_\_\_\_

TOWNSHIP OF AUGUSTA  
3560 COUNTY ROAD 26  
PRESCOTT, ON K0E 1T0

**ATTENTION: CHIEF ADMINISTRATIVE OFFICER**

**REQUEST FOR PROPOSALS FOR  
OFFICIAL PLAN AND ZONING BY-LAW REVIEW  
CLOSING DATE: MAY 31, 2024 @ 12:00 NOON**